



**Minutes - MAEE Board Meeting**  
Saturday January 9, 2010  
1:30 – 2:30 p.m.

**Audubon Center of the North Woods**

Present: Britt Carlson, Anna Dutke, Nicole Pokorney, Erin Zoellick, Val Prax, Ben Bishop, Amy Markle, Sarah Erickson, John Geissler, Jenni Johannson, Brinkley Prescott, Stefan Theimer

Absent: Kristi Pursell

**Agenda:**

- Approve agenda
- Approve December Meeting Minutes
- Approve new Financial Procedure
- Set board meeting locations
- 2010 Conference update
- 2011 Conference update

**Approve Agenda:** John made a motion to approve the agenda. Seconded by Amy. Passed

**Approve December Meeting Minutes:** Val made a motion to approve the December meeting minutes. Seconded by John. Passed

**New Financial Procedure:**

John: Our current financial policy was approved September 2004. John updated the procedures (not the policy). Our financial procedures are separate from financial policy. The procedures include processes for cash/check receipts, authorized checks. Policy document is mainly for the treasurer. Is it possible to consolidate? Maybe. John will compare the two documents and clarify their role and make sure both are updated before we vote on anything.

There are two changes we are proposing in the new procedures. (1) A change in the expense reimbursement form – no longer has champion signature spots. (2) a policy for using a check card that the treasurer will have. John created a purchase request form to make purchases online. Everything else is business as we have done it.

John will send out the new procedure document again.

Discussion about sending the new purchase requests electronically – or fax? John thought that was fine, but we need copy of receipt. Asked about postage, keep doing the same way.

Passed around expense report and budget 2010.

We are entering 2010 with an approved budget. The 2010 budget vote was done electronically. This is the first time budget has been passed before the start of the year. Yay John!

\*For Erin's contact information – take off home phone number. Use cell number

**Meeting locations:**

Stefan: Problem with North Branch is that there is no phone access. Cell phones are hard to use for calling in to board meetings. Distance of North Branch was favored by everyone. Board could possibly meet in Duluth once as well as Rochester once... If people from Duluth drive to the cities for a meeting, they will plan on staying the night, so need to keep that in mind. March 24<sup>th</sup> meeting will be in North Branch or a nearby location. Val will ask the people at the U of MN extension for suggestions. Wyoming is another possibility. Pine City brings it further north. Meeting time for March 24<sup>th</sup> will be 4:00-8:00. Watch for an email from Stefan.

**Conference:**

Brinkley: At Sugar Lake Lodge, great location! Brinkley described layout. \$79/room. See website for conference details. Hotel will match people up if they would like to share a room to minimize cost. Brinkley reviewed the schedule (see website).

Nicole: MEEC 2011 will be held in Rochester. Tentative schedule passed around. Sessions & food will be held at the hotel. Quarry Hill and Cascade Meadow make for a good balance of hotel/city setting and outdoor and EE setting. Will include tours of the Mayo Clinic. Discussion about dates. Determined that April 6-9<sup>th</sup> 2011 would work best. Downtown Rochester is a good fit as with the weather participants won't be going outside much. Theme is going to be something related to health/wellness

**Adjourn** Stefan made a motion to adjourn the meeting. Anna Seconded. Passed.