

WAEF Board Meeting Minutes
August 28, 2004

Board members in attendance: Mary Vymetal-Taylor, Michelle Hartwig, Mary Holleback, Jeremy Higgins, Rebecca Clarke, Carrie Hembree, Angela Vlies

Board members not in attendance: Gail Epping, Betsy Parker, Nancy Saulsbury

Guests: None

Within these minutes, please note that an * indicates that a written document exists to support and supplement the information provided. Upon reviewing the minutes, each Board member should confirm whether or not they possess these documents. If not, contact the Chair-Elect.

The Board participated in a short but fast-paced activity prior to the beginning of the Board meeting. The activity centered around a review of the *Parking Lot Document that was compiled by Rebecca Clarke during/after the spring Board retreat. A majority of the questions or tasks on this document have been concluded!! A Parking Lot Follow-up Document will be available soon that will detail the results of this activity.

The WAEF Board meeting was called to order by Chair Mary Vymetal-Taylor at 10:38am on August 28, 2004. The meeting was held at the Nicolet Area Technical College in Rhineland, WI.

I. READING OF THE MINUTES

Jeremy moved to approve the *minutes from the May Board meeting. Mary H seconded. The motion to approve the minutes from the May Board meeting passed unanimously.

II. PUBLIC INPUT

There was no public input.

III. COMMITTEE REPORTS

- a. Management/Update from the Chair – There was no written report. Mary VT led the Board in a discussion of an issue affecting WAEF. Organizational accounting and financial strategies were also discussed. Would it be helpful to have Ian Goldberg, fiscal officer for the UWSP College of Natural Resources, work with the WAEF AA on QuickBooks and/or financial statements? Also, should WAEF consider contracting an experienced accountant to maintain budget and finance information?

ACTION ITEMS: The Management Committee will consider accountant services for WAEF by estimating costs and availability. Rebecca Clarke will contact Ian Goldberg with UWSP to ascertain his interest in helping WAEF.

- b. Finance – *Report submitted by Nancy Saulsbury and presented by Carrie Hembree. Discussion ensued about the *WAEE Budget Process. Question asked in reference to item V. – when grants are involved, who approves dispersals of funds from the grant amount, the Finance Committee, the Project Director, or the Committee Chair of the relevant committee who has received the grant?

ACTION ITEM: Mary VT, who raised the question, will pose this question to the Finance Committee and authors of the WAEE Budget Process document. The Finance Committee will clarify.

- c. **Conferences/Workshops – Two written reports were provided. Fall Conference is moving along well. The Committee is working on more promotional materials. Student scholarships are due October 1 and the materials are available on the WAEE website. All Board members should encourage any students to apply. Scholarship applications will be collected by Sunshine Kapusta of the Fall 2004 Conference Committee and sent to Committee Chair Mary H for approval. On future conference registration materials, membership dues might need to be separated from conference registration fees. Also, in future years registration forms and fees must be reviewed and approved by Conference Committee members before distribution. Winter Workshop 2005 Call for Presenters will go out soon, with a deadline in mid-October. This will allow for some promotion of the Winter Workshop at the Fall 2004 Conference. Fall 2005 Conference site selection is taking place in the Madison area. Many options are available, but price and size must be taken into consideration. Jeremy and Mary VT will work together to facilitate Jeremy's role on the Midwest Environmental Education Conference (MEEC) steering committee, as Mary VT has been serving in that role since her involvement in past MEEC activities.
- d. Membership – No report. A new chair of this committee might be needed, as Rebecca may have to leave the state of Wisconsin for a job.
- e. Networking – See *report for details. The WAEE exhibit is getting a face-lift. WAEE can submit an article to the NAAEE Communicator newsletter if interested.
- f. Advocacy – No report.
- g. Student Report – No written report. The Student Committee is scheduling presentations to college student groups at locations around the state.
- h. Elections – Gail was working with David Eagan to “move this forward.” The Board discussed information regarding the 2004 Election cycle.

- i. Awards – *Report was distributed. The timeline featured on the report was approved and applauded. Mary Pardee, Chair of the Awards Committee, pledged to update the award plaques hanging in the WCEE by October. A discussion began on whether WAEE awards should consist of cash or a lovely gift. This debate will be featured on the October Board meeting agenda.

IV. ADDITIONAL REPORTS

- a. Administrative Assistant – See *report for details. Student worker interviews are being set up to hire a new work-study student for WAEE. If needed, Catherine will attend the Fall Job Fair at UWSP and Carrie will assist.
- b. Website – No written report. Please submit new and attractive photos to update the WAEE website. Committee information will be updated in November. The awards will be posted on the website.

V. LIAISON REPORTS

- a. Spring Adventure Workshop – No report.
- b. Project Learning Tree – Email from Susan Gilchrist to Mary VT distributed as *report. This contains the 2003 PLT Annual Report Form.
- c. Wisconsin Conservation Hall of Fame – No report.
- d. Governor's High School Conference – All registration materials for the conference are available online. Carrie Hembree will serve as this liaison from now on.
- e. Nature Center and Environmental Section – No report.
- f. WEEB – No report.
- g. NAAEE – See *report for details.
- h. LEAF – As Rebecca no longer works for LEAF, there was no report available. Additionally, the suggestion was made that this liaison position was not needed.
- i. Ice Age Park & Trail Foundation Education Committee – See *report for details. A survey is being compiled to further this group's strategic planning process.

VI. CHECK ON ACTION ITEMS FROM LAST MEETING

VII. LUNCH

VIII. UNFINISHED BUSINESS

- a. Electronic Communications Policy – The *written policy was debated. Certain words did not seem to convey the correct message. The four sentences were amended. Carrie moved to approve the Electronic Communications Policy as amended. Rebecca seconded. The motion to approve the amended Electronic Communications Policy passed unanimously.

ACTION ITEM: Carrie will amend the Electronic Communications Policy as discussed and distribute to the Board.

ACTION ITEM: The Management Committee will put together procedures and policies concerning the Electronic Communications Policy.

- b. WAEE Newsletter – The Membership and Networking Committees did not have a chance to meet and work on a newsletter template, as was planned at the May Board meeting. The Board pondered many issues regarding a newsletter: online or paper, how often, what goes in, who does it, etc. A suggestion was made that the newsletter should be handled outside of the Board. This was met with some trepidation; taking it outside the Board might give Board members less control over what is contained in the newsletter. The decision was made to go with an online newsletter. Should this be an official motion? Perhaps the first version of the newsletter could be displayed at the Fall Conference with a sign-up sheet for members who wish to receive it. Or a mural of newsletter styles for members to vote on? It was decided that this newsletter should contain mostly internal WAEE information, similar to the information that was submitted before to EE News. But who should do it? Carrie volunteered to get the process started. Mary VT suggested that Betsy Parker might be interested in doing the newsletter. In general, the Board agreed that the newsletter must start sooner rather than later. After a template is developed, a focus group of WAEE members should be consulted for approval.

ACTION ITEM: Carrie will draft a newsletter template by **September 11** for the Board to consider. Discussion and comments will be settled via email. A final template will be shared with the WAEE member focus group on approximately **October 11**. More discussion will undoubtedly ensue at the October Board meeting.

- c. Retired Conference Rate – The Board agreed that this issue had been discussed at too many meetings. The rate is set at **25%** from here on. If a throng of disgruntled retired WAEE members descends upon future Board meetings or shower Board members with correspondence indicating their dissatisfaction, then and only then will the Board re-open this discussion.
- d. MEEC MOU Steering Committee – As discussed earlier during the Conference Committee report, Jeremy will be serving on this Committee.

Mary VT will work with Jeremy to facilitate any necessary transfer of information. The additional WI member of this committee has not been set.

- e. *WAEF Policy on Grants – Jeremy moved to approve and adopt this policy. Carrie seconded. The motion to approve and adopt the WAEF Policy on Grants passed unanimously.

ACTION ITEM: Mary VT will consider whether the WAEF Policy on Grants should be included on the WAEF website.

- f. EE Communication Meeting/State Leadership Clinic Update – Representatives from WAEF, WEEB and WCEE attended a Leadership Clinic Design Workshop in Nebraska in August. At this event, planning began for a statewide EE forum for Wisconsin. This forum will take place in December.

- g. Resources on the Web Project: This project has been finalized.

ACTION ITEM: Mary VT needs to meet with the Finance Committee to close this project.

- h. Survey to Membership Review: The Membership Committee now has all final suggestions from the Board on the content of this survey. The survey will be edited and then distributed as part of the Fall Conference packet that is handed to all attendees. Boxes will be placed throughout the conference venue to collect these surveys.

ACTION ITEM: Rebecca, Betsy, and Carrie will follow through this process.

IX. NEW BUSINESS

- a. Wisconsin Stewardship Network – The funding for this network is over. “Scratch them off” for now.
- b. Liaisons – TABLED.
- c. *Electronic Board Voting Policy and Intra-board Communications Policy – This document might represent more procedure than policy. Does the WAEF Board need an official policy on this? Will Board members follow the guidelines set down in this document?

ACTION ITEM: Carrie will send this document out to the whole Board for review and comment. Mary VT will provide feedback to Carrie on procedures and policies. Voting may occur at the October Board meeting.

- e. Environmental Literacy Improvement Act – This particularly frightening *statement was received by several Board members recently from the State

Environmental Resource Center (SERC), which is located in Madison. The state of Wisconsin has **not** adopted this Act. The SERC organization might be a resource for the Advocacy Committee (www.serconline.org).

- f. Sharing the WAAE Board Book & WAAE info – As a 501(c)3 organization, all WAAE materials are by law public property. The question is whether or not WAAE should post information from our Board book, minutes, or experiences on the NAAEE Affiliates website as potential resources for other state organizations. DISCUSSION TABLED
- g. Board/Committee Presentations & Board meeting at Fall Conference – The Board meeting at the Fall Conference will be on Friday, October 29, from 7 – 8:15am. A meeting location will be set later. The Board will be responsible for a variety of appearances and activities at the Fall Conference. These include: Table Talks at Meals, Membership meeting, Student meeting, Nature Center Section meeting, Awards. At the Membership meeting, the Board will need to feature Board and AA introductions, the 2003 Annual Report, recent successes and highlights, Table Talk and Board meeting invitations, New WAAE Member recognition, and answer any member questions. **Additional arrangements will take place to prepare Board members for the Fall Conference.**
- h. NAAEE Conference – There is an opportunity for a WAAE member/leader to receive a registration scholarship (valued at ~\$300) for the upcoming conference. As an official Affiliate of NAAEE, WAAE gets one free registration. The conference, titled “Casting a Wider Net for EE,” will be held November 6-10 in Biloxi, MS. Mary VT has applied for a different scholarship to attend this conference, and if she receives that scholarship, then the Affiliates’ group funds can be used by another WAAE member. Otherwise, Mary VT will use the Affiliates’ funds.

X. ANNOUNCEMENTS

- a. EPA Environmental Education Grants – This *item was taken from the NAAEE Affiliates List Serve. Persons interested in EPA EE grants must register on the website (www.epa.gov/enviroed/grants.html) in order to receive updates about the grants program and 2005 solicitation notices. Information will not be distributed via other methods.
- b. ASCD no-obligation membership – *Please contact Mary VT for more information about this opportunity.*
- c. Pressed Flower Creations – Attractive pressed flower bookmarks are available through Sunnybook Farm. Contact Catherine Newby for more information.

The meeting was adjourned at 3:48pm.