

# Agenda for the MEEA Board Meeting – Tuesday December 19, 2017, 7 pm CST

Phone: (712) 770-4038  
Access Code: 207674

**1. Call to order by Susan Flowers, President at 7:00 pm**

**2. Roll call**

In attendance: Susan Flowers, President; Linda Lacy, Secretary/President-elect; Elizabeth (Liz) Peterson, Treasurer; At-Large Board Members: Carrie Hammond, Christina Li, Kristen Schulte, Phyllis Balcerzak; Jan Weaver, Executive Director.  
Absent: At-Large Member: Melvin Johnson

**3. Approve Agenda**

Motion was made by Liz to approve the Agenda, seconded by Kristen Schulte, Aye votes: unanimous

**4. Consent Agenda (items approve individually) -**

Motion was made by Liz to move selected items (see list below) to New Business and to approve remaining consent agenda reports, motion seconded by Kristen Schulte, Aye votes: Unanimous

- a Minutes from previous meeting
- b Reports –
  - Executive Director's Report
  - MEEA Updates are included in the December Newsletter at <http://www.meea.org/newsletters/2017/MOEEENews2017.12.html#meeanews>
  - Blog – no progress
  - State Farm Grant – No communication since submission
  - Refund for Southwest flight to Puerto Rico – Jan wrote a check to MEEA for the amount and is using the refund voucher for her personal travel
  - Sustainability Institute – Jan signed MEEA up to table, date/time?
  - December 2017 MELAB Report - <http://www.meea.org/melab/meeting-2017.12.html>
  - 2017 Conference Report - Lacy
  - 2017 MOGSEE Conference Sustainability Report from Embody Consulting
- c Email votes since last meeting: none

(These items were moved to New Business, after Old Business discussion)

- b. Reports
  - 2017 Q3 Financials Report
  - 2018 Conference Meeting – Li
- d 2018 proposed MOGSEE Conference Budget  
(Budget recommends complimentary registration for speakers and presenters.)
- e 2018 proposed MEEA Budget

**5. Old Business**

**a. Membership database and electronic registration for all levels of membership**

Jan expressed concerns about maintenance of paid and free memberships if databases are merged, and explained that different messages were being sent to the different membership groups. The Board reviewed previous actions taken regarding free membership levels, recordkeeping, and communication as noted in the minutes of the July 2017 and the October 2017 meetings.

Discussion focused on the need for: a streamlined registration portal, collection of common demographic information from all members, a merged database, and messages to be sent to all members regardless of level.

Phyllis noted that no group should be excluded from receiving any MEEA membership communication, as this provides opportunity to all and encourages free members to join at a full membership level. Susan and others emphasized the need to promote inclusiveness and equal access, as well as encourage diverse engagement in the organization. Kristen emphasized the need for maintaining efficient databases for both internal and external communication purposes.

Demographic information should be collected from all members at all levels and can inform membership campaigns, programming needs, etc. Databases should be maintained so that they can be easily merged for communication and programming purposes.

**\*Jan will collect all demographics, will merge and share date-stamped membership rosters for Board use, will send all messages to all members, and will create an online membership registration tool that will collect and organize the member information.**

**b. Grants awarded –**

A check needs to be paid to grantee V.E.R.D.E., a Washington University – St. Louis student group. The group's co-president is Ben Aunins. The group has no checking account and has asked that a personal check be written directly to Mr. Aunins. The Board voiced concerns about writing a check to a personal account rather than to the account of a grantee organization. Discussion focused on Washington University expectations regarding funds of student group.

The Board seeks answers to "How is use of MEEA funds monitored for alignment with approved expenses, use of funds, return of unused funds?"

**Decision is tabled until more information is found.**

**\*Susan will contact WUSTL for that information.**

**c. MO Green Schools**

Board expressed follow-up regarding the status of program endorsement or Memoranda of Understanding between MEEA and DESE, MDC, and DNR.

Jan shared that all of the agencies have provided support to the program. She has not yet sought endorsement or an MOU from DNR or MDC.

Liz asked for clarification of the relationship between USDOE Green Ribbon Schools and MO Green Schools on the MEEA website and all communications. Jan stated that changing the name of the MO program to the MO Green Ribbon Schools might still be an option.

**\* Jan said that she would make changes to the website pages to clarify the connection between the state and federal programs.**

**d. Professional table cloth and tabling materials**

Liz provided detailed list of suggested improvements to Jan.

**\*Jan will clarify needs with Liz and Susan and report actions at the next meeting.**

**e. Tabling/Networking at events**

- Liz represented MEEA at the MDC Partners Roundtable Nov. 20 at the Runge Nature Center.
- December 1.
- Jan represented MEEA at the Missouri Coordinated School Health Conference at the Lake of the Ozarks on December 1. She presented on the Health pillar of the Green Schools program. While there were few participants at the session, at least one will be invited to review the Health component of the Green School applications.
- MEEA was represented at the Environmental Justice Conference– World Ecology Center. It will be continued in 2018.
- Kristen Schulte will attend a February *Residential outdoor education conference* at the YMCA of Ozarks.
- Kristen Schulte attended the BEETLES Institute in her role as MO River Relief Education Coordinator.

**\* Jan is asked to create an updated list of meetings and events that MEEA is already scheduled to attend or needs to attend. The calendar of events may also need to be updated. Board members are asked to send relevant information to Jan for inclusion.**

**f. NAAEE ee360 survey**

**Jan, Liz, and Linda have completed the survey; other board members should complete it. Be sure to identify MO Environmental Education Assn as the affiliate organization.**

**g. 2017 MOGSEE Conference**

Jan reported that Thank You notes had been sent to all donors, volunteers and presenters. No donations from DNR or MDC were received this year.

All expenditures have been paid except for the caterer, Cosentino's. An updated invoice showing no tax charged is needed for MEEA records.

**\*Jan will ask the accountant to pay Cosentino's, minus tax amount.**

**h. MOGSEE Sustainability Report from Embody Consulting –**

Susan will provide feedback to Embody Consulting. Regarding additional information MEEA needs (e.g., raw data) and suggestions as to how Embody can make the report more user-friendly, clarifying information/operational definitions/"lingo" definitions, possible recommended MEEA action steps and video report presentation.

**\*Send any additional feedback/concerns/suggestions to Susan for inclusion in her feedback to Embody Consulting.**

Vote on acceptance and payment is postponed until receipt of final version with requested edits.

After receipt of final report, MEEA will need to communicate it to the membership and reference it when planning future projects/events.

**6. New Business (moved from Consent Agenda)**

**a. New MEEA board members –**

**\*Board members and Jan need to send Linda Lacy the contact information for those who turned in interest forms at MOGSEE and suggested potential board members.**

**\*Jan is following up with Linda and will provide a current membership roster.**

Linda will meet with Nominations committee to recommend a slate of nominees for January election

**b. MELAB report:**

Susan commented on the impressive number of Board members (5) present at the meeting. Discussion emphasized the importance of networking with all like-minded EE organizations/agencies/groups.

Questions were asked: "How are we growing the MELAB membership?"

Liz represented MEEA at the MDC Roundtable and asked, "Are members of the MDC Roundtable potential members?"

**\*Because personalized invitations are always more effective, Jan will send Board members suggested language for invitation to non-member groups to join MELAB.**

**\*The Board asked that MEEA's coordinating relationship and support of MELAB infrastructure needs to be more evident on the MEEA MELAB website pages, MELAB communications, at meetings, etc.**

**c. 2018 Conference Meeting – Report by Christine Li, Board Liaison to the Committee**

Committee members: Christine Li (Board liaison), Mike Szydlowski, Jen Szydlowski, Jenny Grabner, Lori McCarty

The committee toured possible host site – Jefferson MS, Columbia SD

Suggested theme will focus on "School Gardens/Outdoor Classrooms" (Jefferson MS can showcase its school garden)

Next steps – Selection of Keynote, Committee members are great resources for program

**d. Newsletter Publication**

**\*Jan will send future newsletters to Board members for review and possible edits before it is published/emailed to membership.**

**e. 2017 Q3 Financials Report**

**\*Revisions need to be made and resubmitted for Board approval:**

- MO Environmental Fund Donations received (\$1600.47 should be recorded on line 405, leaving a balance of \$4250 on line 400)

- Payroll expenditures, including payroll taxes, are not included in the report. These will impact the schedule I figures for total expenditures and change in net assets.
- Missouri River Relief (MORR) needs to be billed for the services provided or expenses paid by MEEA in first three quarters of 2017 (\$8650 was expended by MEEA in first three quarters for service to MORR but only \$1837.50 was received from MORR. Pay and payroll taxes associated with the support Jan provided to MORR and paid by MEEA will need to be billed for reimbursement to MEEA.)

**\*The Board asks that a report of transactions/financials be submitted monthly.**

**f. Discussion of the hiring of a new bookkeeper (moved from Executive Session)**

Tabling the discussion and vote until the Board has the following information:

- **A description of specific services and products provided by Jan Thompson**
- **Applicant non-profit accounting/bookkeeping experience, description of specific services and products they will provide, approximate amount of time they will allot to MEEA needs, fee rate for services and products.**

**\*Jan will submit for Board consideration the above information for at least two potential accountants/bookkeepers.**

Proposed online discussion and hiring e-vote will be completed early January.

**7. EXECUTIVE SESSION (board only): New Business (action items to discuss and/or vote on)**

A motion was made to go into Executive Closed Session and the Board approved, knowing that several members had to leave after ten additional minutes of discussion.

In attendance: Susan Flowers, President; Linda Lacy, Secretary/President-elect; Elizabeth (Liz) Peterson, Treasurer; At-Large Board Members: Carrie Hammond, Christina Li, Kristen Schulte,

Absent: At-Large Members: Phyllis Balcerzak, Melvin Johnson

**a. Discussion of the proposed 2018 MOGSEE Conference Budget**

Discussion focused briefly on the need for donations in order to achieve a balanced budget. It was determined that it is a draft and tabled for further discussion.

**b. Discussion of the hiring of a new bookkeeper – This was moved to open session**

Discussion and action were tabled on the next two items due to lateness of hour and a loss of quorum.

**\*Susan will communicate a plan for online discussion with a goal of completing the votes A.S.A.P. (early January, if not before).**

**c. Discussion of the proposed 2018 MEEA Budget**

**d. Discussion of the hiring of Jan Weaver to serve as Executive Director at a salary of \$13,000 for 2018**

**8. Comments and Questions from Board Members**

No additional comments/questions due to lateness of meeting.

**9. Motion to Adjourn by Elizabeth Peterson, seconded by Kristen Schulte, Aye: unanimous. Meeting adjourned at 8:49 pm.**

**Respectfully submitted to the Board of Directors,  
Linda Lacy, MEEA Secretary/President-elect  
December 18, 2017**