

WAEE March Board Meeting
CWES, [Amherst Junction, WI](#)
Spring Retreat
March 8-9, 2008

Betsy called meeting to order at 8:01 am.

Present: Tom Quinn, Betsy Parker, Cassie Bauer, John Heusinkveld, Ruth Ann Lee, Glen Reindl, Kathy Sill, Amy Workman, Joella Zoher, Rebecca Westfahl, Maria Pichette

Absent: Maggie Bishop, Hillary Bulger, Abbie Enlund

I. Review Of Minutes

Board members reviewed minutes from January 25, 2008.

Motion: Joey motioned to approve minutes. Motion 2nd by Amy. Motion Passed.

II. Committee Reports

Proposal put on the table to have Rebecca Clarke fill Abbie's administrative assistant role while she is gone on maternity leave. Rebecca is familiar with the duties and WAEE; if Rebecca does not fill the position then it will be filled through the UWSP LTE. However, it is the final decision of the university to fill the position.

Motion: Kathy motioned to have Rebecca fill Abbie's position at the same contracted rate, plus an additional stipend from WAEE for added responsibilities for 2-3 months, 20 hours per week. Ruth Ann seconds the motion. Motion passed.

The board will vote on the Financial Task Teams decision of priorities.

Motion: Glen motioned to approve task forces priorities and accept the boards adjustments to the priorities and the monetary value to each. Motion seconded by Joey. Motion passed.

Boards Adjusted Priorities List and Percents – Decided at Meeting March 8, 2008

Membership	30%
Advocacy	30%
Conferences	25%
Awards	10%
Website	5%

III. Public Input

Scott Johnson, director of CWES, attended to meeting to propose that WAEE partners with him to work on his thesis project. Scott's thesis project is to bring back/restart the "Loose Group". The "Loose Group" would develop, implement, and evaluate a plan for organizing a non-formal consortium of EE centers in the state of Wisconsin. There was a "Loose Group" many years ago, and Scott would like to bring back that connection/networking with other educators throughout the state. It was decided that there is a need for this type of program, it could help increase membership for WAEE, and it could dovetail with other organizations such as

CommunitEE and NatureNet. It was suggested that administrative assistant for WAEE could assist in assisting with the program. Scott stated that if WAEE were to work with him on this he plans to prepare everything and would work on it for 4-5 years and after a couple of years hopefully pass it on. The board would like to see more research into funding, need and interest. Scott will hopefully be getting a grant from WEEB to get the program started. The starting point for the project will be to first have a committee meeting and at that meeting figure out the next steps. Scott's thought is that WAEE would be an umbrella for this organization. Tom stated that this projects fits well with the mission of WAEE. Board members that showed interest in this project were: Rebecca, Tom, Betsy, and Joey.

Action Item: Maggie Bishop had shown interest in this project; she will email Scott by mid-March if she has continued interest.

Motion: Joey motioned to have the board support the next steps of Scott's thesis project the "Loose Group" to develop, implement, and evaluate a plan for organizing a non-formal consortium of EE centers in the state of Wisconsin. John seconded the motion. Motion passed.

IV. Additional Reports

Administrative Report:

Motion: Tom motioned to stay with the same method of membership renewal. Joey 2nd the motion. Motion passed.

Brochures:

The board agreed to distribute brochures at organizational member sites.

Action: Betsy will let Abbie know that she can send out the "invisible" brochures [once they are produced to WAEE organizational members](#).

Display Board:

Action: Cassie will meet with Abbie to discuss board suggestions and changes of the display board.

The board made the decision to not go with the ribbons.

Action: Tom will research pricing for window clings to send to organizational members.

Action: Tom will research pricing and styles of foam board stand alones.

Action: Tom will look into a tri-fold brochure holder, what the cost is and if the additional cost to have WAEE put on it.

Member Benefits:

Action: Tom will type up a new organizational member benefits list.

Action: Glen will look into starting and creating a short video that could be used to promote WAEE and the WAEE conference.

The board decided that the need a new policy for dealing with conference fees and registration for keynotes, presenters, WAEE board members, [and conference committee members](#). Board agrees that keynotes should get into conference for free. The board is still unsure about presenters and what to do for registration and other costs. Some ideas were to let presenters

in for free, another idea was to let them in for no fee if presenting, but they would be responsible to pay for registration if they would like to attend the workshop or that presenters pay for workshop, but get a free WAEE membership for presenting.

Action: Abbie will research other organizations in Wisconsin (SWEIO, WSST, ANCA, WI Charter School Conference), Minnesota, Illinois, Iowa and Michigan that have conferences that are similar in size as WEAA's conferences and look into how they budget for the cost of [registration, food and lodging](#), presenters, exhibitors, keynotes, [committee members and Board members](#).

The board is striking having an honorary chair for now and will be put on the back burner. The board feels that when the right candidate comes along they will know. The board will continue to keep names in mind.

Tom suggested that there could be members that WAEE gives emeritus status; perhaps members that have been with WAEE for 20+ years or life members.

Action: Abbie check members to see if there is enough information to know how long members have been with WAEE.

Betsy is revising the member letter.

Action: Betsy will send the revised member letter to the board to be reviewed. She will have it sent out by the end of March.

Membership Forms:

The membership forms were revised, there was a check box added to make a donation to WEEF; however, there still needs to be a couple more changes.

Changes to forms include:

1. Add a check box so members can check if they prefer to be called at home or at work; this change will be made to both individual and organizational forms. For the organizational forms the check boxes will be there for each staff person.
2. On the forms it currently asks Interest Area(s), the form should be changed to Interest Area and ask the member to choose only ONE area.
3. Take off summer mailing address, not needed.

Action: Tom will make final revisions on the membership forms and then it will send the final version to Abbie and Sunshine, so they can be posted.

WAEE Website:

There are a list of needs that Sunshine needs for the WAEE website. Amy had completed needs #4, 5, 6, and 7.

Action: Board members volunteered to complete the other needs and report to Sunshine as soon as possible.

Abbie will complete #1-getting Sunshine information on past conferences.

Betsy will complete #2-take photos of board members.

John will complete #8-updated information on [2009](#) winter workshop dates.

Joey will complete #3 and #9.

The virtual office is going to be re-organized to be more user friendly, but this means that it will not be accessible. Board decided that it is fine if the virtual office is down as long as Abbie will have access to everything and Sunshine will complete updates as soon as possible.

Action: Betsy will inform Sunshine that she can go ahead and work on the virtual office.

Sunshine wants to know if it necessary to have so many past newsletters on the website. The board decided that there only needs to be the past 6 months of newsletters on the website, but there should be a contact number for anyone interested in the archives.

Action: Betsy will email Sunshine and let her know that she only needs to have the last 6 months of newsletters posted on the website.

Board Member:

Maggie Bishop has decided to leave the board. The board will get to nominate a new board member since Maggie is leaving mid-term. The new board member will only have to finish Maggie's term until fall 2009.

Action: Betsy will follow up with Maggie this week and inform the board by next week to let them know if they should look for other board member possibilities and bios.

V. Unfinished Business

Motion: Joey motioned to change teacher scholarships to formal and non-formal educator scholarships for the 2008 Fall Conference and educators must be a WAEE member to qualify. Ruth Ann seconded the motion. Motion passed.

The board agreed that the Fall Conference budget so far looks good.

Action: Joey will add an in-kind donation to the budget to keep track of the hotels friendly donations.

Action: Joey will email an updated budget report for the Fall Conference to the board members.

2009 Fall Conference:

Action: Tom, Cassie and Glen will start researching locations of interest for the 2009 Fall Conference. They will have perspectives of potential sites and chairs by the next board meeting, June 29th, 2008.

Membership Committee Meeting:

Board members sent out letters to expired membership individuals. There were only 2 expired members that renewed their membership. The question was asked, did everyone send out their letters? Kathy and John said they had not and it is unsure if Maggie did.

It was decided that the board would send out letters to organizations with expired memberships.

Action: [Joey will coordinate](#) fall conference information and envelopes with labels ready by the next board meeting, June 29th, 2008. The letters will be passed around to board members and if anyone on the board knows the members they will add a personal note to their mailing.

Action: Abbie will look at expired organizational and individual members and cross-reference them to see if they are also on the fall conference list.

Action: Betsy will add fall conference letters and envelopes to the next meeting agenda.

Action: Everyone be sure to send out membership drive letters.

Member Outings:

If WAEE gets the WEEB grant this May for member outings, Amy already has the outings planned it will just have to be determined which outings will under which grant. However, if WAEE does not get the grant the member outings will not be able to happen. Betsy recommended to re-evaluate member outings after the board has heard the final decision of the WEEB grant.

There were some finalizations on dates of member outings. The Merrill School Forest, cordwood construction workshop outing will be on Saturday, October 4th, 2008. The Paddle Milwaukee River outing will be May 2nd 2009.

Spring Adventure Workshop:

The spring adventure workshop is the first weekend in May at the Wausau School Forest. It is an adult workshop that teaches outdoor skills. WAEE has always had a representative at the workshop and has been apart of the planning.

Action: Glen will contact John Munson, organizer of spring adventure workshop, to discuss the workshop.

Action: Amy will give Glen the WAEE poster, so Glen can then give the poster to John Munson for the spring adventure workshop.

Action: The spring adventure workshop is the deadline for Abbie to have the display board ready.

Action: The management team will budget money for board members to attend conferences.

Action: Joey will get Glen Fall Conference flyers to give to John Munson to put at the spring adventure workshop.

Brochures:

Action: Tom will contact printing and design to have the mission changed on the [existing](#) brochure to have the new mission. Tom will also have printing and design print either 500 brochures as long as it is not more than \$300.

Action: Tom will send out text of the brochure so the board will have the opportunity to make changes. Tom will then email it to Joey for her team to get started on re-designing the brochure. New brochures will be completed and printed by the fall conference.

Action: Abbie will contact Rebecca to get older pictures of Gaylord Nelson and others that participated in WAEE events.

Action: Amy's contacting WEEF to get an estimate on how much it costs to have full-colored brochures printed.

VI. New Business

Amy sent Sunshine the Cave of the Mounds write-up.

Amy reminded the board that before things are sent to members they will be emailed and looked over before sending them to the members.

Action: Ruth Ann will look into getting new signature cards for WAEE accounts. **Action:** Ruth Ann will also look into audit reports and who has them.

Action: Betsy will update [liaison](#) lists and email them to the board.

WEEB Board:

Dolly Ledin will no longer be able to serve on the WEEB board as an environmental education representative. Dolly is taking a job in Costa Rica. The WEEB board deadline for nominations is March 15th. WAEE is going to nominate others for the WEEB board.

Action: Amy will speak with Kathe Crowley Conn to see if she would want to join the WEEB board and Amy would nominate her.

Action: Betsy will speak with Rebecca to see if she is interested in being on the WEEB board.

Action: John will speak to Sally about wanting to be on the board; he will only speak with Sally if Kathe or Rebecca do not want to be nominated.

Action: Betsy will double check with Abbie that she sent thank you cards and membership information to [SECC](#) contributors.

Action: Betsy will check with Rebecca to see if she obtained picture of Dave Engleson on the bench.

The board decided to have parking lot ideas put on next meetings old business as part of the agenda; they ideas will always be there, but do not always have to be discussed.

Joey is budgeting into fall conference for a variety of WAEE merchandise.

Motion: Joey motioned for WAEE to donate \$2000 for the next five years to WEEF. Tom 2nd the motion. Motion passed.

The money donated to WEEF will be ear-marked, so it is known that this money in the account is set aside for WEEF.

VII. Deadlines

Committee budget proposals need to be in by March 30th, 2008. The yearly and long term proposals for the task force priorities need to be in by this date.

Student board members are responsible to recruit new student members for next term.

Action: Abbie will follow up with students to make sure that the student board members are recruiting for the next term.

Action: Glen will CC: Cassie on the Spring Adventure Workshop. It would be great to have student representation at the workshop. John may volunteer to be a representative for the workshop.

Action: Betsy will follow up with Sunshine on the website board meeting calendar to change the Fall Conference location from Stevens Point to Milwaukee.

VIII. Adjournment

Motion: Joey motioned to end the meeting. Glen 2nd the motion. Motion passed.