



## Board of Directors Meeting - MINUTES

Minnesota Association for Environmental Education

**When:** July 9th, 10am-12pm

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

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

Absent: Jenny Parker (excused absence), Ethan Lewis (excused absence), Maryan Abdinur (unexcused 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 !!!**

10:10 Meeting begins, Approve agenda **Callie motions to add a discussion about current events and address them as an organization. Angie 2nd. Approved. Lindsay motions to approve agenda. Wendy 2nd.**

10:15 Approve Consent Agenda **Liz motions to approve consent agenda. Melissa 2nd.**

- Committee reports (any that need to be pulled from Consent Agenda)
- Approve May meeting minutes **Angie motions to approve the May meeting minutes. Jenna 2nd.**

10:18 Recent events in Falcon Heights, MN, Baton Rouge, and Dallas are very concerning. How will MAEE address these issues as an organization? Something on the conference-pigeon idea from MEEC. Statement on our website and/or newsletter. Social media- hopes for EE, how can EE be part of creating a more just system? Message board at conference? What exactly are we supporting? Black Lives Matter? Equity. Social Justice. General public statement over aligning with specific organization or entity. Callie will draft in google docs, and we can comment. We should put it in our July newsletter which will go out the 18th or 19th. Also do a facebook post. **All should send ideas to Callie via Slack. Callie will put together.**

Equity statement needs be part of our mission and posted on our website. **Advocacy and Equity committee will draft.**

Molly can introduce the message board at the beginning of conference. Use seed paper for messages. It could be shaped like a tree "of hope". People will be able to take their seeds home to plant. **Liz will look into seed paper and order.**

We need to be careful about what we re-post on Facebook. It needs to have a strong link to EE. Putting out our equity and advocacy statement should be enough in terms of addressing the current events. No need to re-post others' posts about gun violence.

10:36 Website update (Callie/Jenna)

Looking at using civi-CRM open source database through WordPress which is very user friendly. Travis has been very helpful. Slack general channel 5 theme examples- look them over and let Jenna know your thoughts- via google docs. **Jenna will send out after the meeting.**

Content can go straight to home page without us having to manually move it there.

Three main categories for blog posts so people can search topics. WordPress allows us to approve comments (Wild Apricot doesn't).

Focused on images, much prettier than current website.

Content map in excel document- look over and give Jenna and Callie feedback via comments in google doc. **Jenna will create a google doc.**

Liz asked about transparency. It could go under "Finances" or "Donate" on the website. Pie chart from the last two years showing where our money goes.

With MailChimp, we run the risk of emails going into junk email box. We could look into getting an email with @maee.org. Maybe we could transition to this new email domain to look more legitimate

Costs associated with transition.

10:50 Bathroom break

10:55 Conference update (Wendy/Angela Z./Melissa)

Raffle items that are more costly rather than put in Silent Auction. Or put together baskets of items to raffle off.

Registration numbers are a little lower than we hoped for right now. **Currently we have**

CEUs for PLT field trip (five) and for the conference (not sure how many yet) are available.

Master Naturalists and Gardeners- volunteering could count toward their hours they need.

Ok to market these.

We can allow for a limited number of walk-ins the day of due to food availability.

Volunteer and board member sign-up document- share with volunteers as well. Slots that need a board member for sure is highlighted in green. Moderators will introduce the speaker, time keeper? (if staying for session), give presenter gift. Easy for presenters to go over time. Open up to registrants to moderate a session (no volunteer rate for just moderating a session). **All board members need to register and please sign up for things! Angie will share the spreadsheet with board via Slack.**

We are still looking for entertainment for Friday night. We have a budget of \$300. Background music during silent auction. People will contact their contacts. Otherwise we may just have a playlist.

Liz is still working out the insurance. The first quote came in way too high. Need a different form for special events. Liz just sent that in.

Alcohol can be at the bonfire but it needs to be discrete. Also there will be cash bar Fri. night.

11:15 Outreach at events, Who is attending what? (Outreach committee)

Angie, Jenna and Molly will be going to NAAEE. Molly is available to table, but that form is due on the 15th. There is a scholarship for an affiliate workshop, usually the 2nd day of pre-conference workshops. If anyone else is interested in going to the affiliate workshop, let Molly know. **Molly will look into tabling at the event.**

MEA- Lindsay (or Jenny?) will bring resources for a shared table.

MNA- at Wolf Ridge, November 11-13. Lindsay is interested in going. Board funds to pay for registration are available.

Tablecloth needs to get done before the conference.

Our display board may get updated by a volunteer (Callie is checking into). Molly has the display board in her possession.

If going to an event and representing MAEE, people should bring the MAEE tablecloth, display board and brochures/other materials.

11:23 Budget half year report (Liz)

Liz sent out [profit/loss statement](#) and [working and adjusted budget](#) to everyone earlier this week.

Liz is still using QuickBooks 2011 and is transitioning to QuickBooks 2016. This will adjust the budget with new lines, for example we will be able to track in-kind donations. QuickBooks 2016 will be online rather than a thumb drive, so the next treasurer will have an easier transition. Also other board members will have access to view.

We may want to put money from our checking into savings or a Certificate of Deposit. We can talk about this as a Board in September. **Liz will look into options for a CD and send out to Board to review.**

Board went through the budget line by line and asked questions of Liz and discussed changes.

We are spending more than we thought, but not by a lot. Liz adjusted budget accordingly.

We do not qualify for tax exempt purchasing status because we do advocacy. We are not able to fill out ST3 form when requested, but we do have a document with proof of being a non-profit.

11:52 Volunteer inquiries (Callie)

We have had about 7 requests to volunteer as of late. Callie responded to all of them, and only about half got back to her. A few really great ones though- for example we have a boy scout who is interested in doing something for MAEE for his Eagle project. Callie may ask him to update the EE map and possibly post to our Instagram. Come up with a hashtag/like contest and give a prize. **Melissa will come up with a hashtag for Instagram, and give it to Jenna for her to check Twitter.**

General outreach help over facebook or blog.

Callie started a spreadsheet in google docs with volunteer info and documenting communication.

11:45 Board election/re-election (Wendy/Molly)

Wendy as VP is in charge of running the election/re-election.

People who are up for re-election are Molly, Liz, Callie, Lindsay, Ethan and Melissa. This is Ethan and Callie's last year. Liz and Molly are running again. Lindsay and Melissa should let Wendy know ASAP. **Wendy will send out the application to the Board for people to make connections with people who may be interested.**

Advertise election on SEEK and MN Board of Non-Profits. Ask past Board members to come back, or ask them for suggestions of others who may be interested while we are contacting them within the next month. **Wendy will advertise. Angie will put on Facebook.**

Annual meeting at conference- is there a certain amount of time we need for that? We will need 45 minutes to be safe. We will need something to write on, but it can be outside if we do. Budget review. We will discuss changes to membership. Discuss the bylaw changes are coming. Update on strategic plan. Quick announcements about new programs at end. **If you have anything you want in the conference program, get it to Angie ASAP.**

Will we have changes to bylaws this year, but could have people vote on this when we have the election in the fall. We will probably not be ready to vote on this by this conference.

For this year's election- we are sending out ballots to members.

12:15 Adjourn **Callie motions to adjourn the meeting. Angela 2nd.**