

WAEE Board Meeting
Minutes
June 4, 2000
Kids Express Learning Center, Madison, WI

Board Members present: Geoffrey Bishop, Paul Denowski, Kerry Eastman, Cindy Halter, Elizabeth Janvrin, Jim McGinity, Mary Pardee and Paul Wozniak.

Others present: Cathy MacKay (Administrative Assistant)

Board Members absent: Tom Barrett, Michael Flitter, Sara Ann Steffen

The meeting was *called to order* by Cindy Halter, Chair, at 12:50 PM.

Approval of the March 2000 minutes. Elizabeth asked for a correction to her statement on page 3 under EE News. She had "recommended re-evaluating EE News and other forms of newsletters, such as electronic newsletters, to serve WAEE". **Motion:** To approve the March 2000 minutes with changes noted. (Elizabeth / Mary). No discussion followed. *Passed unanimously.*

Public Input: None.

Administrative Assistant Report: Cathy reported that she and Cindy did extensive office cleaning. WAEE has not yet hired a work study student. No students are available this summer. Phyllis Peri will be hiring students for the WCEE Resources Library in the fall. She will let Cathy know when she has applicants for both WAEE and WCEE. Cathy has used her \$200.00 from the EE 2000 funds for professional development to complete a Microsoft Access computer tutorial and to update the membership database. A discussion followed regarding membership paid to dates. Effective June 4, 2000, a **by-law change** has gone into effect. Members will no longer be billed on a calendar year, they will be billed annually from the month of payment. A suggestion was made to include member's current paid to date on the mailing label. Cathy was asked to write up a simple half sheet insert to include with the fall conference registration materials explaining the change and asking members to look on their label for their current paid to date. Cindy asked Cathy to forward the Administrative Assistant's report to Board members prior to Board meetings in the future.

Treasurer's Report: (Geoffrey). Geoffrey distributed a current financial report for July 1, 1999 to June 1, 2000. Geoffrey reported WAEE has a healthy bank account and that the association is in good financial shape. (See "WAEE Financial Report for Fiscal Year 2000" handout). Geoffrey also handed out the final 1999 fall conference report (all past due payments have been received). He reported that WAEE made approximately \$9,500.00 on the Fall Conference. (See the "1999 Fall Conference Financial Report" handout).

Web Site Development: (Cindy). Cindy asked that the Board review the Web Page committee progress report (see "WAEE Web Content Draft" handout) and to submit their comments to Janet Hutchens by June 20th, 2000. Cindy reported there is approximately \$600.00 remaining from the EE 2000 funds. The funds need to be used by June 30th. Cindy and Paul W. suggested the funds be used for web page development. Paul W. suggested WAEE have a separate domain name for WAEE as in www.waee.org. He reported the costs would be approximately \$30.00 per year and that WAEE would need to find a host server who will donate 5 meg for free. A discussion followed. The Board discussed keeping the web page domain at UW-SP vs. going on their own. The general thoughts were that it would be more cost effect to stay at UW-SP. **Motion:** To purchase the web domain name of WAEE for \$150.00 or less. (Paul W. / Elizabeth). A discussion followed. *Passed unanimously.* Paul W. will do the purchasing. Paul W. suggested hiring an artist to create eye-catching graphics, the basic design/header for the home page and all WAEE pages. He offered to find an artist. Cindy reported that we might be able to hire the WEEB web page designers. **Motion:** To allow the web committee, under the direction of Board members, to spend the remaining EE 2000 funds on web development. (Paul D. / Paul W.). A discussion followed. *Passed unanimously.* Kerry will communicate with Paul W. what will need to be done by the end of June.

Committee Reports and Budgets:

Membership: (Elizabeth). See "Membership Committee Budget" handout. In addition to the budget report, Elizabeth reported that the membership committee will be updating letters to send to new and renewing members. Future outings are planned. Elizabeth asked the Board to consider appointing a new membership committee chair. She also asked the Board for ideas regarding the non-membership database. A discussion

followed. Post cards will be developed to send to non-members asking if they still want to be on our mailing list. The membership committee will contact Cathy with the specifics.

Awards and Elections: (Cindy). See "Awards Committee Budget" and the "Budget Proposal for 2000-2001 for the Elections Subcommittee" handouts.

Networking: (Paul W). See "Report of the Networking Committee" handout. The Networking Committee currently does not have a budget.

Finance: (Geoffrey). The Finance Committee currently does not have a budget.

Management: (Cindy). See "Management Committee Budget for WAEE 2000-2001" handout. Cindy asked that the Board members car-pool when ever possible. She reported that it is more cost effective for the Board to have Board meetings in Stevens Point due to the Administrative Assistant costs to attend Board meetings.

Fall Conference 2000: (Geoffrey). See "Budget Proposal for 2000-2001 Fall Conference Committee" handout. Geoffrey reported that WAEE received a WEEB grant for \$5,000.00 to help pay for the keynote speakers for the Fall Conference. The "Call for Presenters" flyers have been sent out and returned. The Fall Conference committee will be meeting on June 5th, 2000 to make their final presenter selections. Registration information should be ready by the end of June.

Winter Workshop 2001: (Cindy). See "Winter Workshop Committee Budget for WAEE 2000-2001" handout. Geoffrey and his staff at Nature's Classroom offered to chair the Winter Workshop 2001. Cindy will contact Mike Anderson, who also offered to chair the event, to see if they can work together.

Motion: To approve all the budgets as submitted. (Geoffrey / Kerry). No discussion followed. *Approved unanimously.*

Nature and Environmental Center Section: (Jim / Paul D.). There was a good turnout at the April 7th meeting for nature and environmental centers. A discussion was held regarding Nature Net and the future of the group. They would like to have a meeting at the Fall Conference and next February at the McKenzie Center. The Board suggested doing a mailing to Nature and Environmental Centers and as a possible organizational membership benefit to offer a link from our website to their website.

OLD BUSINESS

Administrative Assistant Contract: Copies were distributed to the Board prior to Board meeting to put into their Board of Directors Handbook as information.

By-law Changes: (Cindy). Cathy distributed the new by-law changes. Cindy reported 100 "yes" and 3 "no" votes were received from members. Comments from members were acknowledged. (See handout).

Midwest Fall Conference 2001: (Cindy). A date and location has still not been established. Cindy asked for all Board members to try to find a place ASAP and let her know within 2 weeks. Possible dates are October 12th-14th and October 19th-21st. The facility will need to accommodate 300 people and have 9 to 11 breakout rooms. The Midwest Conference includes Wisconsin, Iowa, Minnesota, and Illinois environmental educators.

NEW BUSINESS

Presenter Benefits at Conferences: (Elizabeth). A discussion was held regarding waiving registration fees for the conference working committee, how much student registration fees should be and if presenters should be required to pay for the conference. **Motion:** To give the Fall 2000 conference presenters a \$20.00 discount off their registration fee at the discretion of the Fall conference Chair. (Mary / Kerry). No discussion followed. *Passed unanimously.* **Motion:** The Fall conference Chair will have discretion over student registration fees. (Kerry / Geoffrey). No discussion followed. *Passed unanimously.*

NAAEE Grant: (Mary). Up to \$3,000.00 is available for affiliates for professional conferences in the year 2000. Mary will be writing this grant for WAEE. The deadline is June 16th.

EE News Articles: (Cindy). The following people will write the following articles:

Paul Denowski and Jim McGinity – Nature and Environment Centers
Kerry Eastman- Web Page

Cindy Halter- Organizational List
Susan Gilchrist- (for December issue) the WAEE history.

Cindy asked the Board to think about if EE News is meeting our needs. She distributed copies of past WAEE Bulletins.

Agenda Items tabled for August Board Meeting: (Cindy).

--Election of a Chair-Elect (Cindy)
--Spring Adventure Workshop / WAEE role (Cindy)
--Winter Workshop / Strategy Workshop dates - Change date to February and use January date for strategy weekend (Board retreat weekend) in the future? (Paul W.)

Motion: to adjourn. (Mary / Kerry). *Approved unanimously.*

Meeting *adjourned* at 3:30 PM.

Respectfully submitted,

Cathy MacKay

The next Board meeting will be Sunday, August 20th, at UW-Stevens Point from 9 AM to 3 PM.