



Board of Directors Meeting - AGENDA

Minnesota Association for Environmental Education

When: November 19th 6:30-9:00PM

Location:

Callie Recknagel's House (3301 16th Ave S, Minneapolis, MN 55407)
Cell: 612-998-5571

Board Members Present:

Angela Bianco, Katie-Lyn Bunney, Jennifer Elsen, Liz Hasty, Ethan Lewis, Molly Phipps, Lindsay Raab, Callie Recknagel, Wendy Tremblay

Newly elected 2016 Board Members present to observe: Maryan Abdinur, Jenny Parker, Jenna Totz, and Angie Ziobro

Liz Hasty arrived at 6:45, Molly arrived at 6:44

Present via online video medium: Matti Erpestad (joined at 7:15)

Absent: Kristen Poppleton, Liz Selander

Quorum Present? Yes

6:40 Meeting begins, Approve agenda (motion by Angela Bianco, 2nd Lindsay Raab, passed)

6:41 Approve Consent Agenda (motion by Jennifer Elsen, 2nd Wendy Tremblay, passed)

- Committee reports (any that need to be pulled from Consent Agenda)
- Also: approve September Meeting minutes (motion by Angela Bianco, 2nd Jennifer Elsen, passed)

6:44 Governance items:
Election results

New elected 2016 board members Maryan, Jenna, Jenny, Angie all present to observe meeting. There will be an orientation soon with Molly and Katie-Lyn. MAEE Board meets once every other month and has "loosely formal" meetings using Robert's Rules. Committees meet on the off Board Meeting months. Newly elected board members officially start terms in January. Feel free to ask questions. Katie-Lyn, Jennifer, Kristen and Matti will be done with their terms at the end of 2015.

6:45 pause for dinner

7:00 Treasurer's report budget update (Liz H)

Right now we have more money in bank than our records show- Liz H. working with Shannon (former treasurer) to clean it up.

In terms of professional development and supporting MN environmental educators, MAEE has set aside funds in three categories:

Currently we have:

Board development- \$400

Scholarships- for members including board members- \$900, examples NAAEE, MAEE conference

Sponsorship- they come to us usually (MAEE gets marketing in return)- \$500. Also could be used to exhibit at conferences (?) Or that may be in another line on the budget

Overall, MAEE has:

\$25,000 total in checking + \$10,000 in savings = \$35,000 total

We should move forward with reimbursement for MEEC for Board members, reimbursement for Jeff L. and Art W. awards (since they couldn't use it for MEEC- what we offered) example- books, cash, other conference covered(?)

Shannon says she sees no MAEE conflict with those things

Need to contact Jeffers Foundation to confirm that is okay with them- **Angela**

Honor a system in place and be consistent moving forward

2016 Budget- Annual fund, eventually getting rid of memberships- do we want to spend our money differently moving forward? Get rid of certain things/add things to the budget. Work on at retreat. Do we want to put more into savings because we can make more in interest?

Next year's budget needs to be developed and approved in January at retreat- **Liz**

Shannon had been very kind and helpful to Liz. They are both trying to get ahold of Jillian, our bookkeeper to renew our non-profit status.

We used to pay the NWR \$25-30 per year as a thank you for holding our mail. Should we still do that?

Just shirts okay to sell. But if it's more, we will have to worry about charging taxes.

7:14 2016 Event Plans

Conference- workshops with a keynote speaker were discussed last meeting. Who wants to take the lead? Katie-Lyn coordinated the last MAEE annual conference in 2014. Contact her for questions (to those who plan this next conference).

Feast Forward

We've had a couple successful events and a few that have not worked out due to timing

Thoughts about adjusting the price and other ways to get new people involved

We want to offer something big in 2017, so small scale events in 2016 are a good idea
possibly a mini conference with workshops and a Feast Forward

Keep in mind that our membership are looking for networking opportunities, but unfortunately they didn't attend the events we offered

Ideas for Feast Forward events is to have a low entrance costs, but ask for donations during the event

We need some sort of entrance fee (so people feel obliged to attend)

Timing: awards in mid-January before retreat, Feast Forward in March/April, mini conference in July

7:33 Reports from MEEC!

Very well-planned, good variety of workshops, easy lodging arrangements

Lindsay will put Annual Meeting notes on Google Drive

2017 will be hosted in Illinois (it is held every two years)

We'll host the conference in 2019, so we should have that info prepared for the 2017 MEEC conference

7:42 Board roles - next year and firming up roles in general

DEADLINE to fill in board roles doc in the G Drive for is **THE END OF THE YEAR**

Callie will send out the link again

EXEC committee: VP and Secretary roles will be open; they will be decided upon at the Board retreat and they are both 1 year roles

7:47 Scholarships for Non-MAEE PD

We got a request through the email account to go to a summer professional development

We need to make a policy before we decide

We need to develop an application

We need documentation that they went and provide a reimbursement--or we write the check for the amount as opposed to giving it to the person

We should have them write a blog post or share info about the experience

Once we accept the application, we'll develop (at the retreat) a way to judge the applications, vote on them and have a committee to allocate funds

Key point: yes, we'll do this, but not ready yet--next steps at Board retreat

7:55 Break

8:07 Strategic Planning (Molly and Callie)

Plan has been sent out to everyone in the Board; in the next couple of months is a feedback period and we'll vote on the final version at the Retreat and then decide on how to move forward on implementing it

We've received good feedback and questions from past board members which has been helpful and can help guide our decision making process
in general, the responses have been positive

We'll ask other state orgs how they phased out of memberships to inform our plan

8:16 Annual Fund /Fundraising (Molly)

Give to the Max day was not so hot, but we've received more in individual donations through Annual Fund that what we've got the year before

Looking ahead to year end giving and giving on behalf of someone else as a present

We'll look at other orgs' Annual funds and incorporate ideas that seem to work really well

We'll check and make sure that everyone who has donated has been thanked--at the Retreat

8:23 Decision on new Technology

Do we stay with Wild Apricot (expensive and annoying to use) or switch to a different website and thus need a different tech for newsletter
who do we have do the website--need to balance cost and quality

Angie Ziobro will contact California org for their decisionmaking notes re: why they chose a St. Paul based business to switch over their website

We will need a Tech committee to investigate the issue, which will be decided in January

Callie will create document to help us in our decisionmaking
including what makes things easy/difficult in eUpdate, for example

8:36 PLT workshop in Duluth Update

Wendy has been in contact with Laura Duffey about sponsorship, but we have not heard for sure

There is a workshop scheduled, but we're unsure if we are expected to sponsor

on a side note, it might still be useful for organizational members that pay because of the benefits that they get

8:43 Awards Ceremony/Dinner

Already talked about, moving on

8:44 Board Retreat planning talked about, therefore

8:46 Advocacy spiel by Liz H.- two non-Board members now on Advocacy committee. Next step is to make “cold calls” to potential regional advocates from all over the state. Five regions- the four corners and the cities area. If we know anyone personally that could potentially be a regional advocate, we should let Liz know so we are not “cold calling” them when we have a personal connection.

8:49 Adjourn (motion by Lindsay Raab, 2nd Katie-Lyn Bunney , passed)