

MEEA Board Meeting MINUTES April 18, 2017

Agenda

1. **Call to order – 7:04 pm by President Susan Flowers**
2. **Roll call -**
Present: Susan Flowers, Liz Petersen, Phyllis Balzerak, Carrie Mackey-Hammond, Kristen Schulte, Melvin Johnson, Linda Lacy
Absent: Christine Li
Ex Officio: Jan Weaver
3. **Approve Agenda – Liz moved to approve agenda, Phyllis seconded, all in favor - unanimous**
4. **Approve appointment of Phyllis Balcerzak to the board to finish out the last year of a two year term**
Liz moved to approve the appointment of Phyllis Balcerzak as a Director-at-Large on the MEEA Board.
Melvin seconded, all in favor - unanimous
5. **Consent Agenda – Liz moved to approve the agenda as written, Susan seconded, all in favor – unanimous**
 - a. Minutes from previous meeting
 - b. Reports
 - Executive Director’s Report (see attached)
 1. Membership
 2. Certification
 3. Green schools
 - Jan-Mar 2017 Running Financials (see attached)
 - c. Email votes from January
 - Sponsorship of Holy Trinity of Conservation – Yes: Joe, Susan, Carey, Kristen, Linda, Brendan, Mary No: Liz
 - Authorization of Linda to sign a contract with the KC Zoo on behalf of MEEA
 - D&O Policy – moved by Mary, seconded by Kristen, Yes: unanimous UPDATE Insurance ~\$1750, includes D&O, General Liability, and Accident coverage
 - d. Email votes from February
 - Promotional Partner for the St. Louis Sustainability Institute for Educators June 2017 - moved by Brendan, seconded by Liz, Yes vote: Brendan, Liz, Linda, Kristen, Susan, Carey, Mary; No vote: none; Abstain: Joe
 - Nominees for the 2017-2019 board and officers - moved by Brendan, seconded by Liz, Yes vote: Brendan, Liz, Linda, Kristen, Susan, Carey, Mary; No vote: none; Abstain: Joe
 1. President Elect: Linda Lacy
 2. At-Large Board Members: Carrie Hammond, Melvin Johnson, Christine Li
6. **Old Business (action items to discuss and/or vote on)**
 - a. 2017 Conference Update from Linda
Linda provided an update:
 - **Jan has updated the conference website page, proposal, and associated pages**
 - **The Zoo is confirmed as the location and has waived all fees for the facilities**
 - **Everyone is asked to promote participation among any and all environmental educators they may meet**
 - **Bookmark flyers and quarter-sheet ‘postcards’ are available for distribution (possible at Science/Earth Day Activities)**
 - **This also provides an opportunity to recruit membership and promote free membership**
 - **Proposal solicitation is open and needs to be encouraged – Strand Descriptions are being updated now**
 - **Donations are being sought to offset the conference expenses. If anyone knows of a potential donor, please submit donor contact information to Linda.**
 - **Liz proposed that a scaled donor levels be designated and recognized based on value of donation. This could be used for all MEEA donation campaigns (4/22, conference, etc.). Liz and Jan will explore the proposed levels and present information to the Board in May.**
 - b. Propose names to finish out the remaining 1 year term
The Board is asked to submit names for potential Board member, taking into consideration the need for representation across all of state, including under-represented groups

Names will be reviewed, submitted to the Board for approval in May

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

- a. Approve continued relationship with Jan Thompson as Accountant – same terms as last year
Liz moved to approve continuation of the services of Jan Thompson as Board Accountant, Melvin seconded, all in favor - unanimous

- b. Approve transfer of \$10,000 from the Conservation Employees Credit Union Account to the US Bank checking account to cover 2nd and 3rd quarter expenses.
Liz moved to transfer \$10,000 from the Conservation Employees Credit Union to the US Bank checking account, Carrie seconded, all in favor - unanimous

- c. Benefits for Green Ribbon Schools – school membership, coloring book, game, framed certificate?
Jan sent a press release to DESE and DNR, recognizing the program, nominees forwarded to USDOE and honorable mention schools.
Jan will call USDOE to understand:
 - Timeline for recognition
 - Common methods of recognition (certificate, plaque, Earth Day press release, etc?)
 - If MEEA can use the USDOE and MO DESE logos, along with MEEA logo on any plaque, certificate, webpage or other recognition that MEEA will create
 - Is there federal funding to offset the costs of the program?There was discussion regarding pricing of plaque vs. framed certificate? Perceived value to school regarding plaque or certificate – which does a school typically prefer that will provide enhanced recognition and visibility?
Jan will provide information to Board for further discussion in May

- d. Connecting with Green Schools Quest in St. Louis
Susan and Liz attended the recognition event in April. The Green School Quest is a K-12 “green” challenge sponsored by the US Green Building Council. Members of the region’s US Green Building Council mentor school projects. (Kansas City has similar Quest in different region)
Susan and Liz proposed that MEEA access the participant mailing list, encourage schools/educators to join MEEA, and with membership apply for grant funding that might support the projects.
Additional expense to the MEEA should be only the cost of promotion.
Consideration to the alignment of the Quest timeline with MEEA Grant timeline will need to be resolved. MEEA will need to promote grants more frequently, and may need to include examples like the Quest projects in order to expand the types of projects funded by the MEEA grant program
Discussion is tabled until contact can be made with the director of the St. Louis Quest program and more information gathered.

It is also proposed that MEEA review its grant program description and proposal to be more supportive of various environmental education projects and to encourage grantees to think more broadly about types of fundable environmental education projects.

- e. Events to table at – Can anyone help?
 - April 21 – Jefferson City – DNR Earth Day – free – I got invited, but could use some help
Susan and Liz will assist
 - April 23 – Columbia – Earth Day - \$25 – I am signed up, but could use some help ???
 - April 29 - Experiential Education Conference – St. Louis – Kristen will attend and possibly table
 - June 20-22 – Sustainability Institute for Educators – St. Louis – June 21
 - October 13-14, Columbia – STOM - still need volunteers
 - October 16-21, Puerto Rico – NAAEE - President-elect
 - November 3-4 – Kansas City – MOGSEE - All Board members should plan to assist
Everyone is encouraged to “save the dates” in order to participate and assist if possible

- f. Board Assignments to Teams –
People (membership and communication): Linda, Carrie

Resources (fund raising for organizational operations budget): Kristen, Liz

Purpose (certification program, annual conference, educator grants program):
Linda, Melvin, Carrie, Christine (2018 Columbia Conference Liaison)

Governance (meeting agendas, bylaws, strategic planning): **All officers: Susan, Liz, Linda**

- g. Summer Retreat – review bylaws and bring them in line with our practice (or vice versa), review need for a new strategic plan

Jan will survey the Board for available dates and report by email

- h. Approve continued relationship with Jan Weaver as Executive Director – same terms as last year
Discussion focused on the high quality of service and dedication demonstrated by Jan.
Liz moved to approve continuation of the services of Jan Weaver as Executive Director, under the same terms as the past year, Susan seconded, Vote to approve = unanimous

Discussion led to a request for an “audit” by Jan of the number of minutes required per task in order to better understand the work that is done by an Executive Director for future Board reference.

8. Comments and Questions from Board Members

Donations are currently being sought through the annual 4/22 Campaign.
This week, Jan will do an email/website blitz to the membership in honor of Earth Day

9. Adjourn - 8:16 pm by President Susan Flowers

Teams 2017

People (membership and communication)

Linda
Carrie

Resources (fund raising for organizational operations budget)

Kristen
Liz

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

Linda
Christine – 2018 Columbia Conference Liaison
Carrie
Melvin

Governance (meeting agendas, bylaws, strategic planning)

All officers: Susan, Liz, Linda