

MEEA Board Meeting Agenda September 8, 2016

Agenda

1. **Call to order** – 8:03 pm by Mary

2. **Roll call**

Present: Mary McCarthy, Liz Petersen, Joe Pitts, Susan Flowers, Carey Scherder, Linda Lacy

Absent: Kristen Schulte, Brendan Hellebusch

Ex Officio: Jan Weaver

3. **Approve Agenda** – add items not already included in the agenda or **move items from consent agenda** because you have a question or want to discuss something

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

4. **Consent Agenda – A consent agenda is not discussed.** It is either approved or not. These are items that contain information important to decision making, but do not involve actual decisions. You are just saying, yes, that stuff happened, all in one motion. The goal of the consent agenda is to speed things up.

a. Minutes from previous meeting

b. Reports (email from Jan)

- Executive Director's Report:

"Most of August spent working on the Certification Program, which is more or less complete. I hope to add badges for each project and I need to add an example for the teaching, learners, assessment component but these are not critical. I also completed the newsletter – Linda did a great job and got the "things to know" and "resources" pulled together, which saved me a bit of time. I attended a few meetings with River Relief to get their River Rendezvous off the ground – it will be the weekend just before our conference. Also met with Rob Hunt, the new DNR education person and will touch base with him at the AMI meeting next week to plan closer collaboration. Looking ahead – Association of MO Interpreters meeting next week, STOM in October, NAAEE in October, River Rendezvous in October, then the talk to Kitchens' group, then our conference."

- Financial Report:

"I just did a quick review of income and expenses in our bank account and the good news is that we are still ahead of where we were at the beginning of the year. However, some of our big expenses are coming up so we will be lucky if we break even this year."

- Membership Report:

"Roughly 60 new members in the Free Basic category. I have sent welcome emails and our most recent newsletter to most of them. Two professional members have opted for the free basic so far. With the 110 or so in the professional/institutional category, we are now at about 170."

- Certification: Ready to go!

- Green Schools:

"Met with John Kitchens, the DESE science coordinator, this morning. He is excited to do the Green Ribbon Schools program (Federal Dept Education), which means I need to get the Green and Healthy Schools program up and running by early December. After the conference, that will be my main time commitment. He is also planning on adding our info to his webpage and has invited me to speak to the science coordinators group he is putting together – November 3."

- Correspondence, Requests, etc. (none)

c. Email votes (none)

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

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

a. Conference

Discussion:

- Mary's update: Conference committee is meeting again in early October, sent out press releases (with corrected theme title), Table Talks is still open for proposals, probably need another email sent out because early registration ends in a month, the Facebook post can be edited and posted again
- Liz raised questions about how to Share posts by MEEA's Facebook account, board members can send things to Jan or Linda for posting via MEEA's account
- Jan is putting together list of tasks that need to be done before and on the day of the conference

- Registration is open and we have 7 people registered right now (up from this point last year)
- Jan will follow up on whether the conference information will be posted on the DESE website
- Joe will be sending press release to contact at the Springfield newspaper
- Mary suggests revisiting registration fee for the conference (next year) now that membership is free
- We have a great team in Springfield and Mary is a great liaison!
- Mary is wondering if we have too much time set aside for Table Talks and if some of that time could be better used for the members meeting? Jan says this meeting usually happens at the very end of the conference, need an incentive for people to attend, maybe do EE Slam and transition directly into the meeting

b. Board Nomination Committee (set one up)

Discussion:

- Jan suggests three board officers plus one other board member for the committee, the charge should be to watch people at the conference for potential board members, touch base during the conference to think about possibilities for later
- Mary, Liz, Susan, and Joe will do this
- Committee will discuss via email prior to the conference, strategize for recognizing potential board nominees during the member meeting

c. Certification

Discussion:

- Jan says it is ready to go except for some cosmetic stuff, it does need to be beta-tested
- Mary will be looking it over

d. Green Schools

Discussion:

- Jan met with John Kitchens (DESE science coordinator), will find out if Missouri can really sign up for the Green Ribbon Schools program (federal program), anticipate spending a lot of time on this between the conference and workshops, MELAB committee has suggested Green and Healthy Schools, John has invited Jan to speak to the science coordinators group he is putting together

e. Award Nominations

Discussion:

- Joe submitted one, Mary has a couple ideas
- Mary says it is hard to get anything back from the conference committee, so she asks the board to go through the MEEA membership list and make suggestions
- Jan wonders if we could add something to the newsletter about a school that is doing something, school of the month? Rotate between different state regions
- Susan suggests that if we recognize a school each month and then invite the sponsoring teacher(s) to join MEEA (for free), then we are building a list of potential award nominees over the course of the year
- Suggestion to highlight the award nominations on the website homepage

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

a. MEEA board meeting during the conference

Discussion:

- Preference for Friday evening or Saturday after the conference?
- More board members might be available after the conference, but in past years we have had it on Friday night
- Joe suggests Mary send around an email to find out people's availability and figure out when we will have a quorum
- Conference committee has 5-6 people and Jan expects the board to help them out on Saturday
- Mary will ask conference committee to discuss role of board members as support during conference

7. Comments and Questions from Board Members

- Susan will add Jan's emailed notes to the consent agenda points so they are in the minutes

8. Adjourn

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

Meeting ended at 8:49 pm

Meeting notes respectfully submitted by Susan Flowers

Teams 2016

People (membership and communication)

Mary McCarthy (President) – promotion, website

Brendan Hellebusch – website, grants

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

Joe Pitts - conference

Governance (meeting agendas, bylaws, strategic planning)

Mary McCarthy (President)

Liz Petersen (Treasurer)

Susan Flowers (Secretary/President-Elect)