

WAEE Board Meeting
Minutes
August 15, 1999
Central Wisconsin Environmental Station

Board Members present: Geoffrey Bishop, Michael Flitter, John Haley, Cindy Halter, Elizabeth Janvrin, Pat Marinac, Sterling Strathe, Paul Wozniak.

Others present: Cathy MacKay (Administrative Assistant), Christine Turnbull.

Board Members absent: Randy Bekkars, Nancy Piraino.

The meeting was called to order by Cindy Halter, chair-elect, at 9:12 AM.

Motion: To approve the June 1999 minutes. (Michael/Elizabeth). *Passed unanimously.*

Additions to the Agenda: Office report from the Administrative Assistant; Midwest Conference discussion.

Treasurer's Report: Cathy handed out a current budget. It was accepted as presented unanimously, with an amendment that the UWSP amount of \$13,006.15 may actually be a debit to the final total (UWSP accounting may not actually have received the funds yet, even though it shows on the accounting records).

Cathy reported that she has met with our accountant and that he will file our taxes for the past two fiscal years. She has located most of the information the accountant needs in the WAEE office. Cathy will deliver it to him.

Geoffrey will write a letter to the IRS explaining our reason for filing late taxes for the 1997-1998 fiscal year. Geoffrey will then E-mail the executive committee board members the amount due.

Cathy asked the board to review the use of Quick Books as our computer book keeping system in the WAEE office. She explained that it is not working properly, so she hasn't used it yet this fiscal year. A discussion followed. The board members agreed that Quick Books is a good book keeping system that will meet our needs. They suggested to Cathy that she reinstall the program for the current fiscal year with the help of our accountant. Cathy agreed to contact the accountant.

Administrative Assistant's Office Report: Cathy reported that she and Ginny Carlton have been trying to create a Microsoft Access database that will combine the membership database and the event management database into one. They have completed all that they know how to do and have asked the UWSP Administrative Information Technology staff to assist them with the rest.

Cathy relayed a message from Carol Shultz to the board. Carol will be including the Fall Conference Registration flyer in the EE Network mailing going out in mid-September. She requested that WAEE board members let her know if they would like to include any other items in the EE Network mailing. A discussion followed. Board members will submit items they would like included in the mailing to Cathy by September 1st. Geoffrey was asked to write a letter, recruiting volunteers for the Fall 2000 conference. John will create a one-page flyer highlighting the Winter Workshop.

Board members asked Cathy to send them a current membership list and to provide them with an updated list at future board meetings.

Cathy asked the board to clarify what is expected of her regarding board meetings and working at the Fall Conference. A discussion followed. Board members agreed that Cathy would attend all board meetings, unless the board decides otherwise. Cathy expressed that this was a good idea so that she can report on the "office happenings" and stay better informed regarding WAEE activities. The board asked Cathy to work on Friday during the conference to help with registration.

Cathy mentioned that the WAEE stationary is outdated. Board members agreed. Sterling will create a letterhead and E-mail Cathy the file. Cathy will then have 1,000 pieces printed, along with envelopes.

A discussion followed regarding the excellent work that the "bulk mailing volunteer", Fritzie Marquard does for WAEE. The board agreed that a gift certificate at Christmas time would be a nice thank you.

Public Comment: Geoffrey asked the board to clarify his role as WAEE Treasurer. Pat suggested that the **executive committee** discuss his role and report back to him. Elizabeth agreed. He asked **Cathy** to check with the WAEE accountant as to what the best accounting program would be to use, and to find out if it would be computer compatible with his MYOB computer program.

OLD BUSINESS

Awards Program: Cindy handed out a 1998/1999 awards committee budget report and the current WAEE Awards Program Nomination Form for review. She asked the board if they would like to keep the award distribution amounts and the budget the same for the year 2000. A discussion followed. The Board will recommend the following to the Award's Committee:

- ❑ The Earthguard Award, the WAEE Award and the Aldo Leopold Award will remain the same.
- ❑ The Student Awards will be changed to consist of three categories rather than four. They will be Pre K-6, 7-12 and Post Secondary. The Pre K-6 recipient will be recognized with a certificate and recognition at the Fall Conference. The 7-12 and Post-Secondary recipients will each receive \$100.00 to be used toward conference expenses and recognition at the Fall Conference.
- ❑ The Educator of the Year Award will also be modified. Each of the Pre K-8, 6-12 and Non-formal educators that receive an award will be recognized with an engraved plaque, \$100.00 to be used for purchase of EE material and formal acknowledgement at the Fall Conference. The Administrator will receive an engraved plaque, recognition at the Fall Conference and a waiver of conference expenses up to \$100.00 per person for the administrator and two staff members to attend the Fall Conference.
- ❑ The portion of the awards nomination form that says "All Of Us Will Benefit" will be omitted. Instead the Board will recommend to the committee that information about the winners from last year be highlighted in that area.
- ❑ In order to get the nomination form in the EE Network mailing in December, it will be suggested that the deadline for the nominations be extended to February 15th for all categories.

Motion: To approve as changed. (Elizabeth/Geoffrey). Passed unanimously.

Student Scholarship Fund: Cathy reported that she opened a savings account for the Student Scholarship Fund for \$500.00. Cindy reported that Dan Sivek would serve on the committee to determine criteria for distribution. John and Christine also agreed to serve on the committee. **John, Christine** and **Dan** have been asked to organize the committee and give a report at the October board meeting. **Nancy** will be asked to contact Dan.

WAEE Calendar: Cindy reported she is still in the process of creating the WAEE calendar.

Nature Center/Environmental Center Section: Elizabeth stated that she feels we could do more to meet the needs of the Nature and Environmental Centers. She would like to bring back one or two day meetings per year. She suggested trying this at the Winter Workshop by offering programs to meet their needs. She also suggested we could do this within the WAEE membership. A discussion followed. The Board made a suggestion to Sterling, to send a letter to the Nature and Environmental Centers. Also to include the letter in the envelope with the Fall Conference confirmation letters.

EE 2,000 Money: Abby Ruskey (NEEAP) sent an E-mail to the Board on 8-13-99. She clarified the timeline issued to use the grant for \$2,100.00 is October 1999. Abby stated that if the WAEE Board wishes to extend the grant period, all that is needed is a letter of request from the current president or fiscal agent for WAEE. The letter should include the date (no later than June 30, 2000) that the Board wishes to extend to. She also asked that the letter include their intended use of the remaining funds. She also mentioned that by deciding to continue to use the EE 2000 funds WAEE will in effect continue on as an agent of this project. Abby asked that a required narrative and financial report be submitted by September 15th. The report is to include updated progress made

and plans underway regarding board development, the promo piece, capacity building and anything else about WAEE the Board wishes to report on. A discussion followed. Paul offered to write the narrative and financial report.

Motion: The Board will request the money and spend it on professional development and training for WAEE Board members and their Administrative Assistant. \$200.00 was designated for Administrative Assistant professional development. (Geoffrey/Pat). Passed unanimously.

Pat, Geoffrey and Nancy will put together a professional development training weekend. A planning meeting will be scheduled after the Fall Conference.

Board Nominations: Nancy, Pat and Sterling will be leaving the Board at the end of the term. A discussion followed regarding recruitment of new Board members. It was concluded that present Board members and those leaving should find new members. Nominations will be submitted in November.

New Business

Communications Proposal: Pat reported that Rick Wilke would like to do a course at UWSP called "Research in Environmental Education". The course will focus on awareness and knowledge of EE. He will propose to Graduate students to get involved in components of EE. Rick asked for input from the WAEE Board. He would like two or three Board members to provide quick turnarounds on weekly media strategies. There will be approximately 10 students. This will happen in September and October. Pat, Paul and Michael agreed to help. The strategies will be presented at the Fall Conference.

WEEB Update: Pat started her report by thanking Cindy for attending the WEEB meeting in LaCrosse and speaking on behalf of WAEE. She stressed the importance of WAEE representatives attending all WEEB meetings. Pat updated the board on the determined 'strategic directions' for WEEB in the coming year. These are: Leadership in EE, Communication & Coordination, Implementation of EE in Schools, Implementation of Non-formal Education, and Assessment of EE in WI. WEEB will have a rough draft of the planning document to review in October and they will send it out to the public for comment.

Pat stressed that WAEE needs to be actively involved in the review and implementation of action plans. The WEEB grants committee established the following priority for statewide initiatives (for which they will accept pre-proposals): Statewide assessment of the environmental literacy of WI citizens, statewide professional development programs regarding the implementation of WI's EE Academic Standards, and statewide environmental education leadership development or enhancement programs.

Fall Conference Update: Sterling reported that everything is moving along according to schedule. Registration materials have been out for about a month. The "Call for Presenters" are now in. The KEEP program is having a reunion at the conference. Sterling asked for help from the Board during the registration time. Joseph Cornell will be selling his books. WAEE will get 20% of the profits for what we sell. Pat asked for volunteers to sit at the book-selling booth. Pat reported that 15 sessions would be offered in the Nature Center Sampler. Five centers will be featured.

The Board will have a short Board meeting during breakfast on Sunday October 17th from 7:00 AM to 8:30 AM. The Administrative Assistant will not be required to attend this meeting.

Winter Workshop 2000 Update: John reported that he is not as far ahead on the planning as he would like to be. The workshop will be February 4-6, 2000 at Treehaven. The topic will be "Learning to Fly Reaching New Horizons with Environmental Education". He is still looking for a keynote speaker and working on the entertainment. He will have the information finalized by the Fall Conference. John will have a flyer advertising the conference highlights to Cathy by the end of August to include in the EE Network mailing.

Spring Adventure Workshop: Sterling asked the Board to decide if WAEE should co-sponsor the workshop in 2000. A discussion followed. The Board agreed to let the strategic planning be done by John Munson's committee and his administrative assistant.

Fall Conference 2000: Geoffrey asked the Board for their input regarding the conference date and location. A discussion followed. He reported that he was looking into the Wisconsin Dells area. Geoffrey would like to send

a letter to “call for volunteers” in the next EE Network Mailing. Based on the fact the Midwest Conference will be held the first weekend in October and the National Science Teachers Conference held in mid-October, September 2000 was decided on as the best month to hold the conference. An exact date in September has not been confirmed yet. A location is still pending.

Midwest Conference 2001: WAEE will host the conference. A discussion followed regarding where to hold the conference and when. The Board agreed to consider the Green Lake Conference Center in mid-October 2001.

EE News Article for September Deadline: Cindy asked for articles for the Winter Issue to be sent to Cathy by September 1st. Cathy will send the articles to Nancy to approve and then send them to Carrie Morgan for her deadline of September 10th.

Articles will include:

- Board list. (Nancy)
- Winter Workshop Information (John)
- Call for Volunteers for Fall 2000 Conference (Geoffrey)
- Awards Recipients (Cindy)
- Membership Form (Elizabeth)

The Board discussed making the WAEE header more eye-catching. Cathy will ask Carrie to make the change. Sterling suggested that we start off the WAEE column in each issue with a focus on an EE acronym. Sterling will start this issue with W-A-E-E.

Committee Reports/Discussions

A discussion was held regarding ways to recruit volunteers. Cathy suggested including a postcard in the New Membership Packet asking for volunteers for committees. Cindy and Elizabeth agreed, they would create it.

Membership: Cindy and Elizabeth distributed the Membership Committee’s minutes and the Membership Strategic Plan for 1999. (See handouts). Elizabeth asked Board Members to send her feedback regarding the Membership Strategic Plan before the next meeting. A draft for a new membership brochure was also presented. Cindy and Elizabeth asked Board Members to review the draft and send them their comments and corrections ASAP written on the hard copy of the draft. The Board decided that a professional design company would be used to print the brochure.

Regional Outings: A discussion was held regarding the Board’s position on promoting regional outings. 85% of the people surveyed thought this would be valuable. A question of liability was raised. Cathy will confirm WAEE’s liability insurance policy is current. The Board decided their goal would be to have one regional outing in the spring.

Motion: To adjourn. (Pat/Michael). Passed unanimously.

Meeting adjourned at 2:45 PM.

Respectfully submitted,

Cathy MacKay

Please be sure to submit agenda items and committee reports in a timely fashion for the next board meeting.

Next Board Meeting: Sunday, October 17th, 1999, from 7:00 AM to 8:30 AM at the WAEE Fall Conference, Green Lake Conference Center, Green Lake Wisconsin.

