

## 3/29/2020 Board Meeting Agenda

10:00 AM Frame the Day (Morning and Afternoon Priorities + Recall [Dynamic Governance](#) Model for Decision-Making)--Lesli

10:05 AM Icebreaker & Check-in--Laura

- Also [January Board Retreat Minutes](#)--Approval

Laura-Zoo, gearing up for summer, a lot of uncertainty

Lesli-happy to meet needs more focus and direction, filing covid stuff in a folder, lots of MFH stuff (report due in a few weeks)

Karen-Kirksville classroom, recently retired, St. Lucia (Environmental trainer position) is suspended for a while, hoping it will come back online.

Carrie- helps with budget, old friend of Lesli, working at home in a small space with her husband :)

Erin- teacher from Herculaneum high school, high poverty district, working to feed kids, close to a park, enjoying time outside

Laurie-City of Springfield- working remotely at this time, confirmed cases of covid near her, education outreach team (how do you do outreach when you can't leave your house?) working on video clips for the community to stay in touch, give ideas for things you can do with recyclable materials

Hannah- outreach position (Center for Agroforestry at MU) some positive cases of COVID at MU, new skills in trying to still reach out, has a bun in the oven!

Jeff- water center coordinator, reconnecting with old friends and family, is optimistic

Lucy- Gateway Greening in St. Louis, trying to venture in the virtual world and reach students who might not have technology accessible.

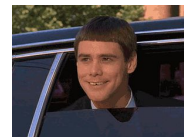
Jenny- runs the Missouri River Communities Network, working to help support food network,

Meredith- foster kitty!, radiologist at Wash U, works with play based and nature learning in schools in Kirkwood School District, broken TV, FFF for the win!

10:30 AM Currently in MEEA....

- Priorities for 2020-Laura (10 min)
  - From Retreat
    - Increase awareness- website committee
    - Increase website traffic MFH
    - Recruit new members MFH (grant)
    - Offer more PD
    - Recruit new Donors
    - Deepen relationship with donors
    - Increase part in MEEA activities MFH
    - Increase use of MEEA resources MFH +
    - Grow enrollment in MGS-a challenge when no schools are in session
    - Build capacity to recognize & support MGS schools +
    - Advocacy-tabled to next meeting but very important
    - Fund development plan-Meredith
    - Additional staff - Lesli is kicking butt— overworked?

- Advisory Board - Meredith -- (30 min)
  - Draft of Bylaws [MEEA Advisory Board Bylaws, draft 3.25.20](#)
  - Background info in Jan. 2020 Board Retreat Minutes below [2020.01.20 Board Retreat Notes](#)
  - 3-5 people- diversity geography and workforce, meet quarterly online or in person, purpose to give ideas to MEEA, leadership and out thought, cultivate donor relationships outside of the board, represent at community events, and organizational activities,
  - Working on bylaws, Meredith's friend is looking at the bylaws,
  - More advocacy, bylaws need to be a bit general so you don't have to amend them if you want to change them
  - Need ideas for people to serve, members don't need to be members, but they should be up to date on what MEEA is doing
  - The Executive Board informs the advisory board on what they are doing in order to keep them up to date.
  - Can help with fund development
  - Meredith as a spokesperson between the executive and advisory board
  - Hannah- dynamic governance connection- different circles, liaison between those roles
  - Robert Rules of Order because people are most familiar with that- should we incorporate the dynamic governance
  - Meet 2X a year
  - Should they attend MEEA events and/or reap MEEA benefits in some way (Lucy question)- adding that they have access to MEEA benefits in.
  - Discussion on the last part of the bylaws that deal with advocacy and politics and that advisory board members shouldn't be able to speak on behalf of MEEA
  
- [Regional EE Leadership Clinic](#)- Sarah (10 min)
  - Focus is to build capacity-Iowa, Nebraska, Kansas, Wyoming and Missouri
  - Affiliates help determine what we will focus on for the retreat
    - Ex- fund development, governance, membership, DEI,
  - Possible dates: Sept 14-17 or Sept 21-24-which is better?
  - Location: [Lied Lodge](#) in Nebraska (super swanky)
  - Who wants to go- Sarah and three more people
    - If we want more people cost is \$650 per person
  - Next steps- assess our current capacity with an organizational tool
  - People who want to go include: Laura, Lucy, Lesli and Jeff
  - We would prefer to do a collective but once we know more we can proceed.
  
- MGS Expansion Project-Lesli (10 min)
  - Report due April
    - Thankfully they are understanding of our current situation and are flexible.



- Digital tracking tool (beta testing is done and ready to go live) - Lesli is working to recruit schools to be testers (we need high need schools)
    - What is a START school?
      - Jenny- why do you need to test now? Can that be pushed back?
  - Recruiting school contacts April 1
  - START Collaboration full steam ahead-
  - VISTA recruiting a question mark right now
    - This is a huge unknown right now.
    - Jenny says that corp can carry over funds to the next fiscal year- is americorp included in this package?
  - Questions?
    - Hannah asks about human health and since we are in the midst of a pandemic, can we change or tweak some of the parts on human health in order to be more responsive.
      - Lesli- tiers- 3% or more poverty- needs to be changed to 40% or more!
      - Tool is always YES or NO with options to include documentation
      - Which start metrics are we going to require that they try out and make progress- possibly add more human health due to the relevance.
      - Thanks to Lesli for kicking butt!

#### 11:30 What's Coming Up Next (15 min)

- Earth Day Webinar Update
  - Hannah Phillips will be the speaker, she is uber trained and knows how to communicate with different audiences on climate change.
  - She will also talk about COVID and the link between climate change and COVID
  - Description is done.
  - Laura and Lesli need to talk about registration.
  - Can we promote MEEA and gather donations?
  - Can we tie this to other Earth Day things in the area- give to Laura if you have them
  - How to communicate climate change to others-
  - Might invite older students too!
- MELAB Discussion
  - 3-6 hour time commitment (need helpers!)-reach out to Lesli
  - Helping Lesli sort through the data from last time and jump into the regional hub discussion

#### 11:45 Finances

- Financial Report -- Carrie
  - Jan Weaver used to do the budget in Excel Spreadsheets but we are moving toward Quick Books
    - More automated, fluid, real-time, collaborative, nice reports
    - Assets almost \$100K

- Equity of \$108
- Report will be on the google drive
- % of Budget in revenue looks good
- Carrie says we are looking good and we are right on track with where we wanted to be.
- This budget includes MFH stuff too.
  - 1st disbursement was in October
  - Jenny-what's causing us to be under what we budgeted on the MFH grant?
    - Green Schools Alliance- start tool, website project, MRCN, USGBC,
    - Disbursement schedule- we have to spend a certain percentage to get the next one
    - MEEA has to raise a certain amount of money ourselves, and we haven't yet (\$15K)
    - Part of what the advisory board will do is help raise funds
    - Last year we had a loss of \$15, this year we hope to not have a loss.
  - Thank you Carrie for all your hard work!
  - Jenny moved to accept the financial report, Hannah seconded, all voted to approve
- Discussion re: Line of Credit - Jenny
  - This is a good idea in case there is a delay or lag in disbursements. Helps us pay bills on time in case we are short of funds.
  - There is some interest that accumulates
  - Board is responsible for the line of credit
  - Ideally we don't use it, but we may need to use it for a short term.
  - Can we do this electronically? Jenny can start to initiate the process in coordination with Carrie and Lesli
  - Maximum of about \$30K
    - Motion to approve- Sarah, seconded by Laura, all voted to approve


Noon--break for lunch

1:00 MEEA's role right now re: coronavirus

- NAAEE's info
  - Some organizations are choosing not to put out digital resources, because they believe that it increases the divide between those that have access and those that do not.
  - Virtual office hours or Virtual Happy Hours- some other affiliates have done this successfully.
  - How do you reformat programming that normally occurs in person?
  - Value in virtual meetings to share idea
  - How do we organize a collective response?

- Information overload-physcological stress and issues compartmentalizing your different roles.
- Community Response Toolkit

## What We've Heard: Needs

- High level effective practices and guidelines
  - Resource management (for multiple audiences) 
  - How to help organize a collective response (who can take on what to be more efficient and effective)
  - How to keep equity and inclusion at the center of our responses
  - Policy & funding impacts on nonprofits and program providers
- Multiple Audiences
    - Educators
    - Parents
    - Teachers
    - Colleagues
    - Funders
    - Community in general

## Effective Practices

- Working virtually and providing online resources for specific age groups
- Linking to state and local standards (for parents and teachers)
- Adapting resources and programs (from in-person to online, from classroom to home, etc.)
- National guidelines for spending time outdoors



# Community Response Toolkit

## Call to Action: Collaboration and Coordination

What does collaboration in times of crisis look like?



What is short-term? What is longer-term?

1:15 Discussion: Where does MEEA fit in the coronavirus response?

- Who/What do we focus on?
  - Jenny- it's ok to take a break
  - Laura- teachers are overwhelmed because they have more responsibility
    - Should we just focus on touting the benefits of nature-general benefits of being in nature.
    - Karen- more students are getting outside, planting gardens, photography outside
      - Simple message of YES! Go outside! Do some stuff!
      - Wish we could reach out to kids more! (Social media sharing?)
      - What are the hidden gems around you?
      - City Nature Challenge- KC and St. Louis is doing it- Jeff
      - Clearinghouse, provide resources of simple ways to get out
      - iNaturalist, Seek, Citizen Science
      - PLEASE PLEASE [Put your posts here!](#)
      - Connect Teachers with speakers- speakers bureau of people that would be willing to talk about conservation, recycling, etc
      - Lesli needs photos since it is a visual medium
      - Hosting one zoom session could be a great way to connect the community- Lesli
      - Rolling over a log
      - Getting students involved-privacy issues, go through the teachers to get to the students
- Now? Later/After the crisis?
  - Let's put this on hold for a while.

2:00 Business Items for voting

- January Retreat Minutes Approval
  - Meredith moved to approve, and Karen seconded, all voted to approve
- Newsletter, change to bi-monthly?
  - Lesli is ok with this but will need to be reminded to update the grants page
    - Jenny moves to allow bi monthly newsletters, Laura seconds, all approve.
- Solstice Campaign--do we want to have it? Other idea to raise the required \$2000 for Implementation Fund.



via [GIPHY](#)

- Meredith- create a post and distribute it through our networks- in light of the current financial situation, we are not going to ask but if you feel so compelled to give...
- Remind of the resources and the grants and the need for the money to support programs
- How to be sensitive but remind the public that we are still here and have need for it!
- Could that be in combination with the earth day webinar?
- Go Fund Me page?
- What are we asking for donations for? MFH or the general fund? We could earmark the first \$2000 for the implementation fund.
- Anonymous donor grant offer
  - In honor of Jenna Rhodes
  - Offered to provide 2 grants of \$150 to put in a native plant garden
  - Schools apply- need plan to take care of it, before photo
  - Sarah and Lesli can get together to discuss
  - Sarah moved to approve the administration of the 2 grants, Karen seconded it, all voted to approve
- Advisory Board Bylaws
  - Get the board up and running as soon as possible
  - Mid summer convene the first meeting
  - Jenny moved to approve, Sarah and Laura seconded it-all voted to approve
  - Meredith has ideas for at least two people that she plans to ask.

2:15 Board Menu (+ Importance of Checking Weekly ED Update in Drive)

- Group edit
  - PLEASE MAKE SURE YOU ARE DOING THIS EVERY WEEK!

- The ED update is complete on the end of the day on Thursday.
  - Use alarm clock, or calendar reminders.
- Assign roles (make sure people choose a committee)
- [https://docs.google.com/forms/d/e/1FAIpQLSc9TeZWxZvi-qWg7ge4NfcOkIXDZwKI77SNLmQdNLFinJW3FQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSc9TeZWxZvi-qWg7ge4NfcOkIXDZwKI77SNLmQdNLFinJW3FQ/viewform?usp=sf_link)
  - Everyone will have to do a little fundraising
  - Fill out the menu with the things that you want to do
  - Everyone will need to do one thing from each category

Meeting Adjourned at 3:02 pm, Laura motioned to adjourn and Sarah seconded it.

3:00 Adjourn

*It always seems impossible until it's done.*

—Nelson Mandela