

## Minutes for the MEEA Board Meeting – Tuesday January 16, 2018, 7 pm CST

Phone: (712) 770-4038

Access Code: 207674

1. **Call to order – 7:04 started meeting**

**Roll call** Susan, Kristen, Liz, Jan (from CA), Phyllis, Melvin absent – Christine, Carrie

2. **Approve Agenda - Liz moved to approve the agenda, 2<sup>nd</sup> by Phyllis.**

3. **Approve Minutes from December 2017 Meeting - Liz moved to approved the minutes. Approved by Phyllis. Approved unanimously.**

4. **Reports**

- a **Board Nominations** – moving very slowly, only 2 or 3 folks have expressed interest and none have committed to running for any position – Keith Jones - yes, No from Eric Hadley/ Mike Dietrich/Tracy Hanson/Joanie Gerin. Susan asked if there are any names in Linda's gmail account. Jan will check this account.
- b **Membership** – Jan is maintaining separate rosters internally (separate sheets in the same excel spreadsheet. She is collecting the same data from everyone who joins online, however not everyone who signs up at meetings includes all their information. She can make a merged list available at any time to any board member. All members receive the newsletter and any other notices and invitations. Professional members receive an invitation to renew each year, Free members receive an invitation to join as professional members each year or continue as Free members or have their information deleted. Susan found a glitch in the “Join membership” button on the website, you can only join professional. You can't join for free. Jan will fix.
- c **MEEA EE Grants** – Four of the five awardees have received and cashed their checks. Still waiting on what to do with VERDE at Washington University – Ball is in Wash U 's court now.
- d **MO Green Schools** – no follow up at this time (with seeking MOUs or clarifying relationship between MO Green Schools and USED Green Ribbon Schools). Focus this past month was on getting reviewers. Next month it will be on compiling scores, recommending nominees and getting applications in shape for forwarding to USED. Liz scored the applications for nominations and is recommending that the Board score the applications. This is a great experience to do. Michael Dietrich is reviewing (Principal of Maplewood Richmond Heights MS), Dept of Health is reviewing. Phyllis will review.
- e **Professional table cloth and tabling materials** – Jan has not followed up with this yet, except to research the cost of table drapes – about \$150. We would need to decide 6 ft or 8 ft and table height. Table banners (cover front and top) about \$150, 6ft or 8 ft, and table height. We currently have a paper table runner, which drapes over a table cloth, cloth runner would be \$111, fits any size. We would need to have a tablecloth for events when none was provided. Susan had an 8 ft tablecloth made for Tyson. Melvin suggests get an 8 foot even if there is an 8-foot table. Kristen said that RR uses a black bed sheet and it looks good. We want to have the MEEA logo on it. Jan suggests to get a nice tablecloth, and renew the drape - (get a new cloth drape). This would handle the wear and tear better. Jan will take care of this. Jan will contact Liz & Susan about the details.
- f **Tabling/Networking at events** – preliminary meeting list
  - February 16-19 – Residential Outdoor EE Conference, Camp Lakewood YMCA Ozarks – Kristen may be going
  - February 22-24, 25-27 – Interface (Math & Science Conference) Tan-Tar-A – Jan is presenting at both A & B, tabling is \$325 for both, \$175 for each separately. We get much more traffic at B than A.
  - September (no date yet) – Association of Missouri Interpreters – Jan plans on presenting, we can put stuff out on a table, but they don't usually do tabling
  - MO Coordinated School Health Conference – early December –
  - Sustainability Institute – June 19 – 21 – Resource Fair is June 21, 2018. Susan will not be able to do this. Liz could do or maybe Phyllis. Phyllis will check.
  - Home school Fair – May 3 in Springfield
- g **2017 MOGSEE Conference** – only pending bill is for sustainability report anyone have more feedback for them – give to Susan.
- h **MELAB:** - Jan will send Board members suggested language for invitation to non-member groups to join MELAB. PENDING: Raising MELAB profile – PENDING –Everyone needs to push their organization to join MELAB

- i Sustainability Report – no updates
- j **Board review of newsletter** – Done for the January newsletter, but it would be better for a select number of board members (not necessarily officers) to work with Jan on a regular basis to identify topics, find people to write columns and review newsletter. Board needs to support Jan. Jan would like to activate the Teams – to work with Jan to suggest topics & review the 3<sup>rd</sup> week. This would be a few people working with Jan, rather than sending the newsletter to the entire Board. Everyone thought this is a great idea.

## 5. Old Business

- a **2018 Budget** – see attached 2017 financials and 2018 proposed budget – Discussion involved comping the presenters, raising the registration fee – currently at \$40 – suggesting going to \$50. Jan worried that the price point of the conference is not going to support \$50. Maybe \$50 for a late registration, and \$45 for regular price point. Presenting at Conferences is good for people to add to their resume. Interface Conference comps for presenters. Every year Jan talks to people who are shocked that they have to pay registration fee if they are presenting. We could waive the fees for invited presenter. Perhaps a discount for presenters, maybe ½ the registration fee. Maybe have Christine make a recommendation, since she is the conference chair. We will table this until next meeting.
- b 2018 Conference Budget – see attached
- c **Discussion of the hiring of a new bookkeeper** – 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. NOT DONE. Jan Weaver discussed this with Jan Thompson who will help us finalize the 2017 books, so we have a bit of time Thompson noted that Weaver was up to speed on bookkeeping and filling out the 990 EZ and that MEEA might consider letting Weaver continue with bookkeeping services and then hiring an accounting service to handle the federal payments for SSI, etc. instead of hiring an accountant. Note, we have only been paying for quarterly reports, monthly reports might be more expensive. Jan W does most of the bookkeeping. Jan T converts it into the forms for employees. Jan. T didn't think we need accountant. Treasurer will need to provide oversight. Jan suggests holding off for 3 months. Having an accountant protects Jan W. as well. Kristen sent a name to Jan who she said is excellent. Linda suggested monthly reports – but that would quadruple what we would expect an accountant to do. Jan Weaver suggests hiring a different accountant in 3 months. She would like the time to get the books in order and complete the term with Jan T. Jan wants to quit working as ED for MEEA in 2019, and then go on the Board. Jan put in more hours and more pay for 2018. Jan is suggesting she will do bookkeeping and will be paid for this. What happens in the year of transition? We can't hire someone to do what Jan is doing. What is it that causes Jan's time to run over? Perhaps we can ask volunteers to support Jan? Jan needs to jot down the categories that she spends time on. What is it that volunteer cannot do? Jan said tabling is very time consuming. Any committed volunteer could do this. Do we want to pay someone to do this? Doing the newsletter requires a skill set. The Board also needs to do this about what do we want to pay for. 2018 is the transition year. An alternative would be to hire a part time person to learn the support tasks as a trainee grooming someone to take over when Jan retires from the ED position. Jan is willing to be the treasurer to help with the bookkeeping. Jan suggests we pay the person a living wage. Susan suggests young people are good at cobbling at putting together several jobs. We do need a person to overlap with Jan. Jan's Social Security kicks in April 2019. We have done really well growing. We are almost breaking even. Our investments are doing well in terms of our reserve. Phyllis says we can be creative – like - it is good to have a Director in Residence for 3 months to learn the position. We could come up with policy to help with the transition of the ED.

Melvin made a motion to approve the 2018 MEEA Proposed Budget with a contingency to review before the end of the 1<sup>st</sup> quarter. Phyllis seconded. This allows us to pay bills. There is insurance bill due in Feb. Susan clarified: We aren't giving Jan a raise – we are paying her for her work, \$25/hour. We need a resolution to keep operating. We still need to review it to continue the dialogue. Vote: Roll Call: Liz – yes; Kristen - Y Melvin - Y Susan – Y: Vote passed unanimously.

Susan said our discussions are important and appreciate everyone's time and talent.

- d **Hiring Jan Weaver for 2018 at \$13,000** – By approving the budget this is taken care of. Melvin said that we are volunteers – at \$23/hour, which is the national volunteer rate. WE should track this because we are making an in-kind donation. We need a tool to evaluate the ED position to provide

feedback. Kristen has a tool that can do this. Evaluations can provide feedback for what is going well and what we appreciate. Liz goes off the Board next month. Kristen not sure when she gets off Board.

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

**7. Motion to Adjourn – Meeting was adjourned at 8:29pm.**