

WAEF Board of Directors Meeting Minutes
March 8, 1998 (work weekend)
Central Wisconsin Environmental Station
Amherst, WI

Board members present: Sterling Strathe, Nancy Piraino, Paul Wozniak, Christine Turnbull and Pat Marinac. **Others:** Past chair, Libby McCann and Administrative Assistant, Janet Gould.

Board Members not present: Stan Gruszynski and Yvette Loiselle.

Minutes: Approved as printed

Treasures Report:

	Balance as of: March 3, 1998
Checking:	29,593.91
Savings:	8,069.39
MCMT:	1,116.72
<u>Grants:</u>	<u>55.00</u>
Total:	38,835.02

A suggestion was made to move EE2000 into a separate account and to take money out of the checking account and set up (possibly) a CD.

Action: Sterling will take care of setting this up.

New Business: A motion was made by Nancy to approve the addition of the Communication Committee.

Pat 2nd

All in Favor

Chairs Report: Sterling received three pieces of correspondence. The first one was from a Montessori School in Wausau that wanted to know if WAEF would donate \$350 to help pay for a field trip to CWES. Sterling wrote back to them and explained that WAEF was not a funding agency and he offered other suggestions. The second piece of correspondence was a graduate student that wanted a copy of the WAEF membership list in order to send out a new frog curriculum. Sterling explained that WAEF did not give out the mailing list and he gave him Janet's name, sent his name to EE News and the Network. The third correspondence was a request from Rick Wilke to send a Thank You to Scott Klug because of his work sponsoring the National Environmental Education Act of 1990. It was explained that this bill set up the Environmental Education Division of the EPA and also Authorized the formation of the National Environmental Education and Training Foundation.

Action: Sterling, Libby and Janet will be sending out an education alert to people in Congressman Petri's District. He has not supported the bill.

Sterling explained that he received a letter from the Wisconsin Hall of Fame for WAEF membership renewal. It was decided that WAEF will pay \$35.00 for memberships. He

also received a reminder from the Wisconsin Conservation Congress chairperson about the spring conservation hearing that is coming up soon. The DNR sent a letter regarding the Northern Highland American Legion Master Plan, asking if WAEE has interest in the planning process. It was decided that it is not a priority for WAEE at this time.

Management: Pat discussed the WAEE Administrative position with Randy Champeau. Sterling rewrote the MOU and it was approved by the management committee. It was then faxed to Randy Champeau to work into the 10 hour position. Randy has an individual who is potentially interested. He feels that it is possibly more than a 10 hour position and that the formation of the Communication Committee might alleviate that. He feels that a decision could be made by mid to late April.

Pat passed out the updated Board Member list. There are two vacant positions on the board and she has not heard from anyone yet. The openings are for a three year term and a one year term. Pat explained that Yvette has withdrawn from her position from the Elections Committee. **Pat explained if anyone is interested in the elections committee position to please contact her.**

Membership: The Fall Conference packet was passed out. Nancy is working with Janet to update the WAEE members data base. She wants to work on a packet about WAEE that can be given to people at conferences who are not members.

Action: The priority is to put the packet together this year.

A discussion of a new member packet was brought up. Pat asked if a letter for new membership is being put together.

Action: Sterling will write a welcome letter to new members and send it to Janet for her to mail out.

Networking Committee: Sterling explained that he didn't go into detail on this committee during the work weekend.

Action: He will contact Phyllis to see if she still wants to be involved in this committee.

Finance: Sterling feels that as chair he will serve on finance committee for the year until someone else is found. He would like to locate someone in the Stevens Point area and get the account/books on the computer. He also explained that there is a need to upgrade the computer but first must see where the WAEE office will be. It was also mentioned to keep the old computer as the data base and have another computer. Sterling will look into putting Quick books on the office computer.

MEEC Conference Report: Genny Fannucchi passed out the final financial report. The second parent check total was \$11,862. There are possibly some outstanding checks coming in, so she kept \$400.00 in an account in Madison.

Winter Workshop 1998 Report: There was a problem with billing and Janet and Sterling will refigure those numbers and resubmit the bill to Treehaven.

Spring Adventure Workshop: The workshop will be held the first weekend in May. Sterling passed out the brochures.

Fall Workshop: There is a need for more people to help with the conference. Please have anyone interested call Pat Arndt. Sterling encourages board members not to be committee chairs for the conference. Nancy feels that 1/2 the board should attend the conference new member activity. Sterling agreed.

Old Business: Awards are due March 15th. The June meeting will follow through on Student Scholarships.

Treasure Finance Committee: It was discussed that some of the responsibilities of the treasurer were elevated due to Sterling's role in the Finance Committee. It was commented that it would be great to have someone on this committee and to have them work with the Administrative Assistant on financial matters. Sterling asked how that spot has been filled in the past and if that person has to be a board member or not. Pat looked at the report on last year's position. She explained that this position doesn't exist in the amended by-laws and has not been a position for five years. She feels that the secretary and treasurer can't be combined, but the chair/treasurer can. Christine volunteered to help with the financial process.

Action: Christine was nominated as finance chair.

New Business: The DPI has put together a draft of EE standards. Pat passed out a copy. The state approved the model and one of the additions is EE. This will be published and distributed by early April to schools, nature centers and other education institutions. There will also be periods scheduled for public hearings in late April. Pat will let everyone know when the hearings are. She feels that it is important for the Board to be there. She also explained that all school districts will need to be standardized by Fall 1998. She continued to explain that there will be a need to look to the DPI for support. When other DPI position were reinstated, EE was not. Pat feels that EE must be mandated, and not having a person in it is unsupportive. Sterling asked if a letter should go out to John Benson now, or if we should wait until it is publicized. Pat felt that any time would be appropriate.

Action: Individual letters from the board members will be sent out to:

John Benson
Dept. of Public Instruction
PO Box 7891
Madison, WI 53706

Nancy would like WAEE to become involved through support in helping to restore 12,000 acres of prairie at the Ammunitions Plant by Devils Lake. She feels that there needs to be representation by the EE community. She explained that there is no individual commitment.

Pat motioned the approve WAEE support of the Sauk Prairie restoration project. Christine seconded the motion.

Discussion: WAEE would be on the memorandum, meaning just organizational support.
All in favor.

There is a search for a Winter Workshop chair. Sterling knows of two people who would like to be involved: Susan Gilchrist and Patty Drier. Sterling encourages any others who would like to help to become involved in the workshop.

Pat asked when the workshop will be and wondered if moving up the date this year caused problems. Sterling feels that because it was sent out as a flier in the bulletin, people missed it. A suggestion was made to have it on the weekend of January 29-31 or February 5-7.

Action: Sterling will call June at Treehaven about the dates.

Fall Conference 1999: It was discussed that every other year the conference would be in a metropolitan area. Suggestions were made to have it at a University (Oshkosh), Green Bay, or Bear Foot Bay in Elkhart Lake.

Action: Board members were asked to investigate areas for the conference and the cost of the facility and meeting space it provides.

It was also mentioned to find an area where there are people who are known that would help with organizing the conference. A question was raised on how many people are needed as a core group to help get the planning going. Nancy explained that at least three or four people are needed.

Action: Nancy will call Bear Foot Bay. Sterling will call people in the area of the conference (when known) to see who wants to facilitate.

Janet then will pull out member names in the surrounding area.

A question was raised on what is ideal for sleeping facilities. A facility for 200-250 was discussed. Decision will be made at the June meeting about the location.

Summer Bulletin: A question was raised about when the summer bulletin has normally been sent out. April 25 is the dead line for articles. A date for when the Bulletin should go out was discussed. It was agreed that it should go out by the end of the school year and in time for the EE network mailing, which is about the middle of May

Articles: Leadership Update: **Nancy**
Libby

New Member Highlights: **Nancy**

EE Standards: **Pat**

Wrap-up on Earth Day-

Case Story of Environmental Educators Members: **Libby**

Wisconsin Sesquicentennial: **Paul**

Citizen Action Skill

Sauk Ammunitions Plant: **Nancy**

Pat feels that the *Communication* committee needs to take this on. Sterling feels that a format should be laid out and decided upon by the committee.

Nancy recommended calling Janet Hutchens to help write an Earth Day case study article.

Action: Libby will call Janet Hutchens.

Discussion was raised about the *Communication* committee and the duties involved. It was asked if it should be raised as an Adhoc committee or adopted as standard. Nancy felt that it first should be an Adhoc, and then see if we want to add it on as a standard committee later.

Nancy motioned to make it an Adhoc for the time being.

Pat seconded the motion.

Discussion: Pat suggested that a list be made of the duties for the committee and that it be made sure that they are clearly defined.

- Promo packet on media strategy/relations
- Develop concept-bring to board for recommendations for media award
- Bulletin
- Articles for WAEE sent to other organizations for their newsletter. Need to recognize *EE News*. March 10th is deadline for *EE News* and it goes out June 10th.

All in favor.

Action: It was suggested to Paul, chair of *Communication* committee to call Abby Ruskey about the committee and discuss the promo packet. Also call Phyllis about meeting to discuss the Bulletin.

It was asked what is needed for the Bulletin.

Paul felt that the layout could be done by a design agency to make it a consistent design. Pat felt that because of the potential cost, it would have to be submitted for discussion.

Action: The committee will investigate options for the Bulletin and costs. Also, a proposal for the *Communication* committee will be prepared by the next meeting.

EE 2000: The duties were discussed about the responsibilities for EE2000. The board is responsible for Administration of Grants in which NEEAP needs a lead contact from WAEE. This responsibility includes reports that are for a two year period, which would equal four reports. It was explained that there is a one page proposal that documents in kind distribution for year two-year three. It was explained that the lead contact should be a WAEE board member. Ultimately, the whole board is involved, but a lead contact is very important. Nancy expressed that she felt uncomfortable with being the lead contact and working with the budget due to her chair-elect position. She asked if someone else could step in.

Action: Nancy will serve as lead contact. Sterling will work with Nancy on the annual budget.

Recognition was given to Libby for being the voice of EE2000.

Announcements: Calendar- Pat shared a hand out regarding the conference in Madison on Genesis and Legacy.

A proposal was made to have the June meeting at the WCEE because of the awards display in the conference room.

The meeting will be on June 15 at 10:00 at the WCEE at UWSP.

A suggestion was made regarding the August 15-16 meeting; to have a two day meeting with one day of fun. It was suggested to go to the Wolf River and go rafting.

Sterling asked the board to think about where and when, and to E-mail him with suggestions. A decision will be made during the June meeting.

It was asked if the board meetings should be held at conferences anymore. Nancy felt that it was good to have them at conferences.

It was also asked if the board needs to meet six times a year, or if it should meet quarterly.

Action: The board was asked to come with proposal about when the fall board meeting should be.

Discussion: It was brought up that the during the fall meeting, Student Reps are elected and the membership meeting also takes place which is during the Fall Conference.

Action: The Chair-elect will contact the committee one week prior to board meetings to offer support on committee reports.

**Motion was made by Pat to adjourn
Nancy 2nd**

Meeting adjourned

Rolling Agenda

- Finance committee/update calendar
- Board member appointment
- WW Final Report
- 99 fall conference chair/site
- proposal from commun
- ications committee

Respectfully submitted
Janet Gould
Administrative Assistant