

WAEW December Board Meeting – Draft Minutes
Milwaukee Wyndam Airport Convention Center, Milwaukee, WI
December 16, 2007
Minutes taken by Amy Workman

Rebecca called the meeting to order at 10:55 am.

Present in person: Rebecca Clark, John Heusinkveld, Betsy Parker, Tanya Zastrow, Tom Quinn, Amy Workman, Joey Zocher

Called in: Cassie Bauer, Kathy Sill

Absent: Maggie Bishop, Hilary Bulger

I. Review of agenda

Tour of fall conference site moved to after meeting so call-in attendees could hang up.

II. Approval of October Minutes

Minor changes were suggested by Betsy to October minutes. Motion to approve minutes as amended made by Joey, seconded by Tanya. Motion passed.

Action Item: Betsy will revise the October minutes and email to the Board.

III: Public Input: None

IV. Administrative Report:

Budget & Finance: Positive report – current balance is \$44,286.21. Kathy asked for clarification on how much was made on the MEEC auction. Rebecca said auction not separated out from the whole MEEC budget (total was \$44,000). There are still some outstanding bills to be paid.

Kathy asked if we had ever been up [in WAEW's budget] this much before; Rebecca said yes, from the last MEEC conference which we have been spending down for the last 10 years. On average, fall conferences bring in between \$10-11,000, which represents about ½ of our operating budget. What the conference committee still needs to get to us is an itemized budget showing the in-kind value of donations, for example the printing donated by KEEP.

Summary of questions discussed: Rebecca asked do we want to continue to get an annual audit next year and in future years? Betsy said that we already budgeted for an audit in 2008. Rebecca's reasons to say yes: it's responsible fiscal maintenance of the organization and we are required to in order to continue receiving contributions through SECC. Average organizations seem to make \$2,000 per year, which basically covers the cost of the audit. John motioned to get an audit in 2008 to remain in SECC, Joey seconded. Motion carried. John mentioned we should send thank you and membership info to the SECC folks who donated to WAEW, which could lead to more memberships.

Action Item: Rebecca will speak to Abbie about sending a thank you card and membership info to SECC contributors.

Action Item: Rebecca will speak to Abbie to contact our “tax people” to do the audit.

Action Item: Betsy said she would write thank you cards (roughly 30 total) on behalf of the Board as the new Chair and send to Abbie to mail out.

Betsy said we already send a Winter Solstice greeting email to the entire membership. Joey asked if there are key people we should be thanking who have helped WAEE a lot this year.

A list was brainstormed:

- Jeremy Solin
- Sterling Strathe
- ~~Dave Engelson~~
- Dean Sauers
- Dolly Ledin
- Karen Wise
- Randy Champeau
- Dennis Yockers
- Everyone on the MEEC committee (Betsy will provide names)
- Steve Sandstrom for doing Winter Workshop for so many years
- Susan Ermer
- Offices of WEEF and WEEB and WWF
- Pat Arndt
- Kimberly Anderson
- David Eagan
- Sunshine Buchholz
- Carol Weston
- John Munson

Rebecca raised the question of how to spend the proceeds from MEEC. Tanya suggested running a mini-grant program. Rebecca and Amy concurred that we should think about how many programs we already do that we have been skimping on because we haven't had the money (i.e. awards banquet, redoing brochures, getting a WAEE table display, etc).

MEEC auction proceeds: \$3,978. Rebecca said we don't usually need that much for student scholarships. In the fall conference 2006, the auction made \$2,200. In 2005, the auction made \$1,600. Discussion of how other non-profits run auctions, i.e. Pheasants Forever, who bring in close to \$30,000 but cater to a different crowd, plus charge \$45 a plate.

Donation to WEEF: Betsy motioned to send a check of \$2,000, representing roughly half of the proceeds of the auction, to WEEF. Tanya seconded. Motion carried.

Kathy asked if this was an annual donation; i.e. will they expect another \$2,000 next year? Discussion followed on how to structure a donation to WEEF. Rebecca suggested setting the dollar amount each year after the auction proceeds are known. Rebecca suggested at fall conference announcing that the auction is to support student scholarships and WEEF.

Action Item: Rebecca will direct Abbie to write a check to WEEF.

Action Item: Abbie will create a press release, deliver the check to Randy Champeau, and get a picture delivering the check to Randy for inclusion in the January WAE News.

Summary of Discussion on student scholarships: Currently, the student scholarship policy is that four scholarships of up to \$75 each are available for Winter Workshop and Fall Conference, which should cover 50% of total cost of the event (mileage excluded). Cassie asked if students doing the Winter Olympics could get their fee waived; John and Rebecca directed her to the student scholarships above.

Action Item: Rebecca will send the Student Scholarship policy to the student members and to John. (This action was amended since the student scholarship information is available on the website and through the WAE virtual office.)

Chair Elect: Tom said he didn't feel like he'd be a very good Chair Elect since he only has one year on the Board. Amy made a speech about making an informal promise to Betsy to be Chair Elect this year if Betsy was Chair Elect last year. However, Amy said she will be really busy with Member Outings and administering the WEEB grant and would not be a very good Chair Elect or Chair the following year. Joey said she is really busy with Fall Conference 2008 and cannot do it. Maggie is eligible but not present at this meeting. Rebecca suggested voting at this meeting because the Chair Elect is supposed to be selected at the December meeting; however, if done at the Winter Workshop meeting Maggie might be present and could be included. Amy had the issue that the last year of her term would be as Chair Elect, and would have to re-up for another 3-year term (Chair for the first year and then 2 years not as Chair.) Eligible Board members to be Chair Elect are Tom, Maggie, and Kathy. Discussion followed on whether the Board could make an exception to allow the Chair to serve as an extended term (4 years instead of 3). Rebecca worried about setting a precedent in the sense that we already appear to be an autonomous Board (selecting the Student Board members) and there is an issue of transparency. There was also discussion on the way chair elect terms are currently set up: those eligible have the least experience (only 1 year). More discussion followed on the main problem of the Board has been not getting candidates, not having board members stay too long. There is no formal policy (in the Bylaws) on having the same Chair or Chair Elect for two years. Tom Quinn volunteered to be Chair Elect.

V. Committees

Awards

Action Item: Tom will check with Abbie to see if we received a check from the WCEE office. If not, Tom will contact Randy Champeau to ask if he can cut the check to pay for the award plaques.

Action Item: Maggie will write a letter to Retz Lumber thanking them for the lumber to make the Leopold bench for Dave Engleson.

Action Item: Rebecca will obtain a picture of Dave Engleson on the bench, frame it, and send it to him as a tangible reward.

Elections:

Ruth Ann Lee and Tom Quinn were voted by the membership as new Board members for 2008-2010. Two write-ins were returned; 1 rescinded interest. The nomination still pending is Glenn Reindl, HS Social Studies teacher for River Academy. Tom read the highlights of his application. As there was still a vacant seat for the Board, Board members voted to accept write-in candidate Glenn Reindl for the open seat.

Action Item: Betsy will contact new Board members Ruth and Glenn. (Completed)

Membership

Four membership outing applications are currently turned in (thank you John for Treehaven's); three of were flexible on the date.

Action Item: Amy and Tanya will meet to go over member outing applications and set dates for member outings in 2008.

MEEC Membership Drive – Our goal at the spring retreat was to gain 50 new members at the MEEC only. New members were given 2 years for the price of one; old members given chance at free registration for WW08 or FC08 if they renewed at the MEEC conference. The results of the membership drive were: 23 new members, 2 signed up for 2 years (so they got four years for the price of two); 13 membership renewals, one renewed as life member (Nancy Dott).

Nancy Dott was randomly selected as the winner of the free conference registration certificate and was notified by Rebecca. Rebecca stipulated that the free registration must be used in 2008.

Tanya mentioned Abbie's email of expired members who attended MEEC and that the Membership committee would discuss this at the next membership committee meeting in Janesville (exact location TBD) on Tuesday, Dec. 18 at 6:00 pm. Amy asked if Abbie is continuing Carol's policy of sending 2 reminder emails, a postcard and a phone call to expiring memberships; Tom said yes.

Betsy said we currently have about 47 organizational members. Kathy asked didn't we already talk about synchronizing all memberships to annual basis, all starting at one annual date. Tanya said we decided that we were going to wait until Abbie had more familiarity with the whole membership process before we ask her to synchronize the member database (that will be an arduous process). Discussion on the membership drive was tabled until the January Board meeting.

Fall Conference 08

Joey asked if she could increase the number of scholarships for fall 08. Discussion on increasing scholarships was tabled until January 2008.

Joey reported the committee is really great. Ken Leinbach is excited to push this conference nationally, and wondered if the chair of the committee has ever been paid. Rebecca said no, because there is no precedence for it and no exact position description for Conference committee chair. Betsy suggested there be a minimum expectation for attendance to the conference; the chair would not be paid if the minimum was not met. John suggested a financial incentive of a portion of the conference proceeds, up to a certain maximum. Betsy suggested that a grant cover the cost of hiring the chair, since WEEB grants will cover the cost of speakers at conferences. All agreed this is new territory. The Fall 08 conference does not have a designated committee chair yet.

Joey is estimating attendance at 200-400, but very hard to say. 2006 Fall Conference committee spent \$4,000 on entertainment; Joey says she could get entertainment for free. Next conference committee meeting will be in February. Kathy suggested getting the registration information out asap because teachers need to submit budgets ahead of time.

Winter Workshop *Friday evening activities:* 6:30 pm registration, 7:00 pm student meeting - all students are invited to attend. 7:30 pm inside ice-breaker, followed by outside night hike/wolf howl and sledding. Student volunteers needed for this.
Saturday Winter Olympics: time frame not entirely fleshed out yet.
Saturday evening activities: movie showing "Black Gold" about coffee, afterwards a bring your own music/dance in the auditorium, and then a Nertz Tournament.

John had a list of questions; Rebecca had answers. First, there are no teacher scholarships for teachers to attend. Second, John asked if we wanted to do a silent auction at Winter Workshop; Tom said not the right audience for it (mostly students).

Action Item: John will hit up several local businesses (Mel's Sporting Goods, Tomahawk Surplus, and Harley Davidson) to cover one part of the WW: a green meal, the Brutal Gourmet, coffee bags, etc.

Discussion on Nertz Tournery fundraising ideas: All money goes to WAEE, with traveling trophy as prize? Keep the \$50 prize going to the winning team (as last year)? No consensus reached.

Action Item: John will contact the local trophy shop to see if they have an appropriate trophy.

All Winter Workshop files were almost lost; recovered by a former employee of Steve Sandstrom. Now Abbie has copies of all the templates.

John is thinking about not running the Winter Workshop in 2010. John will reserve the White Pine lodge for the Board to stay in during WW.

Student Report

Cassie received a contact list for universities, private and technical schools from Karla Lockman, previous Student Board member. After finals are over, Cassie said she would start contacting people on the list to invite them to join to WAEE and send them the Student membership brochure. Hilary and Cassie were going to split up the list, Hilary taking UW contacts and Cassie taking the private schools and non-UW colleges. Rebecca suggested sending the teacher contacts hard copies and the student contacts an email. Cassie said she would use the Student flier that Rainey created for Winter Workshop and send a personal email as well. Cassie said she would send the email and flyer to the Board members to approve before sending it out.

Action Item: Cassie will forward the student flier and personal email to Abbie to send out from the WAEE email account.

Action Item: Tom will contact Sunshine about copying the Student Scholarship information to the Winter Workshop section of the website.

Action Item: Cassie will forward the student scholarship information to EENA.

Rebecca asked if EENA pays for students to attend the NAI conference, Cassie said yes. Cassie said she would try to organize a bake sale fundraiser to raise more money for student scholarships and advertise that to students outside UW-Stevens Point.

Nature Center Section

Action Item: Tom will contact Scott Johnson and Betsy will contact Randy Champeau regarding the Nature Center section of WAEE.

Management

No management report.

Networking

Betsy said she would be contacting all Nature Net EE organizations through the "CommuniTEE" networking grant, and that at the same time she will talk about WAEE.

VI. Old Business

WAEE Website Update

Rebecca reported that Sunshine had asked when the new WAEE website design was going to be done; originally she was told end of November, and as of today it is still not done. Sunshine then went to his boss and asked him to follow up.

Umbrella Website update

Maggie is the contact person for this: no update.

Liaisons

No liaison report.

VII. New Business

Next year's calendar
New Colleague Orientation
Treasurer position

No discussion on the above.

Action Items from October Minutes still needing follow up:

Action Item: Betsy and Amy will amend the October minutes and resend.

Action Item: Betsy will send an email reminding everyone how to access the WAEE Google calendar.

Action Item: Tom and Betsy will update the new membership form, with input from Amy.

Action Item: Betsy will contact Sunshine about changing the WAEE virtual office password annually, and will ask her to put the membership forms on the virtual office in Word format so Board members can modify them.

Action Item: Tom will edit the current WAEE brochure as best as he is able and will send it to Abbie to print more.

Action Item: Betsy will contact Abbie about ordering more of the current brochure.

Action Item: Rebecca will contact Sunshine to put information on WEEF on the website.

Action Item: Betsy/Amy will write a letter to WEEF to include with the check + partnership.

Action Item: Maggie will send the Wisconsin Women Forward letter.

Action Item: Rebecca will contact Scott, Randy or Jeremy if we do not hear from them about the WAEE non-formal (nature center) section by December.

Action Item: Maggie will take the Dave Engelson bench, varnish it, and follow-up with Dave about what he wants to do with the bench in one year – status unknown.

Action Item: Amy will compile relevant parts of the ALNC financial procedures manual to provide financial guidelines for the WAEE administrative assistant/treasurer – in progress, but not complete

Action Item: Rebecca will talk to Jeremy about the MEEC budget – in process

Action Item: Joey will follow up with Abbie on SEED money to next year's conference location – IL.

Action Item: Tanya will follow up with the IL contact on whether or not Jeremy sent her the MEEC binder.

Action Item: Rainey will talk to Sharon Courtney from EETAP about helping train and assist Abbie with managing the WAEE finances – Abbie made contact with Sharon Courtney but don't know if they've ever met.

Joey motioned to adjourn, tour of conference facility followed with Manager Trisha. Tanya 2nd. Motion carried.

Meeting adjourned at 2:19 pm.