

# MAEE Board Meeting

## MINUTES

Thursday, November 15, 2012 / 6:00-9:00 p.m.

Via video conference (St. Paul, Duluth, Ely)



### **Board Members:**

Present (St. Paul): Katie Lyn Bunney, Stefan Theimer, Britt Gangeness, Amy Markle, John Smith, Faith Krogstad, Kristi Pursell, Anna Dutke

Present (Via video): Jill Nocera, Dan Schutte,

Not Present: Erin Zoellick

Quorum Present? Yes

Others Present: Jeff Ledermann

### **Proceedings:**

Meeting called to order at 6:30 p.m. by President, Britt Gangeness.

Motion to approve the agenda by Stefan , seconded by Faith. Passed unanimously.

The consent agenda was moved by Katie-Lyn, seconded by Anna, and unanimously approved. The consent agenda included the following resolutions: approve reports from executive team, membership, communication, scholarships, legislative, partnerships.

### Governance items

#### **Quarterly financial report (3rd quarter)**

Faith presented the quarterly financial report. Reports were through November, 2012.

Highlights:

- We stand \$26.47 in the black, however, by end of the year we will be over budget by about \$99.61.
- Give to the Max donations will be added soon.
- Another Organizational Member added.
- Shift to using paypal for credit card payments will save money. It will require treasurer to manually approve each transaction. Will be about \$400 in credit card fees for 2013, opposed to our current \$906.57 in fees paid so far in 2012.

Motion to approve/confirm review of the quarterly financial report by John. Seconded by Katie-Lyn.

Passed unanimously.

#### **2011 [990](#) Form**

Faith explained the 2011 990 form. A notation was made on the form explaining the number difference between the amount of money we started with in 2011 and the amount we ended with in 2010 due to accounts not being reconciled. Now that all accounts have been reconciled, and our budget has been re-organized, completing the 990 for 2012 should be much easier.

Motion by Amy to approve the 2011 990 form. Seconded by John. Passed unanimously.

#### **MN Attorney General 2011 Annual Report**

Motion by Stefan to approve the contents of the [2011 Annual Report form](#) to be submitted to the Minnesota Attorney General. This motion and hereby certifies that the Board of Directors has

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assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the finances of the organization. We further state that the information supplied is true, correct, and complete to the best of our knowledge. Seconded by John. Passed unanimously.

### **2013 budget**

Faith presented the final draft of the 2013 budget. The 2013 budget presented at the meeting is the same budget presented at the September Board Meeting. No adjustments were requested since that meeting by any of the committees.

The budget is an optimistic budget. Hoping to bring in \$6,000 over expenses by cutting costs and increasing revenue. Membership and the conference are the two key areas for increasing revenue.

Motion by Amy to approve the 2013 budget. Seconded by Stefan. Passed unanimously.

### **MDE Workshops**

Jeff thanked the MAEE board for supporting the MDE workshops by providing memberships to the participants. There is another training in January in Mankato. Jeff made a request that MAEE continues its support by providing memberships. The board agreed that this is a wonderful opportunity to introduce new individuals to MAEE.

Faith motioned for MAEE to continue to partner with MDE by providing free memberships to "Think Outside the Box" workshop participants in Mankato. Stefan seconded. Passed unanimously.

### **2013 committees**

Britt presented an updated Committee Description document. It was last updated in 2006 and did not currently contain descriptions for all the committees. Assigned duties also were adjusted for several of the committees to better reflect the current duties the positions are responsible for completing.

Key changes:

- Membership is now responsible for the MAEE display & brochure. Membership is also responsible creating new ways for members to network (ie. host a gathering outside of the conference).
- Communications is responsible for the website, blog, and e-updates.
- Events committee is now the Conference committee. It is solely responsible for the conference, not any additional events.
- Awards & Advocacy were added.

Kristi motioned to accept the 2012 updates to the committee descriptions presented by Britt. Anna seconded. Passed unanimously.

### **2013 conference**

The conference committee provided updates on the 2013 MAEE Conference planning. Katie-Lyn is working on names for the strand themes. An email was sent requesting suggestions. Theme: Strengthening our Communities & Connecting to Our Surroundings.

Jill led a discussion about conference pricing & costs. Key Players (conference committee planning team) and Board members receive a discount. Registration cost to be finalized soon.

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Keynote will be called a General Session. Britt it is pursuing having Minnesota Compass speak about the changing demographics in Minnesota.

Brief discussion on exhibitor timeframe & field trips on Saturday.

Conference committee will continue to meet & finalize costs, strand themes, and speakers. Watch email for requests for feedback.

### Strategic Discussions

Britt shared the 2 page strategic plan summary. The next step is to set goals for each of the 7 committees. The executive team has compiled baseline data to be used to inform the goal setting process.

MAEE board members divided into groups of 2-3 members to begin the process of setting goals. Each group will email Britt their ideas/suggestions for goals. Britt will compile the notes, and the goals will be finalized at the 2013 board retreat.

Britt will be writing a Blog post for December to share the new strategic plan with members.

9:00 pm:

Motion to adjourn the meeting made by Jill. Seconded by Katie-Lyn. Passed unanimously.