

Agenda - MAEE Board Meeting

Wednesday, March 24, 2010, 4:00-8:00 p.m.

Location: Wyoming public library



Present: Britt Carlson, Anna Dutke, Nicole Pokorney, Erin Zoellick, Ben Bishop, Amy Markle, Sarah Erickson, Jenni Johannson, Stefan Theimer, Kristi Pursell

Absent: John Geissler (Called in), Val Prax

4:14 Meeting Started

Approve agenda: Britt asked to move the fiscal agent discussion to the spot after the financial policy vote so that John can be on the phone. Sarah made a motion to approve the agenda with changes. Seconded by Stefan. Passed.

Approve Minutes (January): Stefan made a motion to approve the minutes. Seconded by Jen. Passed.

Communications Report & Annual Plan (Sarah): Several things to note:

- Membership Brochure needs a few edits before next printing
- Website is the big focus of this year
- E-updates by Adrienne have been great! Discussion about when to send special action emails. Send when there is something specific people need to do, not just an announcement.
- Next newsletters will be close together. Focus will be on Play/Outdoor Recreation (Spring) and School (Summer/Fall)
 - With this structure we could technically plan the newsletters 1 year in advance...
 - The more variety of “voices” represented in the newsletters, the better
- Annual Plan – Few things bolded
 - Website (BIG priority)
 - News releases – don’t delete from plan but keep “as needed”
 - Budget – Website was huge expense

Membership (Kristi):

- Adrienne = Staff in the annual plan
- Recruiting members is a big priority
- Expanding membership is also important
 - Targeting the field of Early Childhood Education is an example of this
 - Let Kristi know of any areas we should reach out to and ideas for how to go about this
- Outreach materials
 - Update display board – will be done in 2010
- If need membership brochures, get from Britt or Kristi

Event Annual Plan (Nicole):

- Making date changes in the annual plan from 2009 to 2010. Overall tasks will stay the same in the annual plan. MEEC event in Rochester is the big focus! Nicole will email out new annual plan when edited.

Treasure’s Report (Erin):

- Passed around 2010 deposit and expense report
- Full budget with 2010 actuals will be presented at next meeting
- Mileage reimbursement: 14 cents unless otherwise specified in the contract with MAEE
- Reimbursement form will be updated with new logo and spelling error correction

Financial Policies (John)

- Changes highlighted on the financial policy document
- Adriane will get mail and distribute as needed, report cash and checks in a receipt log (Brinkley has the current spreadsheet and should transition it to Adriane).

- Payroll: President or Vice President signs checks/timecard
- John will make changes to the reimbursement agreement stating: 14 cents/mile unless otherwise stated in contract with MAEE.

Ben made a motion to approve the Financial Policy with changes as discussed. Kristi seconded. Passed. New policies will be emailed to full board and posted on website with board documents.

St. Paul Parks and Rec. Fiscal Agent (Britt)

- Discussion whether MAEE would be interested in being a fiscal agent for a school forest committee. The school forest is associated with the St. Paul Parks and Recreation. Kelley Dinsmore (past board member) inquired about our interest in being a fiscal agent for this committee, should they be interested in a grant that needs a 501(c)3 to be eligible.
- We feel that being a fiscal agent makes sense for us when: 1) The grant project fits within our mission to support and advance EE in Minnesota, 2) The relationship and roles for both parties are clearly defined in writing, 3) the role of MAEE is within our capacity, 4) we have at least a month or so to discuss the project/relationship before any grant applications are due, and 5) the MAEE benefits from the relationship financially.
- Britt will email Kelley Dinsmore and let her know that yes, we would consider being a fiscal agent on a case-by-case basis. Each grant would need to be OK'd discussed by the board.

Executive Team report and annual plan (Britt)

- Adrienne will be responsible for receiving mail from Jami Markle
- Deleted #2 b (we will not maintain a display at the Wildlife Refuge)
- Refuge grand opening of the visitor center will be happening this summer. Board members will be informed of when, and will be encouraged to attend. Kristi will give the MNVMWR a free organizational membership.
- The plan sets dates for when board members should begin considering their roles for the upcoming year, re-election, etc.
- Annual meeting notes will be compiled by Stefan and Britt and we will vote to approve them in May.
- Donation Thank You cards will go out. Amy thanking the sponsors.
- ELM, unless funding received it wraps up this June.

Event budget and membership budget – coming soon! Actual dollar amounts were approved with the 2010 budget in December. However, the board feels it is still helpful to pull these budgets out from our full budget and have champions track their expenses. Kristi and Nicole will do this before the next meeting.

Motion by Erin to approve the communication, events, membership and executive team annual plans as discussed. Seconded by Anna. Passed.

Champions will email Anna the approved annual plans for our files and to post on the website.

2010 MAEE Conference Wrap-up (Adrienne called in)

- Several wrap-up phone calls will be organized to debrief those involved.
- Website – several problems with online registration. Web options for 2011 will be discussed SOON!
- Adrienne will email Amy stats on conference for follow-up to sponsors
- Britt and Adriane will also do a debrief with DNR to talk about joining the conference with School Forest Conference
- Partnership with DNR brought new members/more exposure. Group of teachers were definitely hooked on MAEE.
- Partnerships have pros/cons so something to keep in mind for future partnerships for conferences
- Strands received good reviews. Overall response was positive.
- Keynote – enjoyed. Not just research but giving content information

MEEC Brainstorm (Nicole)

- Environmental Education: Naturally Healthy
- Strands? Food, financial health, energy

- Will focus on teachers on Saturday
- State Demographer as keynote?
- April 7-9, 2011 at the Kahler Hotel in Rochester
 - 89 dollars/night for rooms
 - May only do 2 meals, 1 meal will be for the people to do on their own
- Can bring in food if in if we host a social in the hospitality suite that they provide for the conference organizers. (Possibly will do for a Weds. Nigh social for the attendees who arrive early)
- Working on field trips, Keynotes

Scholarships (Ben)

- MAEE will offer 2, \$200 dollar scholarships for conference in Buffalo, NY.
- Will devise a plan and send out application. Will work with Sarah and Amy to get on web & in emails

ELM (Amy)

- Kevin Zak presented on ELM grant at EEATF meeting in March.
- Possibility of getting more money, The ELM Committee is actively searching for grants
- May need support, a letter from MAEE for LCCMR grant that the ELM committee is applying for. Amy will be MAEE representative if needed

Teacher Committee Update (Jen)

- Attended a Conference in Prior Lake in February
- Teachers are interested in getting active with conference planning

MN Forestry Industries (Britt)

- Strong emphasis on resources and teaching people about forestry
- Couldn't give money for our conference this year, but MAEE was encouraged to present about the organization to the MFI board, and if it makes sense for them to support MAEE, they may budget to give money next year.
- They asked to see our organization members and legislation that MAEE supports. Keep this in mind for future decisions about legislation. What we support makes a statement. Remember, MAEE advocate for the field of Environmental Education, not environmental issues/natural resources.
- MFI is based in Duluth. John, Sarah, Erin, Ben were asked to go and present about MAEE this spring when MFI invites us. (Britt may or may not be there)

Legislation

- Amy Kay is the legislative liaison
- What types of legislation should MAEE support?
 - Legislation specific to Environmental Education
 - Anything that supports MAEE's current direction
- File being created for Legislation, letters MAEE sent in support. Secretary will keep this file.
- Britt passed around four letters that we recently signed on to: One to Representative John Kline about NCLI, one to the House Education and Labor Committee about NCLI, one about full funding for the National EE Act and the Office of EE at the E.P.A., one about fully funding the Dept of Interior's Youth in Natural Resources program.
- Britt and Amy Kay can decide to put our name on anything regarding NCLI or NEEA. Other, new legislation should be run by the board via email. Board members should reply with questions or concerns. Britt will make the decision about whether it needs a vote via email or not.

Website

- Working with Jason to create new website
- Creating long term/short term time lines
- Looking at what MAEE can do with the new website, how it can be customized
- Jason knows look/feel/colors/logo/etc. that MAEE wants.
- Goal – Summer 2010!
- Stay tuned for more details. Amy will see if Jason can or wants to come to the May meeting.

EEATF/EEAB/MPCA

- EEATF is at a standstill – they have 3 more meetings before the task force is officially over.
- MAEE is working on letters to the MCPA in support of EEATF.
- People who wrote letters to the MCPA received a generic letter in response from the MPCA commissioner thanking them for their concern. He mentioned that budgets are tight.
- Amy said that the task force may keep meeting unofficially after June 30th. Amy will keep up updated after the April and May meetings.
- Any questions – email Amy, Stefan, Brinkley

Motion to adjourn by Stefan. Seconded by Nicole. Passed.