Board of Directors Meeting - MINUTES

Minnesota Association for Environmental Education

When: March 10 6:30PM-9:00PM

Location: 12656 Florida Lane, Apple Valley

Lindsay Raab's house

NOTE: This agenda is subject to change. Please contact Molly

or Wendy if you have any additions or questions.

Present: Maryan Abdinur, Liz Hasty, Callie Recknagel, Melissa

Tobias, Molly Phipps, Angela Bianco, Angie Ziobro, Wendy Tremblay, Lindsay Raab

Absent: Ethan Lewis, Jenny Parker, Jenna Totz

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Quorum present? Yes.

!!! NOTE: all items in red are motions passed; all items in orange are things to focus on before the next meeting !!!

6:33 Meeting begins, Approve agenda. Motion by Angela to begin meeting. Angie 2nd. Motion passed. Liz motions to approve agenda. Ethan

6:35 Approve Consent Agenda Motion by Wendy Tremblay, Callie Recknagel 2nd. Motion passed.

- Committee reports (any that need to be pulled from Consent Agenda)
 Liz clarified that when Lindsay forwards an email on from the MAEE account to board
 members, that they should respond to that email (MAEE) saying they have received the email.
 There are exceptions- for example, forwarded messages to Ethan regarding e-update email (he
 does not need to respond).
 - Also: approve January Meeting minutes Motion by Callie Recknagel. Angie Ziobro seconds. (Abstained: Melissa Tobias). Motion passed.

6:40 Governance items:

Elect Melissa Tobias to the board to fill empty seat. Motion by Callie Recknagel to elect Melissa Tobias to board. Wendy Tremblay 2nd. Motion passed.

Discussion about when people have to miss a board meeting. Question- Does Slack count as an approved form for official contact? Do we need to work it into the by-laws for the future? Moving forward, we should use "official" ways of communicating if we will miss a meeting (according to bylaws). Email or phone call is acceptable. Don't use text, facebook or Slack to communicate official things like a board meeting absence.

Membership/Bylaws-

Callie went over the draft of the letter of explanation of our transition away from membership. Molly brought up that this is more a change to our membership rather than completely getting rid of it. Discussion about edits to the letter- add something about conference, FAQ format, additional fundraising to make new initiatives sustainable.

Why not membership? It's just not working. Do we have records from membership in the past? Yes in Molly's attic or other various places. We started with the Wild Apricot database only in 2012. Membership has been trending down over time. We have like 500 contacts and like 75 (?) members.

May have to seek legal council to make sure everything we are doing is legally correct. Currently we are a "due-based" membership, we will change to "donation-based" membership. This will change the way we elect board members. Can we call the donors a different name without officially changing the by-laws?- Molly will contact legal counsel.

Questions to consider- Change the name to "Stewards?" (rather than "members"). Do we have a minimum amount for donation to become an "active steward" who is able to vote. Can we ask them if they want to vote/how much they want to be involved?

For by-law changes we need to have 50% of membership vote in favor. This is why we can't just extend our "membership" to whoever donates.

We need to ask other NAAEE associations about how they did/do this. What do they call their supporters? How do they elect their board members? How do they vote on changes to bylaws? - Molly will contact.

Ultimately what we are trying to do is make more space for a larger audience to be involved with/support MAEE.

What about having our voters be the ones who actually show up to Annual Meeting, with an absentee ballot option?

Email to go out in a few weeks with a reassurance message, and with no finalized details on this topic. Callie will update and send out to everyone on Slack and through Email in a week for final review by board. Callie will send message to all contacts by 3/24/16.

Insurance Update

Liz- we currently don't have insurance, and we are getting some. The policy will be about \$800 per year. Wendy had a few questions- \$3 million per occurrence, \$3 million aggregate (?) no workers comp because we don't have staff. Angie- can we get short-term insurance just to cover the conference? Liz will look into. Do we need to include our events on our main policy if we are getting short term insurance for the events? Maybe it's worth a conversation- tell them exactly what we do. The price might go down, since we don't have employees, and don't have bouncy houses at our events (example). Insurance contract is due 90 days prior to event.

7:20 Treasurer's report budget update (Liz)

Liz went through the profit/loss statement for 2016 with the group.

We have about \$1000 in income so far. We have about \$1000 in expenses so far- some unexpected. For example, filing of 2014 taxes (didn't get done last year). Net income \$0.84.

Liz still cleaning up 2015 budget. She needs to do this before we give it to our bookkeeper to file for 2015 taxes.

Quickbooks system needs to be updated. Clean up for 2015 needs to happen first.

7:30 Conference Update (Wendy)

St. John's University Fri. Aug, 5 and Sat. Aug. 6, 2016. About an hour drive from twin cities, near St. Cloud.

Workshop offered on Friday, then a social hour after that. Dinner. Keynote. Silent Auction. Nice, big space. Option for a camp fire outside, a little bit of a hike. Lodging arrangements in dorms. Camping not an option. Dorms are \$30 per person per night. Single room \$40 per night. Rooms have sinks, but not bathrooms (communal down hall). Buildings are close together. Meals are cheap, and good food. Wendy, Angie and Melissa even taste tested it:)

Saturday- Sunrise yoga with Melissa. Breakfast in cafeteria. Sessions. Boxed lunch to explore campus. Send off - ice cream. Annual meeting in there somewhere. Raffle at end- must be present to win. Keeps people there. End around 3:00 or 4:00 on Saturday. People will have the option to stay Sat. night at the same rate. Bundle meal cost for Fri. dinner, Sat. breakfast, Sat. lunch. \$9.50 per person per day for facilities. Saturday only option (minus lodging) should be available.

Sarah Gainey used to be on the board and now works at St. John's.

We need ideas for keynote speakers. Callie suggested we look back at our previous conference notes to see what our ideas were in the past that we may not have fully pursued.

Theme- Grow in the Open. Goes with Walt Whitman quote.

James Mills- keynote idea from Maryan.

Call for Presentations. Strands- go with the image of a tree rings. Heartwood- Sapwood- see document in google drive for more info.

Read over and give Events committee feedback asap. Deadline to get submissions back for call for presenters- 4/17/16. We will let the presenters know by beginning of May. Then if we have gaps, we can fill. We should recruit for more presenters.- Angie will be distributing Call for Presenters within the next week.

Registrations open May 1.

Earlybird registration closes at the end of June.

No trade show/exhibit for this mini-conference. In the past this has helped fund the conference. Might be worth checking into past years budgets, or ask Katie-Lyn.

We should send a separate email (besides e-update) to all contacts to send a Save the Date and Call for Presentations for the conference- Angie

All board members should invite people to our conference and say that they are "going" to the conference on Facebook.

All board members should share our MAEE Facebook page with EE friends (do this ASAP) So we can stagger our facebook shares/invites.

Capacity? We said our goal was 100. They have space for us if we happen to go over that. Other events will be going on at St. John's during our conference.

We will figure out the cost to attend once we have our Call for Presentations out. Shannon (past board member and Treasurer) may be able to help us make a flex budget for this event.

Board members will pay at cost for registration.

Scholarships are available. Early bird discount for whoever applies for scholarship? We need to put something on the website for scholarship applicants. - Scholarship committee

7:55 Feast Forward (Angle)

Somewhere in Twin Cities, end of April or beginning of May. Fulton Brewery next to Target Field. Thurs. April 28 4:30-7:30. \$100 per hour no min. purchase. \$300 cost if we made no money at all. In "the Garagery" - separate room in their brewery. Cash bar. They don't donate a portion of their proceeds to us. Food truck option- no work on our part. Anything delivered. Or catering. Gastro-Truck has a lot of options for special dietary needs. Pay Fulton at the end of event. Environmental trivia? Musician? Raffle? Drink ticket included with \$10 admission. We can bring our swipe machine to get payments. Need to think about the chip updates in cards- we may be responsible if there is a fraudulent charge if we are still swiping. Maybe we should do cash only.

8:05 Break

8:15 Annual Fund/Fundraising (Molly)

Last year the letter was on two pages (back to back). Passed around a few copies of this year's draft. This is our chance to highlight our accomplishments. Mentions our new or "developing" initiatives- buy supplies and equipment for EE's students in need, help students fund their coursework or certificates, regional advocates- trying to reach the whole state.

Original goal- get it out in middle in April.

What needs to be done: List updates. Finalize letter. Printing. Molly needs to sign them all. Everyone needs to write their personal notes. Feasible before April work group meeting? We could officially launch it at our Feast Forward? Talk about it casually along with our conference and other things we are doing, then send out the next week. Donation bucket available at Feast Forward? Sell shirts at Feast Forward?

Stuff envelopes as a board the weekend after Feast Forward?

We need to figure out a color printer or print company for letterhead. We would be able to do our black and white printing at Garlough, Jenny's school. What address do we have on the letter- include the PO Box? No- it looks more official to have our physical address. Maybe add a line "to expedite your payment..." send to this PO box...

Do we put our advanced degrees next to our names? Does it make it too busy?

If you have an advanced degree- send Molly what the letters are, and then we can compare and see if it looks too busy.

Molly will save it as a google doc, and then we can all edit the same letter with comments (pick a color).

8:40 Long term volunteers/getting past volunteers back into the fold (Molly)

We have a few names on the website that are out-of-date, and are no longer current volunteers. We could do better about communicating with past board members. Getting help, advice, etc.

-Molly would like to work on this after her presidential term (2017) while still on board.

For now- divide up all past board members between all of us and connect with them. Breakfast for former board members? Reunion at next year's conference. There is a master list of former board members on the google drive. Go into this list and put your initials next to the people you know/would be willing to contact.

Volunteer/regional advocate opportunities should be posted on websites MN Non-Profit Council and SEEK- Advocacy committee

We need to come up with a document laying out options for volunteering- specific tasks. Not just joining a committee and attending a meeting. Revisit work plans with committees and see where/how a volunteer will fit in with specific and helpful tasks.

For now, we will keep the two people listed on our website as volunteers. Molly will check in with Jonathan Burris, Legal Advisor. Angela will check in with Amy Kay Kerber, NAAEE Liaison.

Side note- we may want to reach out to MNA to update them on the status of MAEE. Rumors floating around, and we want to reassure everyone that we are still hosting conferences and such. Molly?

8:59 Slack- do we like it? Overall yes we do. However, for sending stuff to Liz- financial related messages- should go to her EMAIL not Slack because of her other programs set up with email.

Callie said that Jenna will attach our calendar to Slack, then it will give us deadline pings.

Other technology- tabled till another meeting when Jenna is present.

9:03 Adjourn. Motion by Wendy Tremblay, Maryan Abdinur 2nd. Motion passed.