

WAE Board Meeting Minutes (revised)
November 1, 2003

Spencer Lake Christian Center
Waupaca, Wisconsin

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

Call to order (Jim)

- The meeting was called to order at 12:30 pm

Present: Gail Epping, Michael Anderson, Angela Vlies, Mary Holleback, Mary Vymetal-Taylor, Emily Jacobs, Rebecca Clarke, Nancy Saulsbury, Sterling Strathe, Pat Marinac.
Absent: David Swanson.

Approval of the minutes from last meeting

- Moved by Gail Seconded by Emily to approve the minutes as written.

Action:

- Shirley to forward the August minutes to Bobbi Zbleski for posting on the website.

Public Input

none

Treasurers Report (Gail)

- There was no report as there was a miscommunication between Shirley and Gail in obtaining the reports. Gail will e-mail a copy of the reports to all Board members and will report on all at the next board meeting.
- Gail is willing to continue on as treasurer next year – if the Board approves. She would like to look at all committees reducing expenses & looking at new ways of raising money.

Action:

- Gail will send treasurers Report to Board members via e-mail.
- Jim will assist Gail in getting reports from Shirley.

Administrative Assistant Report (Jim for Shirley)

- The office is almost set up. Shirley maintains office hours on Tuesday & Wednesday, when in Point please take time to visit the new office at 8 Nelson Hall.
- WAE has a new work-study student by the name of Phillip Kleinhans He is a freshman with an undeclared major. He has already been a great help to Shirley with getting bulk e-mails out and maintaining the database.
- Shirley submits a weekly report of events. For the past few weeks she has focused on the Fall Conference registration.
- Shirley will be out of the office Thanksgiving week.

Action: None needed.

WEEB Liaison Report (Pat Marinac)

- There maybe a new chair of WEEB as Rick Koziel's term is up. The election occurs at the July 2004 meeting.
- WEEB will be updating their strategic plan and will be looking organizations that stand for EE in the state. WEEB views WAEE as the "action arm" for EE statewide. This summer, WEEB will get to the process of the plan and will be looking to WAEE for input.
- There is still money in the General EE Grant fund as this money is dictated by the number of environmental fines collected by the state.
- WEEB grant requests are due mid-January and people are needed to review grants – go to the WEEB website for information on both.

Action: None needed.

2004 Fall Conference (Sterling Strathe)

- Program committee met in early October
- Workshops on first day of conference and on Saturday
- Keynote will be early on Thursday - 4pm, to encourage people to come early.
- "Make it from the forest" contest during the evening of the exhibit (those items will be then be donated to the auction).
- Determined a "conceptual framework" that would guide the selection process. Call for presenters are in this fall conferences folder, calls will be made to those who would not normally fill out a call for presenters.
- Marketing – push it to a different audience that have similar missions, additional mailings, WSST, etc.
- Room rates: \$62.00 per night, sleeps 4, also condo's available at comparable rate, \$10.00 per night for student rates. Room booking needs to be done by the participants separate from the conference registration. Meal rate: 3 meals a day@ \$35.00 a day.

Action:

- Need to get 2004 Conference information on the WAEE website (Sunshine to do).
- LEAF will do promoting and extra mailing of the conference out of LEAF's budget, this helps with their mission.

COMMITTEE REPORTS

Management Committee (Jim)

- Professional development continues to be a focus for this committee. Ideas for this to Jim and Mary V-T.
- Elections – Deadline for nominations is November 10th. Forms need to be returned to David Eagan. All members are encouraged to run for a position. There is concern that after Mike leaves there may be no teacher representation on the Board.

Action:

- Jim will request an e-mail list of classroom teacher members from Shirley. Mike will then e-mail them a letter of responsibilities to build interest for elections to the board.

Conference Committee (David, Mary H.)

- Fall Conference – See report above.
- Winter Workshop – (Mike) Mike made connections to members at the Fall conference to assist at with the workshop. Focus on things outside of the classroom. Conference site is reserved and a call for presenters when out in the 2003 Fall Conference notebooks.

Action:

- Winter workshop information and materials needs to go on the website.

Membership (Mary V-T, Rebecca, Emily)

- Brochures are at the printer to obtain a proof. The e-mail version looks good, but the type is too small to read for errors. Once the initial print job has been proofed the mailing announcing the EE Resources on the Web Project will be mailed.
- New WAEE stationary and letterhead has been printed and is at the office ready to be used.
Action:
 - Get brochures proofed and have the final print job completed.
 - Get sets of letterhead and stationary to board members.

Networking: (Mike)

- Working on a multimedia database containing newspapers and television stations in Wisconsin.
Action:
 - Get newspaper sources to Sterling and the Conference committee.
 - Get a press release to local papers & the charter school association on two of the five WAEE awards given to a charter school.

Governor's High School Conference- (Rebecca)

- Meeting Nov 6th to plan for this conference
- Invited colleges to get involved
Action:
 - Have WAEE information at this event.

Student Report (Emily & Angela)

- Student meeting went well and was well attended.
- Students mostly want to know what WAEE has to offer for them. They would like to see a posting of EE jobs.
- In the process of creating a database of college-based environmental education groups for the newly elected students to utilize.
Action: none needed

LIASON REPORTS

LEAF: (Rebecca)

- Adjunct Faculty training begins next week.
- Jeremy Solin has been hired as the new school forest coordinator.

Nature Center Section: (Mary V-T for Kathe Conn)

- About 10 people showed up to the meeting during the Fall Conference. Mary V-T shared the movement of EE certification at the state and national levels and the group talked about future sessions. Overall the group was interested to keep meeting.
Action:
 - Kathe would like e-mails for the members of the section so she can keep in contact with the section and plan future meetings.

NAAEE: (Mary V-T)

- Mary shared the many positive things about the recent NAAEE Conference in Anchorage, Alaska. NAAEE has hired a new executive director, is going through strategic planning, and now sits on the Board of NCATE (National Council for Accreditation of Teacher Education).
- She attended the Affiliates pre-conference workshop and made many helpful and positive connections with leaders from other states. The Affiliates have a list-serve which Mary or Nancy can post questions and get feedback from other state leaders – which we should utilize as a board to obtain research information.

Action: none needed

Spring Adventure Weekend (Rebecca)

- Rebecca will continue to keep contact with Jerry Mullins who puts together that event.

Action: none needed

WEEB Grant – EE Resources on the Web (Mary V-T)

- Mary presented the site and process at the Fall Conference to a group of over 30 participants. The project was well received and participants were strongly encouraged to get visit the site and get additional Wisconsin resources linked to the site.
- The project is a bit behind schedule as we await the WAEE brochures to be printed. The mailing should go out right around Thanksgiving.

EPA Grant – Midwest Regionalism (Mary V-T & Jim)

- A memorandum of understanding (MOU) was presented to the Board which was created by the four states (Illinois, Iowa, Minnesota, and Wisconsin) who traditionally hold the Midwest Environmental Education Conference. Gail motioned to accept the MOU as written, seconded by Mike A. Discussion: Mary V-T wanted to know who was going to be on the steering committee that would represent Wisconsin. It was agreed that this would be determined at the December meeting. Vote was held. Motion passed unanimously.

History Project (Mary V-T)

- Mary shared her concern with the Board about the possibility of losing intricate pieces of WAEE history as our founding members continue to get older. She has had some conversations with Dan Sivek about getting this history in writing. Dan has expressed interest not only about working with a committee but also in writing grants to obtain funding from other conservation education organizations.
- Nancy moved to have Dan S. report to the board by the December meeting about grant opportunities. Who would he approach, when would this occur, etc. Seconded by Gail. Vote was held. Motion passed unanimously.

Action:

- Mary V-T will contact Dan Sivek about the project.

EE Communication Meeting - December (Carrie)

- Discussion tabled to the December meeting due to lack of time.

Calendar (Rebecca)

Rebecca shared some existing calendars containing EE events. She would like to see such a calendar on the WAEE website. Rebecca has approval to put the calendar on the website.

Action:

- A broader discussion needs to occur at the next meeting.

Adjourned at 2:25 Nancy first, Mary H. seconded.

Respectfully submitted by M. Vymetal-Taylor based on the notes of R. Clarke