

**WAEF Board Meeting
Treehaven Field Station
March 12, 2006**

Board members present: Jeremy Higgins, John Heusinkveld, Rebecca Clarke, Betsy Parker, Joella Zocher, Amy Workman, Tanya Zastrow

Board members not present: Heidi Conde

Guests: Carrie Hembree

The WAEF Board meeting was called to order at 9:17am by Chair Jeremy Higgins. The agenda was reviewed.

Review of Meeting Minutes from the January Board meeting

Betsy asked that the spelling of Kathe Conn's name be corrected. Betsy moved that the January minutes be approved as amended. Amy seconded. There was no further discussion. The motion passed unanimously.

There was no **Public Input**.

Administrative Assistant's Report

Jeremy read a letter of accolade that was sent to WAEF AA Carol Weston, commending her for superior service to the organization and suggesting that she receive additional benefits as AA. Carol's foremost request is for her hours to remain flexible, especially during the summer. There could also be the possibility of contracting Carol beyond our current contract with UWSP for work on extra projects for extra pay. UWSP has specific regulations regarding such payments. John recommended that the Board stay attentive to the needs of the WAEF office, which is Carol's immediate work environment. Joey suggested that WAEF seek out a UWSP student worker during summer hours, if necessary, to cover any office time. Carol is able to check messages and consistently return phone calls weekly even with reduced hours.

ACTION ITEM: Jeremy will look into compensation opportunities for Carol.

Rebecca brought up the option of purchasing a laptop for WAEF; this could be incorporated into a wish-list to feature in the newsletter or obtained by a grant.

ACTION ITEM: Rebecca will forward Carol's "office wish list" to the Board.

ACTION ITEM: Jeremy will ask Carol to send all Board members a copy of WAEF's tax-exempt document for grantwriting purposes.

WAEF Budget

When writing grants, make sure to ask for additional funds to account for overhead. The UWSP Indirect Cost Rates (overhead) could be used as a reference at 45%. Keep all Board members informed of any grantwriting activities.

Volunteer time can often be used by organizations such as WAEF for grant matching. The Fall Conference Planning Committee has been keeping track of their hours to use as match on their grants. Jeremy drew attention to the approved WAEF Grants Policy. It would be useful to have some kind of set volunteer hour tracking tool for WAEF.

ACTION ITEM: Tanya will share a volunteer hour tracking template used by another organization she works with.

ACTION ITEM: The Management Committee will prepare a preliminary budget and send to the Board before the May Board meeting, approximately by the end of April. The Board will review this document and discuss at the May Board meeting.

Joey reminded Board members to keep in mind that “concrete” budget items, such as membership brochures or t-shirts, are excellent options for donations or grants. Keep this in mind when considering budget numbers.

ACTION ITEM: Betsy will contact the Spring Adventure Workshop committee to coordinate WAE Board presence at this event.

Fundraising Suggestions: WAE Awards Banquet, benefit concert, member outings

ACTION ITEM: Bring suggestions of potential fundraising activities, especially as they relate to the 2006 Fall Conference, to the May Board meeting.

Rebecca commented that it would be good to have professional assistance in fundraising for the Fall Conference and general fiscal security. Would it be possible to bring in a speaker to the May Board meeting to present on successful fundraising & event planning? Joey reminded the Board that any additional income for WAE cannot come from our members; as environmental educators, they are not likely to have significant funds to contribute beyond current support.

ACTION ITEM: Jeremy will research potential fundraising & event planning speakers for the May Board meeting.

Committee Reports

Networking Committee: Jeremy, Kathe Conn, and Betsy have been developing a process for reaching out to the regions of the state, based on the overlap between NatureNet member organizations and WAE membership.

** In order to facilitate a discussion regarding Committee Development, *
* Committee reports were moved at this time to the bottom of the agenda. **

Old Business

WAE Board Positions & Proposed Bylaw Changes

Because the proposed bylaw changes to the student Board member terms significantly alters their service to WAE, there may be no need to appoint a student member to serve for the remainder of the 05-06 school year. It is noted that the Fall Conference student meeting will need to be organized; former student Board members Karla Lockman and Ben Bishop may be willing to assist in this. In the future, new student Board members entering service in September will need assistance in organizing Fall Conference student meetings.

Betsy moved to suspend appointment of a student Board member until May, pending a vote on the proposed bylaw changes to the student Board member terms. Joey seconded. The motion passed unanimously.

Tanya moved to accept the proposed bylaw changes regarding student Board member terms. Amy seconded. The motion passed unanimously.

The WAE Electronic Voting Policy was reviewed. For a motion to pass via electronic vote, 2/3 of the available Board members must approve.

Board member Brian Arnold has resigned. Following the process indicated in the January Board meeting minutes, Jeremy would now extend the open Board seat to Michael Ring.

Rebecca moved that Jeremy should extend the open Board seat to Michael Ring. Tanya seconded. The motion passed unanimously.

ACTION ITEM: Jeremy will extend the open Board seat to Michael Ring.

If Michael Ring does not accept the open Board seat, it was discussed whether or not it would be worth the effort to fill the open seat when the Board needs to be focusing on supporting the upcoming Fall Conference.

Amy moved that if Michael Ring does not accept the open Board position, then the open seat will be filled during the next regular Board election cycle. Joey seconded. The motion passed unanimously.

New Business

Midwest Environmental Education Conference (MEEC)

Carol Schutte, chair of the 2005 MEEC in Iowa, has called a meeting of the MEEC Committee in Dubuque. Tanya volunteered to attend this meeting on behalf of WAEE. John volunteered to try to attend as well. An informal confidence vote revealed that the Board felt that Wisconsin should host the MEEC in 2007, but only if it can be held in October. Previous MEECs have been in July. Tanya and John will take this information to the MEEC meeting in Dubuque.

Discussion ensued as to potential chairs for the 2007 MEEC in Wisconsin. The Board reviewed names of WAEE members who have chaired past conferences. Data obtained from the recent membership survey may reveal the names of WAEE members who may be willing to work on the 2007 MEEC. Tanya and Joey agreed to co-chair the preliminary MEEC planning committee. Tanya will call Kate Morgan, who was originally involved in working with the MEEC committee.

ACTION ITEM: Carol or Jeremy will forward the names of potential volunteers from the membership surveys. Send suggestions of potential MEEC conference chairs to Tanya and Joey.

Organizational Membership Exchange

Representing Treehaven Field Station, John contacted Jeremy with the suggestion that WAEE offer one organizational membership (to include two individual memberships) plus one additional individual membership to Treehaven, in exchange for all lodging costs associated with the Spring Retreat.

Tanya moved to offer an organizational membership plus one additional individual membership to Treehaven Field Station in exchange for lodging costs from Spring Retreat. Betsy seconded. The motion passed unanimously.

This same benefit can be offered to other organizations on a case-by-case basis. For example, Scott Johnson at CWES has offered to host Winter Workshop in exchange for an organizational membership.

ACTION ITEM: When Betsy talked to John Munson, who organizes the Spring Adventure Workshop, she will mention that Scott Johnson at CWES has interest in hosting events at CWES. This may be relevant because John Munson is retiring and the fate of the Spring Adventure Workshop is unclear.

Committee Reports (moved from earlier in the meeting)

Membership Committee

The membership survey has been administered, collected, and the results tabulated. The proposed bylaw changes have been passed.

Conference Oversight Committee

Rebecca shared a written Conference Oversight Committee Report and 2006 Conference Budget. The Conference Planning Committee did not realize until recently the importance of the WAEE Fall Conference making a profit. They are currently budgeted to return a profit of \$8760. The budget was reviewed and discussed. Because of work-related issues, Rebecca is having a difficult time attending the monthly meetings of the Conference Planning Committee and addressing the deluge of daily emails from this group. Other Board members must step in and give assistance with this, especially since the Fall Conference is the biggest income generator of the WAEE year.

The Board discussed appropriate registration fees for the conference. Representatives from the Membership Committee confirmed that they would be in charge of the WAEE Member Meeting at the conference. The Planning Committee needs auction items and presenters.

ACTION ITEM: The Board should encourage contacts to submit proposals to present at the 2006 Fall Conference. All materials are available on the WAEE website.

The Board meeting at the Fall Conference is set for Saturday morning, overlapping the first set of concurrent sessions. If presenting sessions, Board members should work around this schedule.

ACTION ITEM: Rebecca will share with the Board the prepared letter templates for conference donations and conference sponsorships.

Amy moved to adjourn the meeting at 1:00 pm. John seconded. The motion passed unanimously.