

# MEEA Board Meeting June 9, 2016 – MINUTES

## Board Meeting Agenda 8:00 pm, by conference call

### Agenda

1. **Call to order** – 8:02 pm by Mary

2. **Roll call**

*Present:* Mary McCarthy, Liz Petersen, Joe Pitts, Brendan Hellebusch, Susan Flowers, Linda Lacy,

*Absent:* Carey Scherder (Liz = proxy), Kristen Schulte

*Ex Officio:* Jan Weaver

3. **Approve Agenda – Liz moved to approve, Joe seconded, Vote = approval was unanimous**

4. **Consent Agenda –**

a. Minutes from previous meeting

b. Reports

- Executive Director's Report
- Financial Report
- Membership Report
- Conference Report
- Correspondence, Requests, etc.

c. Email votes – none

**Liz moved to approve, Susan seconded, Vote = approval was unanimous**

5. **Old Business (action items to discuss and/or vote on)**

a. Conference update (Jan, Mary, Joe)

Discussion:

- Mary: Committee members met and went through venue, discussed people to invite to be part of the conference because of few presentation proposals, came up with tentative schedule for conference, no in kind donations, give away items secured
- Joe: Will make contact with some potential funders at two events, Matt Forrir is willing to do the afternoon plenary
- 8 proposals came in to MEEA, Jan passed them on to Mary
- Linda: How many interactive presentations are we looking for? Mary: We would love to have all 8. Joe: The number of rooms is limiting factor. Jan: Last year we had 4 rooms, 3 interactive presentations per room for 12 total. 9 or 12 would work. Linda: Would be good to have as many as possible to bring in diverse audience. Jan: Need to make sure each presenter has a decent audience. Mary: This venue can only do 4 at a time. Mary: We have the feeling the conference will be smaller than last year's in St. Louis.
- Need to figure out schedule with invited speakers versus presentation proposals.
- Jan: Confirming that committee thinks they can come up with \$1000 and there is no need for fundraiser during event? Joe: Optimistic, but no guarantees.

b. Policy on forwarding solicitations and/or including them in the newsletter (Linda)

Discussion:

- Linda: Sent out requests to other organizations for their policies and have not received any replies. Maybe no one wants to put anything in writing that might want to offend anyone. I will put together something for the board. Asked for clarity from board on what we are trying to define in the policy. Joe: Might be okay to not have a written policy if we use alignment with the MEEA mission and vision as the defining criteria. Linda: Will send a draft for feedback/discussion.

c. Strategic Planning Retreat (Jan)

Discussion:

- Jan: Sent an email with her notes on the planning for the strategic planning meeting scheduled for July 23. What does the board think about having a facilitator? Joe: Good idea, but facilitator needs to be clear on what we are trying to accomplish. Jan: We could send a survey to the board to guide the discussion and goal setting.
- Challenges are: (1) Finding resources to support the position of an executive director, (2) Finding resources to support a Green and Healthy Schools Program, (3) Building membership and

leadership capacity, and (4) Executive Director, Jan Weaver would like to retire in 3 years (she will be 65), replace her or not?

- Joe will be staying over Saturday night
- Linda: What are the plans for Sunday for those who stay over Saturday night? Jan: Breakfast meeting and 1-2 hours on things that still need to be nailed down. Difficult to say.
- Brendan thinks he can get meeting space on campus for free, offered to facilitate to save money
- Jan: We can afford a facilitator and it might be important that we have an outside facilitator so all members can speak freely

**Mary moved to spend up to \$1000 on the strategic planning session in July, Liz seconded, Vote = approval was unanimous**

d. Board Submissions to Newsletter – update (Jan)

Discussion:

- Carey is doing the one for July, need volunteers for the next couple of months, 250 word limit
- Brendan can do one for August or later
- Linda can do August (idea by July 15, text by July 25)
- Joe can do September, Jan to send him deadlines
- Mary will do the conference one in October and will do December
- Jan will talk to Kristen about doing November

e. 2015 990 EZ approval

Discussion:

- We should not need to do the Schedule N again because that was about funds transfer for Project Wild (which took 5 years!)

**Mary moved that we approve the 2015 990 EZ, Joe seconded, Vote = approval was unanimous**

f. Joe Pitt's role – conference?

Discussion:

- Many thanks for joining the board and getting busy with the conference planning!

g. Change student award policy

Discussion:

- Brendan: Jan and I decided to change the wording of our student award, mainly to be able to give it to the student. Joe: So, this minor change is just to make it so we can give it to an individual or a group? Yes.
- Jan read aloud the original and the edited versions.

**Joe moved that we change student award policy to new version, Brendan seconded, Vote = approval was unanimous**

**6. New Business (action items to discuss and/or vote on)**

a. EE grant proposals – We only got 2, I recommend we decide on these and open up a second round with a deadline in late August or early September. I also recommend changing the timing

Discussion:

- Jan: Need to capture teachers when they are starting the school year, this is a tough time of year to get proposals, need board to approve this change in timeline
- Mary: Need to be MEEA member, is this the barrier? That you need to sign up in order to apply?
- Jan: It is a perk of being a MEEA member. Recommends that we make the application simpler.
- Liz: Let's change the due date and see what happens (only change one variable).

**Susan moved that we authorize the committee to change the due date of the grant application, Liz seconded, Vote = approval was unanimous**

b. New Board Member to fill Michael Nelson's vacancy (see below)

Discussion:

- Mary: Are we supposed to vote on this tonight, or discuss and then vote by email? Liz: I think it would be good to move forward and vote tonight.
- Need to be members, the two proposed candidates are not members
- Liz reviewed the two proposed candidates.
- Jan: We need to nominate three new board members and a president-elect this coming year. Suggest look at existing list of members to see if there is someone who is already a member who would be a good candidate.
- Linda: Mary Silwance is a strong candidate, but how do we reach out to her?

- Jan/Kristen reach out to Mary, Susan reach out to Kerry?

**Joe moved that we table filling Michael's vacancy until July meeting, Liz seconded, Vote = approval was unanimous**

#### **7. Comments and Questions from Board Members**

- Susan: Are we meeting in early July and later for strategic planning session?
- Joe: Suggested that Kristen and Susan contact proposed board candidates ASAP and get information to board in time for action during July meeting

**Joe moved that we merge the July board meeting into the strategic planning session on July 23, Liz seconded, Vote = approval unanimous**

#### **8. Adjourn**

**Liz moved to adjourn, Linda seconded, Vote = approval was unanimous**

Meeting ended at 9:01 pm

Meeting notes respectfully submitted by Susan Flowers

#### **Teams 2016**

People (membership and communication)

Mary McCarthy (President) – promotion, website

Brendan Hellebusch – website, grants

Mike Nelson

Resources (fund raising for organizational operations budget)

Liz Petersen (Treasurer) – fund development

Susan Flowers – fund development

Purpose (certification program, annual conference, educator grants program)

Mary McCarthy – conference liaison for Springfield 2016

Carey Scherder – certification

Linda Lacy – conference liaison for Kansas City 2017

Governance (meeting agendas, bylaws, strategic planning)

Mary McCarthy (President)

Liz Petersen (Treasurer)

Susan Flowers (Secretary/President-Elect)