

**WAEF Board Meeting**  
*Minutes*  
**December 4, 1999**  
**Nature's Classroom Institute, Mukwonago, WI**

Board Members present: Geoffrey Bishop, Kerry Eastman, Michael Flitter, Cindy Halter, Elizabeth Janvrin.

Others present: Cathy MacKay (Administrative Assistant).

Board Members absent: Tom Barrett, Pat Marinac, Sterling Strathe, Paul Wozniak.

The meeting was called to order by Nancy Piraino, Chair, at 9:15 AM.

Nancy distributed the October 1999 minutes. (See handout). **Motion:** To approve the October 1999 minutes. (Michael/Geoffrey). *Passed unanimously.*

Additions to the Agenda: Board development and the WAEF 2000 calendar.

Introduction of the Student Representatives: (Nancy). Nancy introduced Kerry Eastman to the Board.

Administrative Assistant's Office Report: (Cathy). Cathy distributed folders containing current membership names, work addresses, phone numbers, and E-mail addresses. She reported that the office computer is Y2K ready. Cathy asked the Board to consider developing a web page for WAEF. A discussion followed. The Board decided to recruit a committee to develop the web page. Kerry offered to write an article for the spring issue of EE News asking for web page committee volunteers. Cathy asked the Board to consider creating the administrative assistant position to 20 hours a week. The Board agreed the increase in hours would be beneficial to WAEF and that they would need to research means for additional funding for the AA position. The Board decided to **add this topic to the February 2000 Board meeting** for formal discussion.

Treasurer's Report: (Geoffrey). Cathy distributed the financial report for July 1, 1999 to December 1, 1999. (See handout). After review the Board decided to move the \$55.00 grant into the Student Scholarship fund. Cathy distributed a letter to the Board, from Carol Wake, the program assistant at WCEE, regarding information relative to the WAEF grant with WCEE. (See handout).

Fall Conference Financial Report: (Cathy for Sterling). Cathy handed out the 1999 Fall Conference report. (See handout). The approximate profit from the conference was \$8,297.32.

Public Comment Time: No comments were made.

## **Old Business**

Awards Committee: (Nancy). Clayton Russell has been commended for the great job he does for the awards committee. He will be asked to continue to organize the awards in the future. The cash awards were raised to encourage more nominations. Nancy suggested the awards committee budget be reviewed each year. A discussion followed. **Motion:** to put a \$2,000.00 cap on the awards committee for the year 2000, this would include all the hidden costs. (Michael/Geoffrey). *Passed unanimously.* Nancy will send a letter to Clayton.

Committee Budgets: All committee budgets will be discussed in March at the work weekend.

Membership Committee: (Cindy and Elizabeth). 12 people have signed up for the membership committee. A strategic plan has been developed. Cindy and Elizabeth sent a letter to the 12 people to prioritize task. Cathy asked what the procedure is for sending renewal notices. Cindy and Elizabeth reported they would draft the renewal letter and send it to Cathy to be sent out the first week of January. Cathy was asked to add a renewal box to the Winter Workshop registration flyer. A discussion followed regarding organizational members. It was decided to offer organizations two staff memberships, plus each additional staff membership at \$10.00 each. Cindy and Elizabeth will create a membership card for organizational members and number them.

**Reciprocal Membership with NAAEE:** (Michael). Michael explained the idea behind a reciprocal membership with NAAEE is to build the numbers of membership within Environmental Education and to free up WAEE staff to work on grants. He asked WAEE to consider this partnership. A discussion followed. After discussing the pros and cons of a reciprocal membership the Board decided to **put this topic on the March agenda for the Work Weekend**. Cindy will ask Pat to include the NAAEE brochure and all EE News articles in the Board books.

**EE News:** (Nancy). The following people were asked to submit an article to Nancy by December 7<sup>th</sup> for the spring issue of EE News.

- Pat- WEEB article
- Geoffrey- Fall Conference 2000
- Cindy- Note from the New Chair
- David Eagan- Election Results
- Kerry- Call for Volunteers to Help Create the New WAEE Web page
- Kerry- Introducing the Ed Gateway Web Site as a discussion forum for WAEE members. ([www.edgateway.net](http://www.edgateway.net)) Kerry also agreed to send this information to the Board members.

A decision was made not to put new WAEE members in the EE News.

## **New Business**

**Student Representatives:** (Nancy). One student representative appointment still remains. Board members are encouraged to look for candidates. A discussion was held on the procedure for recruiting student representatives. Kerry Eastman and Tom Barrett share an appointment from UW-SP. The Board decided to review the by-laws in the year 2000 for a possible amendment to the by-laws so that student Board members can vote.

**Board Member Appointment:** (Nancy). A one-year Board position remains open. **Motion:** To appoint Kerry Eastman to fill the position. (Cindy/Nancy). *Approved unanimously*. Kerry resigned her position as the student representative and accepted the Board position. Congratulations Kerry!

**Board Development:** (Nancy and Cindy). Cathy distributed copies of a letter from Abby Ruskey. (See handout). NEEAP granted a time extension for the use of NEEAP EE2000 funds to WAEE. \$2,106.00 remains. The funds will be used for administrative assistant and board development. Cindy suggested using the OAT workbook. She distributed a team building handout from the OAT (see handout). Cindy and Kerry explained how the OAT works. The cost would be \$5.00 per copy for 10 or more books. An outside facilitator will be brought in to work with WAEE participants. **Motion:** To purchase the OAT books, bring in an outside facilitator and do the program in March at the March 4<sup>th</sup> and 5<sup>th</sup> WAEE work weekend at CWES. (Michael/Nancy). *Approved unanimously*. Cindy will purchase the books and mail them to interested participants. Kerry will contact the facilitator. Elizabeth volunteered to compile the survey information for the facilitator. Cathy was asked by the Board to attend the work weekend.

**Fall Conference 2000:** (Geoffrey). Three people have signed up to help with the Fall Conference, Geoffrey is still looking for more volunteers. The Fall Conference 2000 will be held at the Perlstein Conference Center in Lake Delton on September 22<sup>nd</sup> to the 24<sup>th</sup>. The contracts have been sent in. The prices are \$52.00 a day for adults and \$32.00 a day for children. This included meals and accommodations. The Perlstien is a kosher facility with an available non-kosher kitchen and facility. Capacity of 1000. Cabins and tent camping available. Separate daily meal plans are available for those staying elsewhere but attending the conference. The theme will be Environmental Education for the 21<sup>st</sup> Century.

**Winter Workshop:** John Haley and Mike Anderson were unable to attend the meeting.

**Midwest 2001:** Nothing to report, but want to keep on agenda to keep it active.

**WAEE Calendar:** (Nancy and Cindy). Nancy will develop and send a copy to Cindy. Tentative Board meetings were set for 2000.

- February 4<sup>th</sup> from 4 PM to 6 PM at Treehaven at the Winter Workshop.
- March 4<sup>th</sup> and 5<sup>th</sup>, at CWES for the WAEE Work Weekend.

- June 4<sup>th</sup>, at UW-SP from 9 AM to 3 PM.
- August 20<sup>th</sup>, at UW-SP from 9 AM to 3 PM.
- September 22<sup>nd</sup>, 23<sup>rd</sup> or 24<sup>th</sup>, at the Fall 2000 conference in Lake Delton.
- December 3<sup>rd</sup>, at UW-SP from 9 AM to 3 PM.

A discussion followed regarding how to welcome new board members. Nancy will notify them with a letter. Pat will be asked to complete the Board books and send to them.

**Motion:** to adjourn. (Elizabeth/Kerry). *Approved unanimously.*

Meeting adjourned at 2:15 PM.

Respectfully submitted,

Cathy MacKay

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

**Next Board Meeting:** Friday, February 4<sup>th</sup>, 2000, from 4:00 PM to 6:00 PM at the WAEE Winter Workshop at Treehaven, in Tomahawk Wisconsin.