

MAEE Board Meeting

MINUTES

Saturday, January 25, 2013 / 10:15am – 12pm.

Audubon Center of the North Woods
54165 Audubon Rd
Sandstone, MN 55072



Board Members:

Present: Stefan Theimer, John Smith, Katie-Lyn Bunney, Erin Zoellick, Jill Nocera, Rachel Maxwell, Molly Phipps, Jenni Poliseno, Shannon Judd, Sarah Shimek, Callie Recknagel

Not Present: Roselye Ultan

Quorum Present? Yes.

Others Present: None.

Proceedings:

Meeting called to order at 10:15 a.m. by President, Stefan Theimer.

1. Additional Agenda Items
 - a. Jenni requested adding discussion re: the creation of a Facebook page to the agenda
 - b. Stefan requested the Board vote on R. Maxwell's appointment
 - c. ST briefly discussed how a consent agenda works
 - d. Motion to approve amended agenda by Erin, seconded by Molly. Motion passed unanimously.
2. Minutes from Nov. 2012 Mtg
 - a. Meeting focused on goal-setting for 2013. Full notes available on Google Drive.
 - b. Motion to approve minutes from Nov. 2012 by Jill, seconded by John. Motion passed unanimously.
3. Appointment of Rachel Maxwell to Board
 - a. Kristi Pursell resigned from board in January with ½ her term left. Rachel was put forth as candidate to fulfill the second half of Kristi's term.
 - b. Rachel gave overview and introduction of herself and her interest in serving on the Board
 - c. Motion to approve appointment of Rachel to the Board for 2013 by Molly, seconded by Jenni. Motion passed unanimously.
4. Committee Report Procedures
 - a. Stefan led a brief discussion of committee report procedures for consent agenda
 - b. Committees have report templates on Google Drive that are to be filled out prior to Board meeting and are included in consent agenda.
5. Financial Report and Policies
 - a. Shannon gave a brief report on financials
 - b. Briefly discussed what it means to be a non-profit; not that MAEE can't make a profit but that profits must be re-invested in the organization and activities
 - c. MAEE was approved for tax-exempt status and we are waiting on an official letter before we can start to use it at most vendors. If there is a particular vendor that we'll be purchasing from a lot we can contact her to set up tax-exempt account. If purchases are made and tax is charged, reimbursements will not include the tax.

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- d. Stefan led a brief discussion of real-cost accounting & budgets. In summary, each program should pay for itself or make money. Those programs that don't make money must be accounted for in another budget income area instead of just taking from savings or running a deficit. The goal is for 5-10% of program revenues to go to the general fund.
 - e. Wild Apricot upgrade at the beginning of the year was not included in the current 2013 draft budget (an increase of \$900/year to \$1200/year). Faith estimated an increase approx. half-way through the year. There was some discussion regarding the reasoning behind keeping most contacts of lapsed members instead of culling them out.
 - f. Also included was a brief discussion of using a credit card app at the silent auction such as PayPal or Square instead of only accepting cash or checks. Board members seemed to favor this additional option.
6. Conference Report & Discussion
- a. Erin gave an overview of the 2013 Conference, to be held on June 14th at Minnesota Valley NWR, themed 'Exploring our Communities'. Silent auction, social hour, dinner and annual member meeting will be held at adjacent Hilton hotel. Optional field trips will be held on Saturday, June 15th. The General/Keynote session will be by 'Compass'.
 - b. Katie-Lyn will be sending out the Call for Presenters shortly and asked board members to share it with their networks.
 - c. Jill & Erin shared the roles that still need to be filled
 - i. Volunteer Coordinator – Jenni will take the lead on this, assisted by John and Shannon
 - ii. Field Trip Coordinator – Sarah will talk to staff at MinnValley who are MAEE members and see if they are interested in/able to fill this role or at least lead a field trip on the Refuge for conference attendees.
 - iii. Publicity & Marketing Coord – Rachel will fill this role
 - iv. Evaluation – Molly will take the lead on this.
 - v. Sponsorship & Exhibit Coord – It was suggested that perhaps Anna (last name unknown) might be interested in helping with this
 - vi. Program Design – Callie
7. Facebook page
- a. Jenni led a brief discussion of adding a Facebook page as an additional means of networking and advertising our events to members and other interested parties. LinkedIn was also mentioned as a potential networking opportunity. Stefan is looking into LinkedIn.
 - b. Motion to approve the creation of a Facebook page by Sarah, seconded by Molly. Motion passed unanimously.

Meeting adjourned at 12:05 p.m. Motion to adjourn meeting by John, seconded by Molly. Motion passed unanimously.

Minutes recorded by Sarah Shimek. Edited and submitted by Secretary, Sarah Shimek.