



Board of Directors Meeting - MINUTES

Minnesota Association for Environmental Education

When: November 17, 6:30-9:00

Location: Jenna Tetz's house
3247 NE Garfield Street
Minneapolis, MN 55418

NOTE: This agenda is subject to change. Please contact Molly or Wendy if you have any additions or questions.

Present: Liz Hasty, Callie Recknagel, Melissa Tobias, Molly Phipps, Angela Bianco, Angie Ziobro, Wendy Tremblay, Lindsay Raab

Mike Mesch arrived at 6:40, Courtney Dowell called in at 6:50 and left the conversation around 8:00.

Absent: Angie Ziobro (excused absence), Ethan Lewis (excused absence)

Quorum present? Yes.

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

6:30 Meeting begins, Approve agenda **Callie moves to approve agenda, Liz 2nd, Motion carries.**

6:35 Approve Consent Agenda **Angela moves to approve consent agenda, Wendy 2nd. Motion carries.**

- Committee reports (any that need to be pulled from Consent Agenda)
- Approve September meeting minutes **Liz moves to approve Sept. meeting minutes, Melissa 2nd, (Molly and Lindsay abstain) Motions carries.**

6:41 SEEK update (Molly)

It used to be a 20 hour a week job (Britt Gangeness, former MAEE president). Now she has about 2 hours a week to work on SEEK and has been only able to do the minimum. She has offered to hand over pieces of SEEK to MAEE.

Job posting board - popular

Events could be better if more time into it

Map of EE places

Can't do a job posting by non-affiliated individuals at this time (b/c gov't run). With us doing the job board, that could change.

Huge benefit for us to get our name out there.

Jenna asked -Would we be able to redirect to our website? Molly thinks yes. Would we be able to keep the back end of the design and not have to start from scratch? Molly also thinks yes. Melissa asked what kind of time commitment would this take for one person? What pages are getting clicked on and which ones are not? We can bring these questions to Britt to work out the details, if we decide to move forward with this. [Molly will follow up with Britt.](#)

Overall, the board seems to be in agreement that this would be a good project for to move forward with.

Could possibly be a small money maker for us, although SEEK does not charge now, so Callie is hesitant to start charging when we take over. Charging does not necessarily align with strategic plan of wanting to reach a broader audience.

As we redesign our website, SEEK would be a big part of that. [Jenna will talk to Travis about this possibility.](#)

6:54 Photo management (Katelyn)

Katelyn has been combing through the photos on google drive and putting photos in Flickr. Right now they are set to private, but could change some to be public if we wanted. It's a place where people could go to check out our event photos, etc. MPCA is a good example. Good way to organize photos. The main goals are storage and sharing. Holds more photos than Instagram. Can view all photos rather than just one snapshot like what we do on Instagram. You do not need to have an account to view on Flickr.

We could showcase EE orgs around the state, as well as our events.

What is our policy about getting permission to use photos? If it shows children's faces, keep it private unless we have a waiver. Be careful b/c it defaults to public. If has a kid's face, why even keep it? Unless we have permission waiver from parent.

At retreat, we can discuss what photos to make public and try to figure out where some of the photos were taken in order to tag correctly. For now, Katelyn will put photos that she does not know about in an Archive folder.

7:07 Bylaw changes (Molly)

We went through the suggested [bylaw changes](#) together.

Angela motions to pass the amended bylaws to the lawyer for review. Jenna 2nd. Motion carries.

Lindsay will pass on to lawyer Annie Santos ASAP, so we then can vote as a board, then get it out to membership for a vote by the end of the year if possible.

7:41 Logo change for 25th anniversary (Angie)- Wendy explained in Angie's absence. Simple logo for 25th anniversary. Add a banner to existing logo? Angie will come up with two options and we can vote. Callie wonders about an EE theme? Example- Someone flying a kite with 25th anniversary on it.

Info card- Angie will be working on it- check out example in Slack Communications. If you want to help her gather data for this, please let Angie know.

7:44 [Financial Report](#) (Liz)

We are \$500 in the negative for the year- we didn't earn as much as what we thought we would. Not negative in our bank account, just in what we had forecasted for 2016. In general, we are still doing well. We spent more in scholarships that we originally thought.

7:47 [2017 Budget](#) (Liz) **Lindsay motions to approve this budget proposal, Wendy 2nd. Motion carries.**

This proposed budget is very broad, we can get more detailed as we go. We can approve an amended, more detailed budget at the retreat.

8:10 Break

8:19 New email address/website updates (Jenna)

\$50 per year to have @minnesotae.org through google. Table this issue till Jenna does more research with other companies.

Website - homepage - Jenna gave everyone an overview. **Jenna will send out the layout and the content map to everyone.** We need to purchase the theme if we are ready (around \$75-100 one time fee). We should ask our questions of SEEK before making the purchase.

8:28 2017 Meeting calendar/Board Retreat planning (Wendy)

Working meeting in Dec. on the 15th, then the retreat isn't till Feb. 3. We don't want to lose momentum. How do people feel about having a board meeting in January and then removing the board meeting from the retreat? Looking at the beginning of January- possibly on the 12th. Car pooling for retreat. Meal planning. **Wendy will ask new board members if that date works for them.**

8:32 Board Roles/Committee changes for 2017 (Callie and Liz)

Liz reviewed the [revised proposed board roles](#) with the group.

Let's revisit this in Dec. at the working meeting. Think about it and come back with revisions. Examples that came up- Volunteer coordinator as a role? VP not conference co-lead? When incoming board members come on, let them know the open roles rather than offering all to choose from? Add another column for short term roles- Board nomination person. MEEC point of contact. **Each committee should also look at this and make sure there isn't anything missing.**

In Dec., let's go through what we did this year, and when we were busiest as committees. Plan these roles accordingly.

Jan. board meeting- set our calendar together. Also, write out month by month what committees do and create an at-a-glance document or spreadsheet. **Katelyn will send out an example from Yes!**

8:50 2017 Conference announcement (Wendy)

Wendy and Angie signed contract for Wolf Ridge ELC for July 28-30. Camping will be an option (limited space). Angie and Wendy plan to announce to the public after Thanksgiving. Only a few board members are allowed to be there Thurs. Night, so we'll have to start conference Fri. afternoon at the earliest. Or maybe we do something Sunday afternoon instead? There will be a school group there at the same time as our conference. Is there a pizza oven there? - highlight?

9:03 Adjourn Wendy moves to adjourn the meeting. Angela 2nd. Motions carries.