



WAE Board of Directors Meeting

Location: Fox River Alliance

May 6, 2015

Begin Meeting

2:00

Minutes Amended 7/29/2015

A. Call to order 2:25

Present: Scott, Stefan, Steve, Emily, Amy, Betsy, Rebecca, Jessica, Lynn; Called in: Licia Absent: Cathy, Carly

Housekeeping Items:

1. Meeting Time Keeper, Note taker, and point out the "wood lot"
2. Agenda changes (special guests, public input, etc.)
 - i. Remove B3 NAAEE Conference coming to Madison
3. Review of previous meeting minutes
4. Approval of previous meeting minutes
 - i. Move to approve – all approve
5. Review of Action items

Agenda – Nature center network – budget information

B. Old Business

1. WAE annual budget review and approval of budget for fiscal year 2014-2015
 - i. Motion to approve – Jessica; second – Emily; all approve
 - ii. Administrator hours
 1. It was decided to keep the 20 hours/wk LTE contract in place and add a second LTE contract for 10 hours/wk. The second contract will be used to pay for additional hours during peak work seasons. The WAE budget allows for extra hours per week, but the 10 a week gives flexibility as to when hours are paid.
 2. It was decided to keep the work study student at 10 hours a week in the budget.
 - iii. Contingency Fund
 1. It was decided that the finance committee will meet and propose a policy for contingency fund verses legacy fund and how the savings account and MEEC savings account gets used and bring the policy to the next board meeting for a vote.
 2. No funds will be budgeted for the contingency fund. At the end of the fiscal year a percent of the unused funds will be designated for the contingency fund. The percent for this year and following years will be determined at the May meeting. (per finance committee)
 3. Decision to be made at the May meeting concerning \$2000 budgeted from previous years in the contingency fund. (per finance committee)
 - iv. Raising membership fee
 1. It was decided to raise membership to \$25 for student, veteran and retired; \$35 for individual; and \$100 for organizations.
 - a. Move to approve – Scott; second – Amy; all approve.
 2. Membership categories were redefined. Corporate life and 2-year individual categories were eliminated, retired membership changed to senior membership pending approval through bylaws amendment vote; veteran category added.
2. Update on creating Special Interest Groups within WAE
 - i. WI Nature Centers Collaborative
 1. Discussion centered on working to make Special Interest Groups sustainable.

2. Steve may have \$\$ through his position to help.
 - ii. TENFEE
 1. Discussion centered on whether we are willing to be a flow through for TENFEE funds. TENFEE is a group of university professors networked that do Environmental Education and research. WAEE membership is encouraged. It was also decided that there should be an Administrative Fee attached to the flow through money.
 - iii. Others - ECE, K-12 teachers, and others
 - iv. What are the benefits to the SIG that they need to be aware of?
 - v. How can they utilize the WAEE webpage?
- ~~3. NAAEE Conference update for 2016~~
4. Children's Outdoor Heritage Proclamation
 - i. Stefan may have Conserve students create a PSA.
 5. Possibility of creating list serves/LinkedIn for WAEE members **(tabled)**
 - i. Discussion included the idea that every member would be invited to join a member communication network to get information.
 - ii. The thought would be to use LinkedIn or Wild Apricot

C. New Business

1. New student board member election
 - i. We have two candidates as of May 1
 - ii. Jenny and Kelly will run the student meeting at MEEC, work on the student handbook, write articles for the newsletter
 - iii. Motion to approve the two new student board members – Steve; second – Scott; all approve.
 - iv. Information is in board folders
 - v. Information to update student board handbook is in your board folder (Becca)
2. Revisit 5 year strategic plan for MEEC savings/write policy about reserves
 - i. The thought would be to use LinkedIn or Wild Apricot
3. WAEE's Cooperative relationship with EEinWisconsin (Steve)
 - i. How would WAEE like to be represented on EEinWisconsin.org and if and how much we are willing to pay on a yearly recurring basis for something like a direct link for professionals on EEinWI homepage to WAEE's homepage
 1. We are gaining momentum and are able to do better than what EE in Wisc has. We will update our profile on EE in Wisc. WAEE website does not promote all events of nature centers. We will update our calendar on EE in Wisc. We want to push people to WAEE website and membership.
 2. EE in Wisc wants us to pay for advertising on the profile page and we want it for free. We will not pay and are hoping they will give it to us as long as no one else wants it.
4. WAEE
 - i. Membership Committee (Stefan, Lynn, Emily, Amy and 2 members at large)
 - a. Goal is to double our membership to 700
 - b. There was discussion about putting area region items in newsletter and possible switching the newsletter to Wild Apricot.
 - c. Add \$100/month for April-June to advertise on Facebook for the membership drive. Who is doing this?
 - d. What do we want the new WAEE brochure to look like?
 - e. There was also discussion about cleaning up the Facebook administrator page.
 - ii. Awards (Emily, Becca, Licia)
 - iii. Finance (Scott, Licia, Lynn)

- iv. Networking (Steve, Emily)
 - 1. Marketing (Amy, Cathy, Scott and Emily)
 - v. Conference oversight committee (Fall Conf/Winter workshop)
 - 1. Annual conference MEEC (Betsy, Amy, Rebecca)
 - 2. Winter Workshop (Licia, Steve, Jon H, Lynn)
 - a. Discussed inviting NAAEE to Winter Workshop
 - b. Discussed inviting state affiliates to Winter Workshop
 - vi. Fundraising
 - 1. There was some discussion about developing a fundraising committee. This committee is not listed in the by-laws.
 - 2. There is a fundraising handout in your packet from a webinar Rebecca took.
- D. Events
- 1. Awards Ceremony 2015
 - i. It was decided to push out award nominations to June 30 deadline. Get it out in newsletter, Facebook, etc.
 - ii. 2016 might be at Schlitz Audubon on May 14
 - iii. Steve would like to create an award for a nature center that has helped regionally or across the state.
 - 2. Winter Workshop 2016 (Licia)
 - 3. MEEC 2015 – WI
 - 4. Annual Conference 2016
 - 5. NAAEE conference 2015
- E. Committee Updates
- 1. Membership Committee –
 - 2. Networking Committee Report
 - 3. Advocacy
- F. Financial Report
- G. State Board/Agency Reports: DPI Report (Victoria Rydberg), WEEB Report (Ginny Carlton), WEEF Report (Kathy Kuntz-Jesse Haney), WCEE Report (Jeremy Solin)
- H. Administrative Office needs, issues, updates, etc
- I. Next board meeting is July 29 at 12:00pm.

Adjourn, clean up and departures