

WAEF May Board Meeting Agenda
Aldo Leopold Nature Center – Black Earth, WI
May 13, 2006
11:00-5:00pm

- I. Call to Order-11:08 am
- II. Review of agenda-Official welcome of Michael Ring to the Board; prefers to be called “Ding”
Review the budget; possibly approve
Bylaw updates
MEEC updates
Outdoor Adventure Weekend Update-noted by Betsy
- III. Review & Approve Previous Meeting Minutes- Rebecca suggested reviewing the action items to see how much progress had been made. Rebecca suggested adding a closing time; Tanya remembered it was about 1 pm. Rebecca asked who amends the minutes as Carol took them at the last meeting. No additional changes-Rebecca motioned to accept the minutes as amended. Joey seconded-motion passed unanimously.
- IV. Public Input-no public members present.
- V. Administrative Assistant Report-Carol (not present) produced the 06-07 budget. The budget was reviewed by Ian Goldberg of Stevens Point and Norm Kane from Ligman and Wille, C.P.A. Both gave input on structurally changing the categories to simply the budget. Ian also suggested moving towards an accrual budget system rather than a cash system, which is the current setup. Carol will be moving towards an accrual system over time. The budget is entirely reconciled; current and up-to-date.
- VI. Budget & Finance Report-Carol, Jeremy and Rebecca came up with a budget for the next fiscal year, still in deficit but closer to \$1,000 rather than \$5,000. Carol’s point (through Jeremy) is a goal of Board members raising \$2,000 through cash or in-kind donations for the Fall Conference. Jeremy also suggested Board members keeping track of their efforts for use by future Board members. Board members reviewed the 06-07 budget. Rebecca noted that we should be shooting for meeting our \$21,000 annual expenses. Jeremy emphasized we’re in a good place with a clean slate, fully

reconciled budget. Norm and Ian prepare our taxes each year for a nominal fee (\$100). Jeremy and Tanya both noted that we should look into Board insurance so that individual Board members cannot be held liable. Jeremy also noted that event insurance is wise to look into, in case someone is injured at Fall Conference. Joey offered to talk to an insurance agent she knows re: Event insurance. Rebecca suggested that Joey explore additional types of event coverage the Board might be missing. Tanya made a motion to approve the proposed 06-07 budget, Ding seconded. Discussion: John thanked Rebecca and Jeremy for all the work that went into preparing the budget. Betsy noted that at the Retreat the Board determined that although we decided that Fall conference should be the main focus for the budget, is there any additional money we should consider toward some of the other discussed priorities, i.e. advocacy? Rebecca, Tanya and Joey all agreed that this budget is focused on making a profit at Fall Conference. Rebecca noted that no funds are available for great ideas – for example, benefits or recognition for Lifetime members, but unless all expenses are donated the Board cannot afford it. Rebecca also noted that the line item categories are still listed in the budget although no money is allocated to it. Jeremy noted that under awards, no money has been allocated (cash awards, separate from the plaques). Jeremy suggested that a corporate sponsor may be able to provide the awards, i.e. the “Consolidated paper” award. John said the danger is their may be strings attached to who and what gets awarded. Motion to approve the 06-07 budget passed unanimously. Taxes are due in November for this organization. Iowa has donated \$500 seed money for the MEEC conference in 07.

VII. Committee and Liaison Reports

Committees Liaisons

Networking (Organization to Organization contact)- Jeremy- Discussion followed on the nebulousness of the Networking Committee. Jeremy noted that he has taken little action as yet. Betsy reported that John Munson will run the Spring Outdoor Adventure WS even though he will be retired at the time. Betsy reported her discussion with him in strengthening the relationship with WAEE and the Adventure WS. John offered to include that on the event brochure, and also offered to put WAEE Membership information on the registration packets for the Spring Workshop weekend. Betsy got good response last time from two students who spoke with her after she announced Student Membership needs for the WAEE Board. Rebecca, Joey and Amy all applauded Betsy’s efforts to reestablish that liaisonship connection. Betsy agreed to continue serving as the liaison to

that group and also attending event planning meetings for the Spring WS. Ding agreed to take over the liaisonship role after Betsy is no longer on the Board. Rebecca suggested utilizing the Member Survey volunteers indicating an interest in networking to become committee members. Jeremy relinquished the chair position; Betsy agreed to take it. Tanya listed off the names of all the volunteers for networking on the survey- quite a few. John suggested language for an initial contact email to those volunteers. Joey suggested meeting with Betsy to come up with a game plan. Jeremy suggested giving direction to those volunteers once networking committee goals are established. Rebecca also suggested that we use networking as an opportunity to fundraise as well. Joey suggested grants that are co-sponsored tend to do better with collaboration. Betsy asked Rebecca to be present for her knowledge of WAEE's history. Regarding the NAAEE liaison connecteion (currently Kathe Crowley Conn), Kathe said to Betsy that her sense was the liaison needed to be more intimately connected with WAEE. Jeremy suggested Carol serve that role. Kathe felt she was not the right contact for that organization. Action Item: Rebecca will ask Carol to email NAAEE to ask about insurance coverage for events. Action Item: Jeremy will hound Rebecca to get outside help to review and revise the structure of committees giving that we all have enormously busy schedules.

WEEB – Pat Marinac – no report, but Action Item: Jeremy will contact Pat Marinac on the status of WEEB liaisonship.

Membership - Heidi – Current chair, undetermined whether she will continue to be the chair. Tanya offered to ask her, and volunteered to be chair if Heidi no longer wants to. Jeremy reviewed that Jessica Huxmann had been asked to be on the Board, but there was a dispute and with only one meeting left before the semester, she never officially served. The Student Board member amendment to the Bylaws will go out with the mailing on the other Bylaw amendments next week Wednesday.

Conference – Rebecca- provided a written report for Conference committee. Joey and Amy thanked Rebecca for sending out the WAEE letterhead to Board members. Review of the Fall conference budget followed. This budget was prepared by the Fall Conference committee. Rebecca suggested having a separate checking account just for Fall Conference. Rebecca also provided a list of speakers already scheduled and a draft conference schedule. Action Item: Board members need to get auction items for the silent auction and email Rebecca what it secured. The Conference Committee has a form letter written to send to a list of organizations to solicit donations. Action Item: Board members need to

follow up with phone calls to these organizations. Tanya volunteered to follow up with Nasco as she has a contact name for that organization. Joey brought up alternative campsites for student housing for the conference. John thanked Rebecca for all her work on the conference. Action Item: Rebecca says someone needs to redo the Fall Conference Planning Packet. Joey suggested using the MEEC Conference Planner as a guide.

Student – TBD – Betsy emailed Karla Lockman to try to track down a list of potential student members that she can use as a base for recruiting, unsuccessfully. Rebecca suggested contacting Ben to see if he has the list.

Elections – David Eagan – no report

VIII. Old Business

Bylaw revisions- Jeremy reported Bylaw amendments will be assembled Monday and send out through the Mail office Wednesday. Deadline for voting on Bylaws is June 23. Action Item: Betsy will develop recruiting materials for student members as we missed the deadline for getting promotion to the students before Spring Break. Betsy suggested taking advantage of the two student contacts she made over the weekend at the Spring Workshop. Student organization contacts are allegedly on Karla's list, which Betsy is trying to track down. Jeremy offered to co-host the Student Board member meeting with Betsy at Fall Conference. Discussion followed on what the meeting would be about. Rebecca suggested that the purpose is to provide the student voice on the Board and help set student priorities. John suggested listing four bullets to present at the Student meeting which breaks down the student responsibilities/expectations of Student Board members. Rebecca said there is a Student Board Handbook which is MIA, b/c no one was a designated contact with the student members. Jeremy suggested forming a discussion group to set objectives for Student Board members. Rebecca suggested that there needs to be a Student Board member liaison position so that this does not happen again.

Survey follow-up – results, volunteer contacts – Action Item: Committee Chairs need to follow up with volunteer contacts from survey for their respective areas.

Spring Retreat Planning Report Review- Jeremy emailed the Report to Board members. John and Betsy both commented that we have been focusing on the objectives set at the Spring Retreat. Action Item: Rebecca suggested that we review at every meeting to see how well we are sticking to our stated priorities. Joey stated her discomfort with the format of the report. Joey also suggested that the Four Main Goals listed in the report

ought to be the basis for the agenda for every meeting to gauge progress on the stated goals. Action Item: Add planning retreat review to all agendas.

IX. New Business

Awards program – committee, funding, plaques- Jeremy noted that we do not have an awards chair or chair committee. Ding volunteered to be the awards committee chair, and Rebecca offered to email him a list of names to contact. Jeremy suggested to stick with the current format and try to live up to what we currently have on the books. Ding said he'd take initiative. Rebecca noted that a call for award nominations went out with the Fall Conference information. Discussion followed on whether or not to eliminate the cash award portion of the awards; Rebecca reviewed that this issue has come up in previous years and the cash was intended to fund special projects initiated by teachers who were paying out of pocket to initiate them. Discussion also followed on whether or not to separate the Awards Banquet from the Fall Conference. Ding reiterated that we already agreed that for this year, we will keep it the same format, and it would take more than one year to brainstorm how to change the awards format.

Fundraising efforts – conference sponsorships, grant writing –Carol already sent out an email letter and form to all the organizations on the list. Rebecca suggested a script for the follow up phone calls. Action Item: Jeremy will work up a follow up call script and will email to the Board by Wednesday. Jeremy reiterated that we missed the boat on grant writing for WEEB last year. Rebecca suggested that we take advantage of the member surveys for people who are interested in grant writing. Jeremy said the past WEEB grants for Fall Conference are in the CEED office. Rebecca suggested that we need a Fundraising binder. Jeremy said that the Beldon Foundation is trying to divest themselves of a lot of money, they're a prime source for support. Action Item: At next Board meeting we will come up with a list of Fall Conference needs and a list of funders and then match up needs with numbers. Rebecca suggested making the September meeting a grant writing meeting. Jeremy suggested that it be on a day other than the September meeting. John suggested Ginny Carlton do a presentation at the September 1 meeting about grant writing. Action Item: Jeremy said he would approach Ginny to do a presentation at the September Board meeting at Stevens Point.

Ding motioned to adjourn the meeting; Joey seconded. Motion passed unanimously. Meeting adjourned at 4:04 pm.