



Board of Directors Meeting - MINUTES

Minnesota Association for Environmental Education

When: September 17th, 2015 6:30PM-9:00PM

Location:

Wendy Tremblay's house
373 Mary Street South, Maplewood, MN 55119

Board Members Present:

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

Present via online video medium: Matti Erpestad,
Absent: Katie-Lyn Bunney, Kristen Poppleton, Liz Selander
Quorum Present? Yes

- 6:51 Meeting begins, Approve agenda (motion by Matti Erpestad, 2nd Jennifer Elsen, passed)
- 6:53 Approve Consent Agenda (motion by Wendy, 2nd Lindsay Raab, passed)
- Approve July Meeting minutes (motion by Ethan Lewis, 2nd Jennifer Elsen passed)
 - Callie arrives
- 6:55 Governance items:
- November meeting details: at Callie Recknagel's house on the 19th
 - Elections: 8 candidates (all from metro); to be sent soon to the membership, should come out in the October newsletter
 - 6 spots are open
 - Elections will start October 1st and closed the 15th; the deadline for submission is the 30th in order to get more people in the ballot
 - Executive committee elections happen at the Board retreat
- 7:07 Treasurer's report budget update (Liz H)
- Met with Shannon and back on track with history of quickbooks but needs to add about 9 months of transactions to enter
 - Bookkeeper is helping us apply for extensions to keep our non-profit status
 - Liz updating quickbooks info to track amount spent and made through various MAEE projects, like the Annual Fund
 - Membership end (i.e. depositing checks) is all taken care of
 - Need to pay NAAEE annual fee (Molly will coordinate with Liz H)
- 7:17 2016 Conference Plans
- NAAEE in October in Madison

- 2017 is 25th anniversary--we want that to be awesome and focus energy into that
- 2019 we will be hosting MEEC in Minnesota
- So, do we need a 2016 conference?
 - It's a lot of work
 - Need to start planning NOW
 - we do make good money when hosting a conference
 - we'd need to have it at a different time of year than October
 - Liz: we're at a time of transition, maybe it's a bit too much
 - Focus more on Feast Forwards?
 - If the only pro is financial, then maybe we can find another way to raise funds (Wendy)
 - Molly: people are wondering when the conference is (kind of expecting one)
 - Location, due to history, would probably be southwest MN, but we don't really have a connections there
 - MNA not big on coordinating with us for 2016
 - Brainstorm about possibilities: do we need a keynote or just focus on workshops, have a "low-key" conference?
 - PLT and Project Wild are totally into whatever
 - We probably won't have trouble finding people to attend
 - Award: lifetime achievement award recipient could share a story (in place of keynote?)
 - Timing: early June teachers can't come; maybe July is the best for a summer date

7:36 MEEC plans

- \$400/week for 12 passenger van; rental varied from \$400-\$700 depending on size of van and rental location
 - rental is looking pretty expensive considering gas and insurance etc; if 30 people cost would be around \$1000 or so
 - how many Minnesotans have registered and what's the best option for transportation
 - we reimburse people at volunteer rate of 14 cents a mile so about \$70 to madison and back
 - we said we'd facilitate car pooling
- if we have 30 people we'll get reimbursement after conference
- we're supposed to donate a basket, now under Google Drive under MEEC 2015
- scholarships: we raised \$900 last year at conference so we'll inform people through e-update
 - we should have a deadline for scholarships two weeks about (or so) and then rolling from there
 - board members not technically eligible for scholarships

7:46 Board roles

- next year and firming up roles in general: how best to pass on things from one board generation to next
 - Callie started making a list of roles of what exists and what could exist
 - Idea to give each board member a specific role, something that they are accountable for

- November meeting could train in the new committee chair and train in new board members
- list what HAS to be done and then what can be done over that
- Brainstorm ideas for transition
 - create google doc to detail what roles we currently do, so we know what roles need to be filled
- Idea to have informal work meetings on off months between board meetings to keep momentum going

7:57 October Feast Forward (Matti)

- What do we all need to do to make this event a success?/ Advertising
 - Registration is up and running
 - get info out on e-update and through Facebook
 - Hartley is sending info out to their members; Hawk Ridge will be asked to do so soon as well as the expo organizations
- Orgs for expo: Hartley, Hawk Ridge, Lake Superior Zoo, Positive Energy Outdoors
- Logistics
 - Who will be there from the Board?
 - Angela, Wendy, Callie, Jennifer, Liz H, Lindsay
 - cashbox and registration table
 - cashbox up to Duluth by Liz H or else she'll pass it on to others
 - registration can be online at Hartley
 - close registration online by afternoon of October 1st
 - MENU discussion
 - transportation
 - car pool
- Cost will be about \$14 per person (including tax) for meal and then \$150 for Hawk Ridge program for up to 20 people for 2 hours
- Callie will make poster for event this weekend
- Screen printing option at Duluth?
 - if we buy one we can use it at multiple events
 - people could make it themselves and Callie could make some ahead of time; station would happen during the expo

8:16 MN Refuge partnership options

- We can promote their events, but they can't officially be an organizational member

8:21 Break

8:28 Strategic Planning (Molly and Callie)

- sending out plan for member feedback or presenting as a plan?
- we'll go over in the Annual meeting at MEEC in October

8:32 Annual Fund /Fundraising (Molly)

- we should offer so many dollars per month options for our fund
- Give to the Max; give MN takes about 7% and PayPal takes about 2%; we promote Give to the Max, but we should encourage people to give straight through our website so we make more \$

- we're roughly on the profit side this year, but for first year of Annual Fund and first go for fundraising it's just fine

8:42 Technology options

- Wild Apricot price went up to \$130/month
- Callie has looked into other options
- decision to be made in November meeting
- we'll use it til next August and then make the switch then (at the latest)
- **timeline: by mid-October ADD OTHER OPTIONS on Google Drive**
 - **LOOK through options from mid-October to mid-November**
 - **vote by first week of November**

8:54 PLT workshop in Duluth and sponsoring it

- Laura Duffey wanted Saturday 9-3, so not during Feast Forward, therefore another Saturday in October or November
- If people pay to go, they'll feel more invested in going to it
- Geared more toward formal educators? Need to follow up with Laura Duffey.
- Capped at 30 people, price \$15, we're helping to pay part of the cost
- Motion to sponsor a PLT this fall and we'll \$15 per person up to 30 people in the Duluth regions **(motion by Lindsay Raab, 2nd Wendy Tremblay, passed)**

9:07 Adjourn **(motion by Matti Erpestad, 2nd Callie Recknagel, passed)**