



WAAE Board of Directors Meeting

Google Hangout

June 28, 2016

A. Call to Order 9:11 am

- a. Present: Betsy, Amy, Stefan, Jessica, Licia, Cathy, Bruce, Nathan, Lynn
- b. [Minutes from April 2016](#) meeting at Riveredge approved. Motion to approve by Bruce, seconded by Cathy/Licia, with amendment to add names of all present
- c. [Financial Report](#) approved

B. Administration Report

a. [Admin Report](#)

- b. Extending Admin contract with WCEE on a temporary basis - [review of contract](#) and other updates from WCEE – Betsy. Two parts, WAAE paying cost of having employee there and the existence of the position in the WCEE. Current pay/fringe in contract for six months, likely will be approved. Will take about a week, once goes through HR/payroll. Wouldn't approve contract until money is there, so Kendra switched payment through WCEE. Need mechanism to get money to WCEE from WAAE.
- c. Update: news from Concordia as payroll agent - Bruce approached HR, still questions. HR doesn't understand why org couldn't just go through 3rd party payroll service. Why needs to be higher ed institution? (Doesn't have to be; WAAE can contract with any third party, but there may be benefits to the higher ed relationship). Would Administrator be employee of Concordia? FEIN number: do Concordia's and WAAE's conflict? How does UWSP handle this? HR not adverse to the discussion, but want more information.

Would prefer to keep position at WCEE if financially "reasonable," which it is not at this point. Lynn researched other office options: non-profit bldg., Strong St. space available: build to suit. \$8/sq. ft., includes internet access, bring own phone: \$800-900/month for office space. \$10,800. Children's Museum (\$11/sq. ft.) Methodist church in Wis. Rapids. – don't know size or price yet. Short term storage of WAAE equipment needs to be addressed.

Discussion followed of current Administrator salary and fringe compared with alternative salary and fringe scenarios. No option of renting space at WCEE; Suzuki office space available, but UW not interested. If WAAE changes mind after 6 months, possibly could stay, but would be **under current offer conditions**. Not a good possibility to create an EXT position at WCEE; would require a new position description and not likely given EXT budget situation; also wouldn't likely change fringe situation. Can Lynn still go to WCEE staff meetings? How does Suzuki position fit in? Amy motioned to create Ad hoc committee to continue discussion; Cathy seconded. Decisions must be made based on best interest of WAAE. Ad hoc: Amy, Bruce, Betsy, Stefan meet 3 pm, Wed, July 6th, via Google Hangout.

Action Item: Betsy send out invite.

- d. Action Item from April: Lynn's time - overtime charges

C. Students

- a. Vote in new [Student Board members](#) - Brent at CWES, Joey at UWSP. Amy spoke in reference to Joey, Betsy spoke in reference to Brent. Amy motions to approve the Student Board members for the coming academic year; Bruce seconds. Motion carries.

Action Item: Stefan will contact Brent and Joey to welcome them to the Board with an official letter. Lynn has student Board books.

D. Committee Reports

a. Management & Finance

- i. For review: online fundraising platform - Stefan & Jessica (tabled from April Meeting) – no updates at this time.
- ii. 2016 Board Election: recommendations for new member nominations - **discussion** to replace Betsy, Stefan, Licia. Cathy suggested finding candidates to increase diversity and a private sector representative. Jessica recommends finding someone familiar with non-profit management as a content knowledge area. Bruce suggested attorney or accountant.
 - Amy reach out to Dr. Michael Beeth of UW-Oshkosh
 - Betsy reach out to someone from WCEE, perhaps Becca Franzen & Jeremy Solin of ThinkWater (based in Madison) still lives in Point
 - Nathan reach out to Julie Jarvis of Sustain Dane, “Expeditionary Learning” folks (i.e. Outward Bound) – knows regional head based out of Milwaukee (Ryan Maxwell), & Maria Moreno (Earth Partnerships program).
 - Bruce reach out to attorney in Milwaukee, John Vandlick – EPA
 - Licia will reach out to Camp Manitowish staff members

Jessica suggested Google sheet to refer to in future for candidates and specific committee volunteer requests.

- iii. **Action Item:** Amy make [Google spreadsheet](#)
- iv. **Action Item:** Jessica – send Amy a format that Riveredge uses for “Possible Board Member Candidates/Volunteers”

b. Conference & Workshops

- i. Confirmation: Concordia University for 2017 site location – Bruce locked in Oct. 19-22, 2017. Coincides with fall break, so campus open.
Action Item: Stefan will do site visit in fall and will connect with Bruce
- ii. NAAEE: Updates - Registration open, promote that, deadline for scholarships, June 30. Field trips set: brewery tour. Don’t know how many scholarship applications have been received. Amy gave updates on Voyageur Canoe race: 26 paddlers
- iii. Winter Workshop: progress for 2017 - Licia (Chrystal co-chair) – \$6/person site fee, charged to WAEE from Treehaven. Licia says put on lodging fee. Dana Conelly, Chad Thomack, Cathy Charging youth for full meals, lodging may get charged this year. Committee working on theme ideas: end of July – settle theme/keynote; call for presenters sent in August.
Action Item: WW committee contact Bruce/Stefan for fundraising ideas

c. Membership

- i. Membership Committee Report – see [Membership Committee Report](#). Need extra volunteer help for creating organizational member story map on website.
Action Item: Nathan follow up with Sam Dennis on finding a student with ArcGIS/ESRI background to help with organizational member map
- ii. Action Item from April: input on suggested WAEE brochure - **discussion** – don’t have the latest version yet – Kelly uploading in one week. Hold off on printing until email/address is finalized.
- iii. Member Meeting: Set aside time and space at NAAEE conference, right after canoe race, if we want to do that instead of dinner at WW. Licia agreed and Stefan was nominated to form committee to head up annual member meeting. Bruce moved, Cathy seconded, to move Annual Member meeting to Friday, Oct. 21, immediately after canoe race (~4:45 pm).

d. Awards

- i. [Report](#) submitted by Emily Brown. Licia gave verbal report: partnership worked better this year. People were held accountable for their part of planning. Outdoor location somewhat chilly. Punchier program really popular with videos; slight difficulty getting people to send in videos. April 29, 2017, Awards banquet, possibly at ProMega BTC – Molly doing some checking. Emily and Molly still interested in being on the committee. Need another Board liaison to Awards Committee once Licia is off the Board. New Board member? Emily and Molly getting thank you gift card (\$25 Acorn Naturalists) from WAEE Board for tremendous time and effort.
Action Item: Lynn send gift cards to Molly/Emily.
 - e. Networking & Advocacy
 - i. Update: Children’s Heritage [website](#) - Betsy (tabled)

E. Liaisons & SIGs

- a. NAAEE
 - i. Review of materials and discussion: Accreditation programs from other states - Betsy (tabled). Cathy volunteers to be part of the committee.
Action Item: Betsy contact Becca Franzen, who expressed interest in being part of the discussion.
 - ii. Report: Current status of EE Capacity grant project - Nathan couldn’t connect with NAAEE grant committee members.
 - iii. Action Item from April: [Approve MOU with NAAEE](#) after updates are made by Lynn
 - iv. Conference: needs and WEEF funding - Betsy
- b. EE Consortium - (discussed with EE Capacity Grant above): Nathan, Bruce possibly attending?
 - i. Betsy received email update from Carly:
Preliminary analysis of the 2015/2016 Status and Needs Survey is currently underway. Results will be shared during the next meeting, which is scheduled on Friday, July 29th at Escuela Verde in Milwaukee. The purpose of this meeting is to share the results and discuss with Consortium members and interested participants from the spring meeting strategies for creating a communications plan. Action items will drive the creation of a tangible media project that can be shared at the NAAEE Conference in October.
- c. Nature Centers Collaborative - Action Item from April: **Board to Review** draft [MOU](#) with WAEE/UWExt/WCEE – edits made to Google doc. Model that works: select model from needs survey, select 3 people to talk about topic, but also have open space discussion with members. Needs to be a direct tie to Ext through a program area; otherwise who is signing/speaking for the MOU? Cathy not having luck with a good connection through ERC (her dept. area).
Action Item: Cathy will explore option to find potential contact in ERC
Action Item: Nathan contact Justin to find out his intentions related to future of Regional networking meetings and Ext involvement through his position.
Action Item: Nathan send out meeting notice to Lynn, Betsy, Amy, Cathy, Justin, Kendra to discuss future of regional networking meetings.
- d. WCEE
 - i. Update: funds from WCEE to WAEE – Betsy
 - ii. \$2,114 awarded from WEEB money for scholarships to NAAEE. Betsy suggested modeling after the NAAEE scholarship program to award scholarships (50% of cost of attendance).
- e. TENFEE
 - i. [Report](#) submitted by Becca Franzen

f. WEETeam

- i. Update: scheduled meetings and intention - Betsy & Chrystal
Every other month conference call check-in. Most valuable having better understanding of knowing what each organization is doing and staying connected.

Action Item: Amy draft a letter to the WEEF asking for their support of the NAAEE conf.

F. Past Action Items-coded. Red, not done; yellow- in prog; green-done

- a. [January Meeting](#)
- b. [Spring Retreat](#)

Amy motioned to have Board members independently go through action items and report on status.
Stefan seconded.

Action Item: Betsy schedule email check in date for July 12th.

Betsy motioned to adjourn; Cathy seconded.

Adjourned 12:10 pm

[Group Planning – WI EE Consortium](#) folders, including info on the EE Capacity grants