

**WAEE Board Meeting Minutes
August 24, 2003**

Aldo Leopold Nature Center
Monona, Wisconsin

NOTE: Items that are highlighted in yellow are attached to these minutes.

Call to order (Mary V-T)

The meeting was called to order at 9:07 am

Amendment to the Agenda made by Mary V-T to include role call. Role call taken by Emily.

Present: Gail Epping, Michael Anderson, Angela Vlies,
Mary Holleback, David Swanson, Mary Vymetal-Taylor, Emily Jacobs

Tardy: Rebecca Clarke

Absent: Jim McGinity, Carrie Hembree, Nancy Saulsbury

Formal thanks were given the Aldo Leopold Nature Center for hosting the meeting and to Gail Epping for organizing lunch for the board.

Approval of the minutes from last meeting

- Moved by Mike A. Seconded by Mary H. to approve the minutes as written.
- Approved minutes should be the only ones posted on the website.
- Action items of the previous meetings minutes should be reviewed to check for completion. Discussion occurred which concluded that action items be a part of old business and that the chair send out a monthly reminder to board members.

Action:

- Shirley to forward the May minutes to Bobbi Zbleski for posting on the website.
- Jim to send out a reminder on action items in late September to board members.
- That action items from May and August meetings be put on the agenda for the October meeting.

Public Input

- An e-mail was sent to Mary V-T from Mary Pardee (future Awards Committee Chair) and Clayton Russel (current Wards Committee Chair) issuing a concern that Awards money was cut from the budget as that money has already been advertised and all but given to the 2003 award winners. This issue was added to the agenda under other agenda items for discussion and resolution.

Treasurers Report (Gail)

- Gail handed out copies of the **Operations Income Statement – Basics** and the **WAEE 2003-04 Cash flow Board Report** Ending August 19, 2003 on colored paper to assist in distinguishing the reports. She will send out copies of the cash output to each committee for review. The hope is once that Shirley getting Quickbooks organized she will be able to complete these reports.

- Operations Income Statement (purple)– Gail is looking for input. The initial impression is that we like it, it seem easy to use and project. The board has agreed that we would like to see this accounting done in a monthly manner to see spending progression.
- Gail would like to see the Profit and Loss statement from Shirley to include interest, savings, and account #'s.

Action: Gail will continue to work with Shirley to organize the budget statements.

Administrative Assistant Report (Mary V-T for Shirley)

- Shirley submitted a **written report** on which Mary V-T added a few photos of Shirley and the new office.
- Mary V-T gave a glowing report on Shirley and the contributions she has made to the organization, including obtaining a newer computer from the University, organizing the office and pointing out discrepancies/concerns.

Action: None needed.

Committee Reports

Executive Committee (Mary V-T for Jim)

- The Exec Committee has spent the majority of their time working on the budget and working on communication.
 - **Committee Chairs**
Committee Chairs were identified as we went through the 2003 Priorities they are:
 - Exec Committee: Jim McGinity
 - Finance: Gail Epping
 - Networking: Mike Anderson
 - Membership: Mary Vymetal-Taylor
 - Conference and Workshops: David Swanson
 - **Review WAEE 2003 Priorities**
 - The 2003-2004 Priorities Tick Sheet was explained. It is a tool that can aid in communication between committees and keep the committees on focus. This document will be updated at each board meeting.
 - Committees should keep a record in their notes what they spend money on – so a budget can be predicted for next year.
 - Changes were made to the top of this document to update the committee structure. Mary H. & Angela are to be included in Networking. Mary H. is also to be added to Conference Comm.

Action:

- Shirley should update the committee structure in other documents.
- Networking and Conference committees need to submit a completed tick sheet that indicates task progress and the person in charge of the task prior to the next board meeting.
- Mary V-T will send out an updated Tick Sheet as soon as all committee updates are received.

- **Potential Funding Sources – Brainstorm**

In response to the issue of accepting a partnership with the Governors HS Conference, in which it seems this is a funding source that WAEE could have applied for, it seems fitting for WAEE to identify a list of potential funding sources.

Action:

- Mary V-T will send out an e-mail to all board members reminding us of our responsibility to keep an eye out for funding sources for WAEE.
- Executive Committee will manage this list and use it for future projects, including conferences.
- Include in Spring Planning Meeting.

- **Governors High School Conference**

WAEE was approached by Deborah Engel-DiMauro to have WAEE serve as a fiscal agent for the Governor's High School Conference on the Environment's grant request to Kohl Charities. The executive committee agreed to this request. For future situations, the board may wish to develop a partnership policy and initiate a fee for this service.

Action:

- Mary V-T will send out a request through the NAAEE affiliates network to determine if there are other state organizations who have an existing policy from which we can model. She will then forward this to Mike A.
- Mike A. will begin to develop a list of ideas for a partnership policy and e-mail them to the board,

Conference Committee (David)

- 03 Fall Conference – Mary Pardee submitted a **written report** to the board updating us on the conference. Registration packets are being worked and will be sent out in early September.

- Winter Workshop –

Mary H. has been working hard at calling a number of people to chair this event. Those that have indicated a “maybe” at this time include: Cindy Halter, Patti Dreyer, and Judy Kingsburry. She will contact these people one more time and ask them about being chairperson. Additionally, there is a list of individuals who may wish to assist with this event, but not chair it. They include: Northland college students, Colleen Fucht, Jessi/Jake Knox, David Swanson, and Mary Pardee. In the future, Mike Anderson stated that he would be interested in chairing this event.

- 04 Fall Conference – Sterling Strathe submitted a **written report** to the board updating us on the conference. The logo at the top of his report may end up being the logo for the conference.

Action:

- Mary H. will contact people on the short list to chair this winter workshop.
- Gail will get a list of potential chairs to the conference committee to assist them in identifying future conference planners.

Membership Committee (Rebecca for Mary V-T)

- Rebecca submitted a **written report**. Highlights include:
- Updating the membership brochure to include a skills list. The brochure artist has been located and she is interested in doing an update for us at a nominal fee. At least we need to obtain the electronic file for it. It was asked if the membership committee needed full board approval to move forward on this or to approve content. It was agreed that formal approval was not necessary, but it would be good to e-mail changes to the board for their input. There will be a very short turn around in getting feedback on this project.

- It was suggested that WAEE purchase Quark (the program that the brochure is created in) so we can make our own changes as need be. Due to the time constraints, it would good to investigate this for future projects.
- The other thing membership is getting ready for is the Fall Conference and the member meeting. Suggestions were given to formally invite members (and non-members) to the membership meeting. Also, do some sort of activity which seeks out new members.

Action:

- Develop updated membership brochure and stationary. E-mail the board for feed-back / suggestions.
- Incorporate suggestions to involve members at the Fall conference.

Networking Committee (Michael A)

- Michael submitted a **written report**.

Action: Ask him if you have questions.

Student Report (Angela/Emily)

- Angela and Emily have gone through the old student database and are working to update it and check it for validity.
- Additionally, they are working to create a letter and insert to send out to new student members.
- In September they will be creating a database of universities and colleges that may have EE student organizations. They will then send a letter out to these organizations in October seeking input of student needs, inviting students to the student meeting at the Fall Conference and offering a visit.

Action: None needed

Liaisons Reports

Nature and Environmental Center Section (Jim)

- No written update given.

Action: Mary V-T will contact Kathe Crowley Conn to see about getting feedback from the NECS in regards to their feelings on the National EE Certification that NAAEE is in the early stages of development.

NAAEE (Mary V-T)

- NAAEE's annual conference will be held in Anchorage, Alaska October 10-14, 2003.
- Overall, WI should be at the table as major decisions are being made that strongly affect our members.
- Elaine Andrews, of WI Lakes Extension has stepped down as interim director of NAAEE as of June. It might be worth a conversation with her to see what NAAEE can do for WAEE and what WAEE should be looking at to further improve.

Action: Mary V-T or Jim to contact/meet with Elaine to her perspective on WI in national issues.

Spring Adventure Weekend (Rebecca)

- no report
- Rebecca mentioned that overall the planners of the event would like to get Board members more involved, especially to talk about what WAEE is.

Action: Rebecca to contact John Munson for an update/report (written would be great).

LEAF (Rebecca)

- Go to their website (<http://www.uwsp.edu/cnr/leaf/>) to get current information. Recently, LEAF presented a WEEB-funded workshop at Trees for Tomorrow that had a great turnout (more teachers that spots available). Additionally they are working on a new curriculum, pilot testing of the curriculum, and an on-line WI forestry course.

Action: none needed

H.S. Conference (Rebecca)

- Discussed earlier. Rebecca had a report that she did not present to the Board.

Action: none needed

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Scholarship Policy (handout for board handbook)

- Hard copies were disseminated to the Board
- This is the format we would like our future policies to follow.

Action:

- Shirley should include this in the master board book. (see Fall conference, Michael Flitter)

WEEB Grant—EE Resources on the Web (Mary VT)

- The web-based project is continuing. Mary V-T is working to correlate 267 existing resources to the EE standards and members of the review/correlation team are busy locating new resources. When completed this should be an excellence source for educators to locate EE resources.
- A 3000 piece direct mailing will be sent out to classroom teachers at the end of September to advertise the EE Resources on the web project and to inform them of WAEE.

• A related conversation came up for WAEE to get involved in the EE standards for pre-service teachers. According to Mary H. the program is in development. Could this be a topic for the Board to construct a special committee to work on this? The topic will be investigated further and discussed at the next Board meeting.

Action: Mary H. will get the information she has on it to Mary V-T. Mary V-T will investigate and relate these findings to the Board via e-mail.

EE News (Carrie)

- There have been many changes to the EE News structure (Board see letter from Janet Hutches).
- As Carrie is not present, we will table the clarification/discussion of this matter.

Action: Mary V-T will follow through with Jim and Carrie about September submissions.

Fall Conference – Board connections/duties

- Michael Flitter
 - The Board was asked has what were the most fitting ways to remember Michael.
 - Mike A. suggested 1) that we create a collage with information about and photos of Michael, 2) We make a toast to him at the banquet, 3) We place a plaque at his gravesite, 4) We connect his name to the student scholarship.
 - Mike A. made a motion to rename the student scholarship fund as the “Michael

Flitter Student Scholarship Fund.” Seconded by Angela. Motion passed unanimously.

Action:

- Toast to be made at the fall conference banquet by the WAEE President, Jim.
 - Gail to oversee that a line item be created in the budget for the Michael Flitter Scholarship Fund.
 - Mary V-T will change name and include information and photo.
 - Mary V-T will contact individuals to obtain photos and history of Michael.
- Membership Meeting
 - Tentative Agenda to include: Pat Maranac to talk about WEEB, Present the annual report, promote the upcoming conferences and the 30th Anniversary.
 - Encourage new board members.
 - Committee Chairs to give brief reports of accomplishments, goals and specific ways for the membership to be involved.
 - Snacks
 - Raffle or some type of fun incentive for new members.
 - Nature & Environmental Center Section meeting
 - Action: Mary V-T will talk to Cathe about this meeting.
 - New Conference participant involvement
 - Mary V-T will talk to Mary Pardee about putting an invitation in the conference materials asking new and non-members to be invited to the membership meeting.

Annual Report

- Mary V-T shared that she thought the Annual Report was a time for the Board not only to celebrate their accomplishments over the past year but also to communicate these to the membership!
 - Each committee is asked to submit a brief report that includes the following: 1) Highlight Committee Goals for last year and this year 2) Comment on what is preventing us from accomplishing our goals.
 - Committees should use the Tick Sheet to help build your report.
 - Budget information should also be included, possibly in a pie chart or other sort of graph. Maybe a where does you membership dollar go type of thing.
 - Information needs to be e-mailed to Mary V-T no later than October 6th for her to format the materials and get it printed.
- a related question was raised by Gail in terms of when was the last time the WAEE books were audited. She felt that it was about time for this. Gail agreed to investigate the issue of an audit and what the cost would be.

Other Agenda Items

Letter to the Board regarding the cutting of Awards money.

- The board was distributed a letter from Mary Pardee (future Awards Chair) on behalf of herself and Clayton Russel (current Awards Chair) that indicated that the award money for this year was already promised.
- The Board was asked for reactions to the letters and how it would be rectified for this years awards, presented at the fall conference,
- Rebecca thought we should think of a way to raise funds for awards.
- everyone believed that we should honor the 2003 awards. A motion was made by Gail to approve award monies up to \$1000 for the 2003 awards. Mary H. seconded it. Vote = unanimous approval.

Action: Mary V-T will follow through with Mary P. and Clayton with a written letter indicating the Boards action on this topic. There should also be further discussion as to how to make the awards more sustainable – future agenda item.

Mission Statement

- Rebecca handed out a list of the collected mission statements she found from the web site, board book, and current brochure. The reason for this discussion was to tighten the mission statement for upcoming membership material.
- After much discussion and word-smithing as to not change the original flavor the Board come up with:
“WAEЕ is a statewide non-profit organization whose mission is to promote environmental education through it’s members in the classroom and community.”
- Motion made by Mike A. to approve the revised mission statement. Seconded by Emily. Vote = unanimous approval.

Action: Membership committee will add this to the updated member brochure.

Announcements

- NatureNet will have a booth at the WEAC conference on October 30th & 31st. WAEЕ has been invited to have our materials on their table, as we are not planning on having a booth there this year.
- Rebecca mentioned a project that Deborah Engel-Demaro is working on to organized a calendar for EE and teachers. She will send out more information on this via e-mail.

Adjourn

- Motion to adjourn made by Mike A. seconded by Gail. Meeting adjourned 2:52pm.

Mark Your Calendar

- Next Meeting Saturday, November 1st after the Fall Conference.
- Dinner meeting together to get on the same page for the conference, Thursday, October 30th. TBA
- Agenda items due October 15th to Jim
- Annual Report committee reports due October 6th to Mary V-T

Respectfully submitted by M. Vymetal-Taylor based on the notes of E. Jacobs