

WAEF Board Meeting Minutes

May 18, 2003

Wisconsin Center for Environmental Education Meeting Room
CNR Building, Stevens Point

Pre-meeting Item

Sterling Strathe, Chair of the 2004 Fall Conference came to the Board with the following updates and questions:

- Planning is going well. He has a diverse team pulled together to put the conference together.
- Checking account: Sterling would like to set up an outside account.
- Registration: Who to do? How does the AA fit into it?
- Website: When will 2003 go up so that 2004 could put their information? Sterling's team would like to have access so they (Sunshine) can put pages up & manage.
- Sterling has done many WAEF conferences and has updated the Conference Planner to suit their plan.
- New member event should be a Board function: would work with conference committee to plan time but Board to do.
- Solicitation of auction items: Should the board also help to get these?
- Suggestion of a raffle: A possible year-long event for something that could either be provided to WAEF or purchased at cost. A State license would need to be obtained by January 1 to do this. Some basic paperwork, accounting, and following through would be needed to pull this off. A possible member-building event that could boost the bank account.

Discussion:

- The lack of the WAEF logo being used and WAEF being mentioned. Some oversight should be utilized to ensure proper recognition is given.
- What/How should the administrative assistant be involved in the conference planning? She should be involved in planning, registration and marketing aspects of the Conference
- Access to the WAEF website should be given to Sterling/Sunshine to update conference information only.
- Budget information and timelines should be provided to the Board or Conference Advisory Committee.

Action: Gail, as a member of the conference committee, will develop a letter to send to Sterling that contains the Board's concerns and suggestions.

Budget Review & Development

- Jim and Gail presented a rough outline of the new budget structure. Time was taken to compare spending and income in past years. Many items need clarification from Christy. Overall it appears that at the current rate of membership (income) and spending, WAEF is in the red.
- Mary V-T presented a few scenarios of increasing membership dues after looking at other state EE organizations fee structure (see below):

Comparison of Membership Rates for Other State EE Associations

Membership Category	Colorado	Illinois	Iowa	Ohio	Wisconsin
Individual Membership/ Professional	\$35	\$30	\$25	\$25	\$20/\$36
Student	\$15	\$15	\$15	\$15	\$10
Family					\$25
Organization	\$65 includes 4 contacts			\$50	\$50
Retired				\$15	\$10
Life				\$250	\$300
Other	Teacher 15	Friend \$50	EE Enthusiast \$35	Patron \$50	
		Patron \$100	EE Believer \$100		
		EE Champion \$250			

Assuming no net loss or gain in membership

Membership Category	01-'02 #'s	Members	PROPOSED 1		PROPOSED 2	
Individual Membership/ Professional	\$3,210.00	? 161/178?	\$25/\$45	\$4,012.50	\$30/\$50	\$4,465.00
Student	\$280.00	28	\$13.00	\$346.00	\$15.00	\$420.00
Family	\$275.00	11	\$40.00	\$440.00	\$50.00	\$550.00
Organization	\$2,000.00	40	\$55.00	\$2,200.00	\$60.00	\$2,400.00
Retired	\$230.00	23	\$13.00	\$299.00	\$15.00	\$345.00
Life	\$600.00	2	\$300.00	\$600.00	\$300.00	\$600.00
	\$6,595.00			\$7,897.50		\$8,780.00
	\$1,605.00			\$1,605.00		\$1,605.00
	\$8,200.00			\$9,502.50		\$10,385.00

Action:

By June 16th the exec. Committee will get the budget together to be approved. Voting will occur via e-mail so WAEE has a budget to implement.

Call to order (Jim)

The meeting was called to order at approximately 12:20pm.

Approval of the minutes from last meeting

- Moved by Mary H., Seconded by Gail to approve the minute with grammatical improvements.

Action: Jim will check the current document for grammatical errors and forward them to Shirley for posting on the WAEE website.

Public Input

None noted

Treasurers Report (Gail/ Christy)

- Gail asked that her and Nancy be considered co-treasurers for the immediate future as Nancy as been diagnosed with cancer. Gail will take the lead on financial matters and Nancy will be available to assist her. This set up should occur for approximately six months as Nancy goes through treatment and gives the added time to herself to heal.
- Gail handed out the current budget statement (**attached to minutes**). Much of this was gone over already during the budget review and development section of the meeting.

Action: None needed.

Administrative Assistant report (Jim for Christy)

- Jim thanked Christy for her time and dedication to WAEE, especially in terms of getting the books organized and in the paying of taxes. Christy will certainly be missed. Best of luck to Christy in her real estate career! Christy has agreed to help train the new Administrative Assistant (AA), in fact she has banked hours to do so.

Action: Mary V-T is in charge of getting Christy a going away present.

- Jim announced the hiring of Shirley Christianson as the new AA. Mary V-T added that Shirley had a good grasp of Quick Books and that she a very warm, caring, and competent way about her. As an organization, we need to support her by getting her further training on computer applications and taking time to get to know her.

Action: All board members are encouraged to take time to welcome Shirley on-board. Jim and Mary V-T will take a trip to the office to get to know her and update her on the operation of WAEE.

- Rebecca raised the question of evaluation of the AA. Since Randy is responsible for the hiring of the position is he responsible for the final evaluation?

Action: Jim will follow-up with Randy on an exit interview for Christy.

Committee Reports

Executive Committee (Jim)

None given as the committee has been working on getting the initial budgetary information together as presented in the Budget Review & Development portion of this meeting.

Conference Committee (Gail)

- Gail request an electric conference calendar be put upon the website.
- Gail would like board members to ask WAEE members to volunteer for conference planning positions. This should be done in conjunction with nurturing chairs for future conferences.
- 2003 Fall Conference: There was a mathematical error in Mary Pardee's submitted budget at the last board meeting. The margin of profit is very small, Mary is being asked to either shave expenses or increase fees to increase the profit margin.
- Winter Workshop: David is contacting Jessie and Jake ??? about becoming the upcoming Winter Workshop co-chairs.
- 2004 Fall Conference: Sterling presented before the board meeting.

Membership Committee (Mary V-T)

- Rebecca and Mary V-T presented the membership Report Form (**attached**).

- The next steps include getting the committee together and having a clarified mission statement.
- Action: Get mission statement from Shirley and put this as an agenda item for the next board meeting.

Networking committee (Michael A)

- No report or contact with committee members.
 - Mary H. will move forward with the networking priorities.
- Action: Jim to contact Michael to see if he still wants to be on the networking committee.

Student Report (Angela/Emily)

- No Report

Liaisons Reports

Nature and Environmental Center Section (Jim)

- Jim is to meet with Kathe Crowley Conn in June to determine the future of the Section.

NAAEE (Mary V-T)

- Mary is planning on attending the NAAEE conference in Anchorage, Alaska October 7-11. She would appreciate input from the Nature and Environmental Center Section on the pending National Environmental Education Certification that will be discussed at the conference.

Spring Adventure Weekend (Rebecca)

- Rebecca attended the Spring Adventure Weekend on behalf of the Board May 2-4 at the Wausau School Forest in Mosinee, WI. There were 70 people in attendance and many “good feelings” about someone from WAEE being there.
- John Munson, weekend coordinator would like more Board members presenting at this event in the future especially for sessions like birding and nature study.
- Dean Sauers gave a brief speech about WAEE, but the exhibit and membership materials were not there.
- Gail has the next years information for this event already on the website.

Action: Next year there should be someone who’s job it is to present WAEE with the exhibit.

LEAF (Rebecca)

- LEAF has hired a staff member to map out every school forest within the state.
- An adjunct teaching manual is being developed that in collude field activities.

H.S. Conference

- Governor Doyle endorsed the high school conference and agreed to the following:
 - WCEE can change the conference title to "The Governor's High School Conference on the Environment"
 - We can use the Governor's photograph on conference publications
 - conference participants will receive a certificate with the Governor's signature
 - Governor Doyle is an invited speaker at the conference (We are on his schedule to speak, but we won't get a confirmation until November)
 - Staff from Governor Doyle's office are welcome to participate in advisory committee meetings
- Gov. Doyle also mentioned the conference in his Earth Day address to high school students. If you didn't catch it, you can listen the archived audio at <http://www.uwex.edu/ics/stream/gov/doyle/earth.html>.

WEEB

- Jim submitted a letter of support on behalf of the board to maintain WEEB funding.

- The Joint Finance Committee is already meeting to determine what funding is to be cut to reduce the state budget.

UNFINISHED BUSINESS

Scholarship Policy (Mike)

Mary V-T presented her version of the policy format along with changes as she felt that the way it was currently written did not represent a true policy. A modified draft was handed out to all members. After discussion, minor changes were made. A motion was made by Gail and seconded by Mary H. to approve WAEE's first written policy. (See policy attached)

NEW BUSINESS

Vote on WAEE Fiscal Year 2004 Budget

- The executive committee will have a final draft to vote upon by June 15th.
- Voting will occur via e-mail.

EE News (Carrie)

- Deadline for the next issue of EE News is June 3rd. Send copy to Carrie and to Jim.
- The content for the next issue is to contain:
 - Board Bio – Mike A., Mary V-T back up, 360 words maximum.
 - Teacher Highlight on Jerry Mullins
 - Member Org. Highlight
 - Member Board list and subcommittee (Carrie)
 - How to become a member of WAEE /member benefits
- Discussion on board position on EE News going electric. Jim will write a letter to Janet Hutchens that indicates that WAEE would prefer if EE News did not go electric as there are few visible sources of current environmental education materials.

Grant Update (Mary V-T)

- **Midwest Regionalism / EPA Grant** - The representatives from each state had a conference call in mid-April that agreed to a number of items that are the basis for a memorandum of understanding (MOU). When completed this MOU will need to be approved by each of the state EE organization boards to take effect.
- **WEEB Grant – EE Resources on the Web** - The team is obtaining and cataloguing EE resources for the site. John Fisher and his team have all the web connections made so as soon as we have enough resources.

Adjourn

- Motion to adjourn made by Mary H. seconded by Gail. Meeting adjourned at approximately 3:30pm.
- Adjourn to WAEE Office to Tour New WAEE Office in Nelson Hall (basement)

Mark Your Calendar

- Next Meeting August 17 at Schmeckle Reserve
- Agenda items due August 5th
- EE News articles due June 3rd to Carrie/Jim

Respectfully submitted by M. Vymetal-Taylor