

**WAEE Board of Directors Meeting Minutes**  
**12-13-1997**  
**Schmeekle Reserve**

**Board members Present:** Libby McCann, Sterling Strathe, Clayton Russell, Phyllis Peri, Nancy Piraino, Yvette Loiselle, Pat Marinac, Terrie Cooper. **Others:** Wade Holz (creative Input Committee Chair), Genny Fannucchi (Midwest EE Conference tri-chair), John Haley and Matt Toavis (student representatives), Paul Wozniak (guest), Janet Gould

**Minutes:** Last minutes accepted as corrected, corrections noted: Phyllis is not co-chair of the fall conference '98 and was changed under announcements -*suggested that there is a need for volunteers*

A correction was made under awards should read-*We did not receive Earth guard last year. If you want to assist in the review, please contact Clayton Russell at (715)-682 1491.*

A correction was made under EE 2000, it should read *Tides Foundation.*

Last minutes as corrected moved by Clayton, seconded by Yvette. All were in favor.

**Treasurer's Report:**

Balance as of: Dec 12, 1997

Checking: \$11,342.33

Savings: \$8,069

MCMT Fund: \$1, 102.96

Grant: \$55.00

A rough copy of the annual report form was passed out to give a prospective of each committee's spending. The board was asked to use this information as a projection when working on their committee financial report.

**Management:** Libby shared Randy Champeau's (WCEE Director) proposal regarding the Administrative Assistant position. There is a possibility of creating a quarter time position through UWSP. This option would require \$10,000/yr. with a 4% increase every year and the WAEE board should review the organizations needs and financial ability to fulfill this position..

Nancy questioned if a quarter time position is enough time to fill all the needs as a administrative assistant.

Sterling suggested that more time could be focused on membership if the treasurer position was filled.

Pat explained that the management duties are not really defined.

**Action: She will make an arrangement along with Phyllis, Libby and others interested to meet with Randy to discuss the specifics.**

**Treasurer Position:** There was a discussion on what type of position should be filled (board member or not) and what the duties would be required. Yvette suggested to see if one of the new board members would want to fill the position.

Nancy suggested that a request for the position be put in the Bulletin, but before that there needs to be a discussion about the responsibilities.

Libby asked if someone would like to take the responsibility of writing up a job description for the treasurer's position. It was pointed out that it was already written in the finance committee.

Pat suggested to look for a finance committee chair which would work with the treasurer. So, in actuality we may look for two positions but realistically it could be the same person. The Treasurer's issue was placed on the "rolling agenda" (i.e., parking lot)

**Elections:** Yvette proposed a solution to finding a treasurer by advertising for a board member with financial background. Yvette was wondering if she should send reports on the numbers from the ballots. The board felt that this step was not necessary. She would also like to put a letter/article in the next Bulletin to thank people for voting and will provide election results.

**Fall Conference:** Libby gladly announced that Pat Arndt has accepted the offer to be the fall conference '98 chair and that Pat is looking for a conference co-chair. The conference will be at the Lions Camp on Oct. 16-18th and the suggested theme is *Wellness-organization and personal, and how it relates to the environment.*

Paul Wozniak will contact the conference chair to discuss presenting wellness in communities and visually represent what goes on in communities in terms of wellness. Clayton suggested having levels of wellness around the state and how it would be a wonderful Earth Day follow-up to promote grassroots efforts in Environmental Education.

Libby encourages involvement and reminds everyone that Pat Arndt would like to co-chair with someone. His Number is (920)-361-2000- Berlin High School.

### **Winter Workshop '98**

Sterling explained that the registration forms went out with the winter Bulletin to save on mailing cost. (Registration forms were passed out at the meeting.)

He felt the workshop has enough programming and that it has come together well. There will be an outdoor Olympics on Sunday that was added to the programming.

**Action: Registration forms will be coming back to Sterling and Anne Wilfart will take care of the Treehaven logistical parts. He will be sending out materials on the activities of the workshop.** On Friday there will be a chili cook-off!

**Creative Input:** (See committee report form that was passed out at the meeting.)

Ward explained that the grant was not funded for his project which consist of a curriculum packet and a song book tape unit celebrating Wisconsin Environmental heritage. In terms of mailings, the postage offer was turned down and without the tape the song book curriculum packet seems to be "dead in the water."

**Action: Ward will contact Paul Wozniak and the rest of the committee for a meeting in January to discuss what should be done.** Total cost for this project is \$10,000 and Ward believes through connections he could get donations for recording time and production of the tape.

**Action: The brainstorming session from the Madison conference will be sent out by Ward.** Ward was concerned about some of the criticisms and misunderstanding of WAEE and EE in general. Phyllis responded that there is a need for a good speaker bureau that could go to the public. Libby responded to that by explaining that the board should really have the skills to be a good speaker bureau and the EE Work for Wisconsin! Campaign can provide opportunities to gain such skills.

**Midwest Conference:** (See points of interest handout and budget summary handout.) Genny Fannucchi expressed that it was an excellent conference and that WAEE did well. A check of \$12,000 was cut and handed to Libby/WAEE. Another check from the hotel in the amount of \$1,268.00 was also given to Libby/WAEE. Genny explained the WEEB grant will also be added to the total and that Libby has offered to complete the WEEB grant final report. Genny will still be keeping the Madison bank account open as some late bills are still coming in. She expressed that everything should be wrapped up and closed soon. She confirmed that the account with COW is closed but if anyone would want to get information from them they will not get charged for access to information.

**Action: Genny is working on a pie chart for the breakdown of the conference and will submit that to the Bulletin.**

She feels that something should be sent to NAAEE board for regional networking to support Midwest conferences. Genny expressed that NAAEE needs to have more a presence and be connected regionally. Ward would like to see a more current mailing from NAAEE when doing events like the conference. Clayton responded that he believes that is the responsibility of the four states involved in the conference.

**Action: The conference committee will be putting together a report in workbook form on what they did and how they put the conference together for future use. Tri-chair Molly Fifefield-Murray is particularly interested in sharing with NAAEE or others about this regional conference success.**

**Action: Janet will be contacting COW to have them send a disc on all the reregister conference goes to have that on file for future contact. She will get student contacts from the conference for John and Matt.**

It was suggested for future conferences that the registration forms specify if the registrant is a WAEE member. Genny shared that evaluations from the conferences were good overall and most people were satisfied. One big complaint was parking.

The total amount of volunteer hours were 3,400 and Genny feels that there should be some way of thanking the volunteers for their efforts. Yvette was commended on her volunteerism at the MEEC.

Sterling expressed his concern about the amount of volunteer hours that were invested and if it was more energy than WAEE can realistically handle every four years. Ward suggested that new state group could be added in to help out with this.

### **Spring Workshop:**

Sterling explained that with the help of committee member John Mudson from the DPI, the workshop can be pulled together within a week. There will be a January Committee meeting.

Sterling expressed that there needs to be good documentation on what goes into planning a workshop so the work is not done over and over again. He feels that there should be

planners for both the spring and winter workshop in the form of a summary time line, among other written materials

**Action: Terrie will be helping Sterling with that, particularly with regard to winter workshop, and will set up a calendar of deadlines to keep on schedule.**

**Membership Committee:** (See committee report handed out at the Board meeting.)

Topics discussed by Nancy included membership benefit review, fall conference packet , student scholarships and new member event at the Fall conference.

**Action: Nancy will work on changing the fall conference packet using last years fall conference planner.** Sterling suggested starting summer trips or other “adventure trips” as a membership perk. This topic was added to the “parking lot” for future discussion.

**Awards:** Clayton shared that 25 press releases went out on the award recipients from the MEEC. He passed out a draft of a certificate that would be given to award nominees and asked for any constructive criticism. He is also putting together a draft to change the news release stationary. He realizes one mistake at the MEEC awards ceremony that there was no group photos of the award recipients. Phyllis noted that there should really be a official photographer to do such events. Clayton feels there should be more P.R. to newspapers and a better list needs to be compiled.

**Action: Clayton and Janet will be comparing mailing lists to see what changes need to be made.**

Phyllis asked if publication should be a separate committee because as a organization WAEE needs to be more publicized. This topic was added to the “parking lot” for future discussion.

**Networking:** Phyllis handed an outline of what she is and will be doing. She has recruited Sue Benson to help with networking and what is going on with EE in Wisconsin.

In terms of WAEE display, Phyllis felt that the WEAC Conference may not be appropriate for display. The board should discuss where and when WAEE should be exhibiting.

Libby expressed that WAEE should reach out to people and organizations that we may not normally reach.

**Student Representatives:**

**Action: Matt and John have sent out a general letter to college students interested in EE in order to develop a student network. They will be working with Teachers Training Institute(Dan Sivek list) that is addressed to student development.** Nancy requested copies of the letter for all board members. Yvette suggested also incorporating high school students that are interested EE. Any one who has input or ideas please contact Matt or John. (Number and email on the back of the newsletter.)

**EE and the Media Training:** a round robin discussion and list of what excites us as environmental educators was generated. Here is an example of what the list included; *a way to gain news skills that help to transform us. Exciting field that gets youths and*

*adults involved. Creates critical thinking and stops excusing people from not thinking. Great experience to work with people who are looking ahead.* Libby discussed the need to create opportunities to become more articulate in expressing why EE is important. She stated that when talking about EE, we should clearly formalize the points we want to share. She reflected on the Senera report, which was passed out to the Board of Directors and also requested to have copies of any relevant press releases sent to her.

**EE Works for Wisconsin! Update:** Clayton provided an overview of the “EEWW” clinic to be held in conjunction with WW’98 in January. He shared the letter, application and a tentative agenda with the Board of Directors. There will be consultants coming to the clinic from California and Washington D.C. and he strongly encouraged board members to come to the clinic. Board Members actively involved with the Winter Workshop were strongly encourage to enlist volunteers to cover their responsibilities so they could attend the clinic. He wants to brainstorm on how they can follow up with people for their participation in the clinic. Already there has been 8 people that have signed up. Grants will cover 10 subs for teachers that will be attending. He strongly encouraged that all the board members come to the clinic. Clayton would like the board to review the tentative agenda that was passed out and contact him with any comments. Another objective is to recruit new members and do some coalition building. Terrie asked if WAEE wants a broader audience and offered to contact Deb McRae to see if she can attend. Libby offered to call several educators to attend as well.

Expectations and goals

1. To get people engaged in the project and implement plans regarding Earth Day ‘98.
2. Promote EE when promoting local studies/events
3. Gain and improve skills
4. Have Fun!

**Action: Clayton will contact Pat Arndt to work on incorporating skills and capacity building for future conferences.** He talked with Rick Koziel about having WEEB designate part of grant funds for capacity building. He is interested in other follow- up possibilities from the board’s perspective. Please send your comments by the week of January 1.

There will be a NEEAP leadership conference in San Diego march 25-29. Anyone who is interested should consider attending.

**Old Business:**

**By Laws-** The special meeting to vote on the by law changes will take place on Saturday evening at the Winter Workshop. Libby and Sterling will work on the specifics.

**WAEE Bulletin-**Phyllis proposed a publication committee be set up to work on the Bulletin. Libby asked for a description of the responsibilities involved with creating the Bulletin (e.g. amount of hours that went into creating the Bulletin) and a description of a publication committee.

**Action: Nancy will contact other organizations and ask them to send a description of their “publication” committee.**

**Articles: Due to Janet by January 25.**

**Clayton** - a membership profile and an article on sense of place in curriculum. Possibly some book reviews. Follow up strategies EE Works for Wisconsin.

**Yvette** - a piece on the two new board members, election results and thank you to voting members.

**Sterling** - an article /announcement on the outdoor spring adventure and NAAEE affiliate news/strategic planning/fall conference.

**Terrie** - summarize Winter Workshop '97 and tips on winter wellness for those who were not able to attend.

**Libby** - summarize the clinic the January "EE WW!" and give media tips and the summary of Marianne Manilov clinic in Stevens Point.

**Paul**-interview people at the Winter Workshop and will also do an article on issues in EE in the various parts of the state. (i.e. Sesquicentennial piece on Environmental History.)

**Phyllis** -suggested putting in a call for board members.

**Student Representatives** - a special "fog horn" column, or other student related piece.

**EE 2000**- Libby suggested that the board should think about the EE 2000 march training and identifying participants, possibly including participants from the January clinic

#### **NEW Business:**

Stan Gruszynski is interested in the one year position for the board which will be vacated as of January. Clayton moved that Stan be appointed for position. Nancy seconded it. Discussion-Sterling felt that he has definite skills that could be beneficial to the organization.

Libby added that he has the skills and legislative know-how and can possibly secure funds. While some concerns were raised with regard to his availability to be an active board member.

**Action**-All in favor-1 abstained **Libby will contact Stan about his appointment to the board.**

#### **Student Scholarship Fund:**

Nancy expressed her concern that there was no student registration fee at the conference and feels that a reduced fee would attract more students.

Student scholarship fund was set up through the efforts of Clayton Russell and Charlie Luthin at the auction. \$500.00 was raised and the distribution criteria will be figured out.

**Action: Clayton will work with Dan Sivek to meet for discussions to set the protocol for scholarship fund and associated conference registration logistics.**

**Student Representatives:** Sterling pointed out in the by laws section 3 article 7 that there needs to be representatives from two different campuses. Proposal to add a 3rd student, Jim Bucholz. Sterling Moved, Clayton Second-all in favor.

Phyllis asked how to go about knowing what publication WAEE would like to be in and if individual board members have the authority to make those decisions. Libby responded that each board member uses their own discretion and should communicate with the chair prior to taking any action.

Tri- chair gifts- Libby asked for donations. Motion ,moved by Sterling for WAEE to reimburse Libby. Seconded by Phyllis all in favor 1 absentee.

### **Announcements**

Next board meeting will be on January 18th- 12:00 -2:00 at Treehaven during the Winter Workshop.

### **January Agenda:**

Publication Committee/Bulletin:

Description and recommended action(Libby, Nancy and Pat)

Spring Leadership Clinic San Diego

Sunshine Fund

Student Scholarship Plan(Clayton and Dan Sivek)

Board Meeting Calendar for 1998

Administrative Assistant Position

Yvette will help with the process of mentoring new board members.

Get committee reports to board early so we all have time to review prior to the actual meeting.

Nancy feels that some items that should be discussed as soon as possible need to be put on a rolling agenda while the other topics could be left on the "parking lot."

A list of "parking lot" topics will be added to the draft agenda

1. Update board handbook
2. Update bylaws
3. Creating more committees-publicity
4. Treasurer
5. Affiliate networking contact
6. Membership perk trips

Positives and changes from the board meeting about the board meeting

**Positive**  
Attendance was great  
Leaving hopeful and excited  
The use a stuff bear to designate  
who is talking  
Site

**Change**  
Room temperature  
Room temperature  
Go for a walk as a break

Got a lot done  
Positive energy

Not so close to The Holidays  
More realistic agenda

The meeting was adjourned.

Respectfully Submitted,

Janet Gould  
Administrative Assistant