

**WAEE Board of Directors Minutes  
3/1/97 - UW-SP, Stevens Point, WI**

**Present:** Libby McCann, Terrie Cooper, Yvette Loiselle, Pat Marinac, Sterling Strathe, Phyllis Peri, Tom Finley, Milo Mietzer, Steve Casper, Meta Reigel

**Minutes:** Approved as printed.

<b>Treasurer's Report:</b>	Checking - 9,560.98
	Grants Act 55.00
	Savings - 15,842.29
	<u>MCMT - 1,052.03</u>
Total:	26,510.30

**Finance Report:** Meta reminded board members to use tax exempt no. When and where possible (ES 15351) and to either quickly send bills to office for prompt payment or to have them sent directly to office from vendor (notify her of bill with your authorization to pay it per phone or email).

The \$500 agreed upon by the board at the Dec. Meeting to be donated toward the national EE promotion position through NEETF: Further details regarding that position have been requested and will be circulated to board ASAP.

Steve Casper offered to become the finance chairman for WAEE. (YAAY!)

**Management:** The ETN's sponsored by the Extension being offered in conjunction with the Learning Institute for Nonprofit Organizations was discussed. Terrie suggested that people sign up for days to attend over lunch. Many of the topics would be pertinent for the WAEE Board.

Meta offered information from the Environmental Support Center for technical assistance grants in regard to board development. No action was taken. Information is on file in the WAEE office.

Safari Club has indicated an need to see their benefit in the annual \$1500 donation they make to our Spring Outdoor Adventure Workshop. They have offered to hire Meta to develop a simple survey in regard to benefits of that workshop and their scholarship offerings to Granite Ranch in WY. Meta has proposed to them that it be done in conjunction with WAEE rather than hiring her independently so that our organization can use the results of the survey as well. Sterling/Terrie moved that a proposal be developed regarding time commitment, printing, postage, etc. that the Board can approve and then send it to the Safari Club for their approval. It was suggested that our display also be available for their banquet next weekend (?) and that it highlight their continuous support.

Next Saturday is the Rendezvous celebration and open house for the CNR. Our display will be set up in the lobby along with newsletters, flyers etc. It will be a good opportunity to promote the organization on campus. Particularly in light of the fact that

office stability on site may be questionable if Meta is not employed by the CNR next year.

**Board/Office relations:** Several communication lines were clarified and refined.

1. Board members requested more direction in memos and notices that come from the office such as sending them only to the Chair or the person directly involved and then letting them decide whether or not to forward to the entire Board rather than general posting of notices and information.
2. A list of understandings from the Winter Workshop executive session was circulated for Board validation and clarification along with personal goals of the staff. There being no stated corrections or revisions to the items, it is assumed they are an accurate rendition of intent and purpose of that meeting.
3. Sterling, Libby, Pat, Yvette and Terrie agreed to go over the Memo of Understanding with Meta in further detail and bring it back to the board for final approval. Concern was expressed that the Memo does not contain provisions for financial administration. The committee will investigate areas where present tasks can be “jobbed out” or traded for others such as financial duties (prioritization and delegation where possible).
4. It was pointed out that whenever jobs are procured that extend beyond routine identified tasks; funding for those jobs must be guaranteed from outside sources. Meta has asked the board to decide, in theory, whether or not initiatives for office expansion and initiatives is something they support. (Jobs and opportunities would of course have to be considered on a case by case basis when the need arose) If it clearly is not an objective, then such initiatives will not be brought to the board for discussion and none will be pursued.
5. June 1st was identified as the deadline for revision of the Memo and clarification of communication lines.
6. Office time should be documented for in its entirety. Staff should not volunteer.

**EE 2000:** Abby Ruskey, National Coordinator for NEEAP, explained NEEAP, EE 2000 and the Leadership Clinic. Terrie and Meta added history and updates. Judy Klippel and Rick Koziel will attend this year’s Leadership Clinic as statewide representatives (DNR and WEEB respectively), Libby and Nancy Piraino will attend with WAEE in mind.

A long discussion ensued regarding the lack of support from DNR, DPI, Global Change, WEEB and WCEE for EE 2000. While the Board felt strongly about the need to develop a promotional packet, the question was raised whether other state entities were indeed supportive enough to make it successful given their lack of involvement up to now. A letter from Meta asking them to declare their intent and commitment for this next year has brought no response. Suggestions on how to involve them again, along with how to further develop leadership potential in the state (which is needed for ANY project to move ahead whether it is related to promotion or K-12) included using some of the EE 2000 money to have another meeting to update all those people, offering assistance to print and distribute the WEEB Strategic Action Plan and other possibilities. Clarification was offered in regard to use of next year’s money. Abby related that the money can be used “to develop state capacity” and indicated that if state’s situation changes, then it is appropriate to redirect the money. (e.g. if there is not statewide support for PR, and if

WAEЕ is the only player participating and providing direction, then perhaps we should consider using it for organizational strengthening and development as a strong state association is an absolute necessity - especially if the WEEB is cut, DNR support drops and DPI involvement does not materialize).

A discussion of who will be the fiscal manager for the grant followed. Concern was expressed for having administration of the grant fall by default to the WAEЕ office without adequate support. Last year, funding was not realized.

Libby also indicated a need for clear direction from the Board prior to her attendance at the Leadership Clinic regarding their actions at the clinic and the direction they should take. After much discussion, the following motion (Terrie/Tom) was passed which seemed to address everyone's concerns (concerns are listed at the conclusion below) 1. WAEЕ will be the administrative entity for EE 2000 in Wisconsin. 2. The Board authorizes 4 representatives to go to the Leadership Clinic and focus on a draft plan development which would include: WAEЕ organizational development and Publicity/communication initiatives as sanctioned by WEEB, and 3. That Draft Plan Development will be reported back to the WAEЕ Board for further review and consideration.

Concerns included: 1. Clear delineation of administrative responsibilities, and financial reimbursement for that support. 2. *Because it appears that the implementation of any plan developed at the Clinic will indeed fall in the lap of WAEЕ, Board members understand and acknowledge that there will be a time commitment from them.* (Italics mine, based on discussion context)

Abby confirmed that there will indeed be \$4,200 available for EE 2000 this year in addition to funding for attendance of the four individuals at the Leadership Clinic and the NAAEE Conference. It was agreed that when the Board looks at the plan developed by the EE 2000 team they would return the money if they felt that proper support could not be gathered from other state entities and if proper personnel could not be identified to assist in carrying the project to an effective conclusion. (A budget proposal will need to be developed for this money along with a work proposal - at a later date)

**Membership:** A conference for membership development sponsored by Institute for Conservation Leadership is being offered in Duluth but on the same day as our Planning Retreat. A duplicate one is scheduled for MI on another date. Yvette expressed interest in attending the MI one and will discuss with Libby and Terrie. It was agreed that money should be budgeted next year for board development/committee development.

Libby pointed out the existence of the Fall Conference committee for new members and the information related to it. This was considered successful: Milo is here to prove that! Motion (Tom/Libby) passed to approve this addition to the Conference Planner.

**Educational Services to Members:** The WEEB is under attack again - this time from the Lt. Gov.'s office. Amendments to the budget bills will call for sunseting the WEEB on June 30, 1997. Clarification of our guidelines in regard to political involvement and our bylaws was done. We cannot lobby formally or take a stand. However we are able to educate members and encourage them to act in accordance with their conscience.

Libby/Tom moved that Meta will put together a letter based on the one that the WCEE is developing along with the addresses of the finance committee and the hotline number and mail it out to members. She will also call Ron Ruckert for labels of the grant recipients to mail a letter to. Motion passed. (The letter will be approved by Libby, Phyllis and Terrie)

Representative Spencer Black's office has requested our membership list to mail to. The Board affirmed its position that a one time set of labels is available at a cost of \$50 which also then lists that entity as an organizational member. No disk of general membership information is to be released. (Requests of members who asked not to be included in such releases will be honored.)

**Awards:** The display wall in the WCEE will be up for next week's open house.

**WEAC:** Speaker proposals were circulated. WAEE needs to make a presence for EE this year. Terrie will forward proposals for EE 2000, and WAEE to Ken Kickbush on Monday. It was suggested that we encourage WEEB members such as Rick Koziel to make a presentation as well.

**Creative Input:** Milo submitted a report from the committee regarding possible work for the next year. Included are: recruit new members, support fine arts that focus on next year's 150th anniversary of statehood, political involvement (as possible), directory of EE organizations in other countries. As one of their goals is "the environment in the arts" he was encouraged to participate in WEAC as well. (Thank you CI committee for your great report.)

**Conferences:** After discussion it was decided to go ahead with procuring the Lion's Camp for the 1998 conference. Motion (Libby/Pat) passed. New committee members will be sought. Winter Workshop '98 will be chaired by Sterling. Phyllis, Yvette, Steve and Milo volunteered to help.

**EE Position Paper:** The latest version was circulated along with the flyer that was developed three years ago. Milo volunteered to take on the task of developing a new brochure as part of his Interpretive Publication class. (Go for it Milo!) There was much discussion regarding the intended audience of the brochure. It was agreed that the brochure would be an addition to our WAEE publications for our display table at conferences to help the general public gain a better understanding of what EE is in WI. Libby offered to help and suggested making it relevant to EE in general in the state, not just as it pertains to WAEE. Milo asked that suggestions and input be forwarded to him in the next two weeks. The Board encouraged him to use this as he saw appropriate for his course assignment but indicated that because of board meetings they may not be able to make revisions until a later date. Motion (Terrie/Yvette) that Clayton will be asked to again review Dave Engleson's paper and determine if additional Board action is warranted in light of any revisions that Dave has made to this version.

**Department of Public Instruction Election:** A letter has been developed and is waiting for approval of the WCEE. The Board instructed Meta to move ahead without the Center

at this point and get a copy of the WEEB Plan and the Center's Assessment Report (pending approval of the Center) out to Linda Cross and John Benson NOW. They will be asked to articulate their response to both reports and they will be informed that their response will be released to media, teachers, and other educational organizations. The letter to them should be in the mail in the next few days.

**High School Conferences:** Because there was concern about donating to one without giving to the others, Terrie will write to the coordinator of the Milwaukee conference explaining our position and offering our continued support through publicity and attendance.

**EE Standards:** EE standards will be developed and Pat will represent WAEE in those sessions. The first meeting will be 3/21/97.

**Calendar:** June 13-15 - Planning Retreat at CWES. Committees will meet on Friday night. Saturday will highlight EE 2000/Leadership Clinic work.

September 6th: At CWES (Phyllis will bring treats!)

October: At the Midwest Conference

December 6th: CWES

**Announcements:**

- Earth Week Speaker at UW-SP will be founder of Greenpeace, Paul Watson on April 24 (Thursday) at 7pm.
- Phyllis announced the WCEE will move on March 26 to its new headquarters.
- Meta invited Board members to the new WAEE office in the first floor of the CNR (formerly the Peer Advising Office)
- The award ceremony for the CNR's Leadership Award will take place next Saturday. Sterling, Pat, Phyllis, Milo, Clayton and Libby will attend.

Respectfully submitted,

Meta L. Reigel  
Administrative Director