

2018.02 MEEA Board Meeting Minutes

Phone: (712) 770-4038

Access Code: 207674

Present:

Christine

carrie

susan

liz

Kristen

Melvin

Phyllis excused

1. Call to Order 7:04
2. Approve Agenda – motion to approve Liz, second, Carrie , carries unanimously
3. Approve Minutes of Previous Meeting – motion to approve Liz, second Christine, carries unanimously
4. Approve Reports (these should not be discussed, just corrected if necessary, and then approved, save questions/discussion until old or new business) – motion to approve Liz,
 - a. Treasurer's Report – 2017 Q4 balance sheet, income statement, transactions – Liz , second Susan carries unanimously
 - b. January financial position – Jan
 - c. Executive Director's Report – Jan
 - i. Exec Director core job duties
 - ii. summary of how hours are spent
 - iii. MEEA engagement stats
 - iv. plans for February
 - v. Missouri Green Schools
 - vi. MELAB
 - vii. tabling materials
 - d. Conference Committee Report - Christine
5. Old Business
 - a. Sustainability Report – accept? authorize payment? – Susan – work harder to connect people next year, Melvin, Liz, carries unanimously
 - b. New Accounting System – recommendation from Kristen, Phyllis, Jan –
 - i. monthly report, susan, mel, Kristen questioned whether board needed monthly reports, Susan noted that as long as the treasurer was up to speed, quarterly reports would be ok, but since this is a transition period, monthly reports might be a good idea. Melvin and Liz agreed
 - ii. quarterly reports ok
 - iii. liz moved monthly reports from jan and quarterly reports liz, Melvin, approved
 - iv. try payroll of Columbia, may be less than accounting plus, get another bid – email vote
 - c. Conference Budget Approval – Christine, registration fees, seeking donations, \$3300.00
 - d. CEC, CEU who certifies, American Camping, National Park and Recreation, individuals should pay form them on their own, all folks need to do is have the instructor's signature, Kristen, every institute is so different, get conference pre-approved, teacher comes with piece of paper, Melvin, contact hours not same as CEU, need to be 1 hour 15 minutes, maybe even 90 minutes, Susan – some presenters may be contacted for verification, so attendees need to verify attendance, or it needs to be verified in some way, Susan need to work this out for conference promotion and materials, asked Christine to take it back to the conference committee, Melvin, MEEA could send out a contact hours form, up to three months after the conference, CEUs have to be taken care of in 30 days, keep it simple and put it on attendees. Kristen will forward her conversation about CPS CEUs, Christine will bring it up at next meeting. Next Meeting will be in April
 - e. Nominations – Jan clarified who is staying on and who is going off
 - i. Susan Flowers – board member
 - ii. Jenny Grabner – board member
 - iii. Andy Klingensmith – board member
 - iv. still needed, 3 officers – president, president elect, treasurer
6. New Business
 - a. Exec Director evaluation – Kristen – discuss a format to use – susan volunteered phyllis to work together on the job description
 - b. Having an online funding campaign in April, tie it to Earth Day (need to get going!) ok with board
 - c. What do you want to see in a monthly financial report – already discussed

7. Comments from Board, staff – Liz, last meeting, thanks to everyone to keep it going, wish us all the very best, Thanks to board members who served this year
8. Adjourn 8:06 pm

Attachments

Agenda

Minutes

Q4 reports (3)

January Financial Position

ED Report

Conference Committee

Sustainability Report