

MEEA Board Meeting July 23, 2016 – MINUTES

Face to Face at Strategic Planning Retreat

Agenda

1. **Call to order** – 2:22 pm by Mary

2. **Roll call**

Present: Mary McCarthy, Liz Petersen, Joe Pitts, Brendan Hellebusch, Susan Flowers, Kristen Schulte

Absent: Carey Scherder, Linda Lacy

Ex Officio: Jan Weaver

3. **Approve Agenda –**

Brendan moved to approve, Joe seconded, Vote = approval was unanimous

4. **Consent Agenda**

a. Minutes from previous meeting

b. Reports

- Executive Director's Report (sent)
- Financial Report (sent)
- Membership Report (sent in Exec Dir Report)
- Conference Report
- Correspondence, Requests, etc.

c. Email votes

- None

Joe moved to approve, Liz seconded, Vote = approval was unanimous

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

a. Conference update

Discussion:

- Mary met with conference committee, working on draft brochure/schedule, speakers in place
- Question on conference budget regarding registration software – it is annual fee
- Might be able to reduce cost of food to \$10/person
- MEEA labeled flash drives for swag, \$2.50/piece, presentation slides preloaded
- Other organizations are contributing swag
- \$400 for promotion is for mailing postcards to every school in Springfield area
- Conference is coming together!
- Currently the conference registration includes MEEA membership, what are we going to do about that if we go to free membership? Conference will still cost \$30 (base fee)

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

Discussion:

- (Linda not present) Joe says if we keep our mission in mind, then it could be a case-by-case basis
- Jan will forward request in question again

c. Board Submissions to Newsletter – update (Jan)

- Joe sent something for August
- September?
- Mary is doing October
- Mary is doing December as presidential farewell

d. Replacement for Nelson's board position

- Had two candidates, however neither are MEEA members; both would be good and we do have an election coming up

Joe moved that we table discussion of replacement board members until next meeting, Liz seconded, Vote = approval was unanimous

e. Certification progress

- Jan gave update of progress: when quizzes for all levels are complete then we can put out the

certification program, we will use the first few candidates for feedback on program (incentivize by making it free)

- Certification program will be in alignment with NAAEE
- f. Green Schools progress
 - Jan has received information from other states
 - Jan has call in with Shaun Bates at MO DESE to confirm status of DESE on moving forward with green schools program

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

- a. Jan suggested we move nominations and elections for board to January/February. Why? 1. To take advantage of face-to-face meetings with people at the November meeting. 2. To ensure candidates are members. 3. To shift some of the work into late winter/early spring when less is usually happening. Logistics? This year, request that members due to retire Dec 31 continue for two more months. Moving the date does not require a change in the bylaws
Joe moved to approve as suggested, Liz seconded, Vote = approval was unanimous
- b. Nominations for Board (president elect and two board members – pending decision on above)
 - We don't have to do anything due to vote above
- c. Nominations for Awards (ideally from Springfield/Southwest area to increase chances they will come)
 - Mary has ideas for some awardees, Jan suggests bringing it up with the conference committee – this increases the chance of attendance of awardees and their colleagues, also raises awareness of good work happening at the conference site
 - Joe suggests that each year the local conference committee handles the nomination and selection of awardees
 - Detailed discussion ensued, motions were put forward and withdrawn
 - There is a need to encourage nominations, we should continue to leverage the local conference committee
 - Joe and Mary will make sure that there will be nominations coming from the Springfield area via the conference committee
 - The board members need to nominate people, the process is not hard
 - The award nomination instructions needs to be more easily found on our website
- d. NAAEE Meeting in Madison Wisconsin, Wednesday October 19 to Saturday October 22. Both of Jan's proposals accepted. If I know who is coming, I will apply for an affiliate scholarship to help cover expenses.
 - Jan has two presentations – our certification program (could sell to other states) and environmental behavior survey (with Cheryl) (certification program information will also be at MEEA conference and at STOM)
 - Mary cannot go, can Susan go? Usually the President-Elect goes to get prepared for the next year; Susan will check personal and work calendars

7. Comments and Questions from Board Members

- Jan: Tonight's dinner is social, can pick a quiz and see how people do; time tomorrow morning at hotel for further meeting, maybe can work on no fee membership issues

8. Adjourn

Joe made a motion to adjourn, Liz seconded, Vote = approval was unanimous

Meeting ended at 3:15 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)