



WAE Board of Directors Meeting
Monona Terrace and Convention Center
September 18, 2015

Begin Meeting 12:00 (Awards ceremony and MEEC tour preceded)

Absent: Scott Reilly, Steve Kerlin, Cathy Techtmann

Public members present: Victoria Rydberg

- A. Call to Order 12:31 pm
- B. Housekeeping Items:
 1. Meeting Time Keeper (Betsy), Note taker (Amy), Betsy chaired meeting
 2. Agenda changes (special guests, public input, etc.)
 3. Public Input – see
 4. Introduction of new student board members! **Kelly Rondell**, from Hibbing, MN. Senior at UWSP, Major EE, Minor Youth programming and camp management
Jenny Christopher from LA, CA, moved to UWSP 1 year ago, grad assistant with KEEP, grad student in research investigating encouraging energy efficient behaviors, psychology of behavior, marketing and research on environmental industry
 5. Review of previous meeting minutes
 6. Approval of previous meeting minutes (Stefan motioned to approve, Emily seconded). Motion carried.
 7. Review of Action items (*move to end of meeting in case they've been covered*)
 - i. Amend agenda appropriately for discussion on needed action items
- C. Old Business
 1. Legacy fund and Contingency fund (Licia and Scott)-**See separate report Licia passed out**
Don't put a cap on Legacy fund, but set aside a straight number per year to add. First fill up Contingency fund to goal, then add a set amount (i.e. \$2,000+yearly profit) **Question: is there a policy for when money is set aside with a specific purpose ensuring that the intent for the money is preserved, but with flexibility so subsequent boards can change priorities due to changing needs? Legacy fund would establish this policy.**
 - i. Bank account sources for Legacy (Money Market account) and Contingency (MEEC account) (Lynn) - MAPS - no load, no fee investment fund 4-6% yield over 5-year period. Can add/remove money whenever, for holding CF and LF.
 - ii. For contingency fund, average 5 years of expenses: \$67,500, but past two years exceedingly higher than in previous years. Propose an amount of \$30,000, every year when contingency is below, put no more than \$3,000 because we're not assuming we'll be in a loss each year and additional funds can go to the Legacy Fund. Review again in 3 years. Legacy Fund edits to include members can give input on projects through a Board member. **The new policies need to be presented at the Member meeting.**
Stefan moved that target for CF is \$30,000, allow for up to \$3,000 to be added any year it's not at \$3,000, and size of CF be revisited every 3 years. All profits beyond those needed to recharge the CF go to Legacy Fund, in addition to \$2,000 being added to LF each year.
Rebecca seconded, motion carried.
How do we keep track of profits at end of the year? Look at the audited report. Add a different account code for next year?
Action Item: Licia will edit amounts and timeline for amendment and review
 - iii. Five year average of expense/profits and proposed number to cap the Contingency fund
 - iv. Purpose of Legacy fund (Licia, Stefan, Scott)
 2. EE Consortium

- i. Discuss charter for the EE Consortium to spell out history, nature of pilot project, purpose, guidelines for how participants are selected, and what responsibilities, benefits, roles, and duties afforded to members. (Steve, Emily, Betsy, Stefan)
- 3. Creating Special Interest Groups within WAEE (Steve, Stefan, Scott, Rebecca)
 - i. Discuss SIG application, expectations, process, benefits for SIG and WAEE
 - ii. How do SIGs fit into the WAEE mission?
- 4. Children's Outdoor Heritage Proclamation – update (Betsy) – no update
- 5. NAAEE Conference update for 2016: Steve/Betsy met with Christiane. Target that WAEE get \$20,000 from conference, but needs to be approved by NAAEE President. They got a grant for some money to offset WI affiliates' attendance. Discussing a WAEE specific component of the conference or a means to funnel donations toward WAEE during NAAEE. Who is the on-the-ground planning team is nebulous.
- 6. Work Study Student – update Lynn wants one, Licia work with Steve to go one through UWSP. Don't know if we can hire before the contract is changed.

Action Item: Lynn talk to Jodi about amending contract in Steve's absence. **Deadline: Sept. 30**
- 7. Victoria Rydberg-DPI EE Consultant What do you want to see on my Board updates? Have not heard back from Board members on them when questions have been included. What is useful, what is not? Why reports at each meeting? Would it be more effective to have one end of the year report? There's a disconnect because not all Board members are seeing things.

Planned MEEC marketing workshop with two corporations at MEEC (two half day workshops in am and pm). Encourage WAEE members to attend. She created several WAEE badges posted currently on the EE Consortium page. Badges could be posted on members' Facebook pages. Idea of co-branding Nature Center Collaborative (167 organizations) were going to come up with their own logo, but was counterproductive. EE Consortium is different: was invite-only group (~20) EE Consortium meeting in afternoon

Action Item: Lynn send out Victoria's links to four Google + Communities. Public, anyone can join.

DPI now has state-wide GIS license for mapping. Victoria is sending a map of Nature Center's Collaborative to Lynn/Steve using ArcGIS, can do the same with WAEE membership, restricted to zip code so no members' personal addressed pop up. Victoria can make the map right now with an Excel file.

No mapping function on EEinWisconsin.org. Jodi no longer doing EEinWisconsin.org. Hiring a new person for this position.

Green and Healthy Schools Network Institute Oct. 30 in Lake Mills, WI. One of the three goals is EE. Writing an AmeriCorps grant to put two half-time volunteers in 36 G&HS. Don't know if funded until April/May 2016.

D. New Business

- 1. Amendments to the Bylaws: all of the amendments passed. Only 13 members voted

Action Item: Amy amend the Bylaws to reflect the changes, send to Scott and Lynn for signature and then post on the WAEE website and upload to the Google drive.

Action Item: Amy write an article for the October edition of the WAEE News and send to Lynn.
- 2. Decide on board chair elect. – Betsy Parker elect for 2016, Jessica Jens chair elect for 2017. Licia doing Treasurer and Winter Workshop next year. Emily doing Awards 2016. Victoria recommends having a multi-year chair
- 3. Who can participate in Joint WEEEEEE mtg on Nov. 4th?
Stefan, Jessica, Rebecca, Amy (serve on planning committee)
- 4. Awards Ceremony

Through WAEE budget, 10 BOD members can attend. To register, go on website, click 'Submit,' but don't pay.

Invites went out to 1200 people. Press releases for award winners. Invite contains a sponsor card.

- i. Do we want to add higher ed to educator of the year awards starting in 2016? (Rebecca) TENFEE group can nominate someone for formal educator award. Victoria also discussed a higher ed institution

- ii. Finish MOU for Awards Event

Jesse Haney questions: Is the awards banquet a fundraising event? And do we want to partner with WEEF on it? *Stefan moved that we continue to do the awards banquet with WEEF as a fundraising event, contingent on the acceptance of the MOU, Jessica seconded. Motion carried with one abstention.*

Those attending the Joint mtg will meet with Jesse Haney to discuss the MOU afterwards.

Nov. 30 start nominations for 2016

5. WAEE Website – maintaining the website in 2016 and beyond (Rebecca) A student Board member (Jenny) to start, Emily will stay

Action Item: Lynn put on calendar to add the website – who takes over for this year (what student Board member)

6. Administrator – state of LTE position with UWSP

UWSP is not renewing any contracts – everything is going to short-term contracts for a specific project that cannot be filled by the same LTE person. This means at the end of this fiscal year, Lynn's contract is eliminated. Suzuki doing a job search in February for a permanent position, which Lynn is likely to get. Likely, WEEF and WAEE will be moved off campus. Possibility of partnering with another organization to provide office space to Lynn and perhaps Jesse/LTE. Can create two permanent part-time positions, but that would be open to a job search. If move off campus, stay around Stevens Point for the immediate future.

Scenarios: rent office space in town, Lynn use her home office, brainstorm possible organization partners (Mead Wildlife Area, Recycling Connection?), discuss with Jesse Haney at WEEF to see both can move together. Put a committee together to investigate including Steve,

Action Item: Rebecca, Stefan, Steve meet in October to discuss possible options for moving off campus

7. WAEE

- ii. Membership Committee (Stefan, Lynn, Emily, Amy and 2 members at large)

1. What steps to take to reach membership goal of 450 by June 30, 2016.

Tabled for next meeting

2. MEEC Member meeting: Stefan, Licia, Scott organizing to perhaps include: raffle items (get ticket at registration for members, must be present to win), snacks, prizes, foods, exciting updates, pitch for elections with forms available, Annual Report for previous year, 2016 awards banquet, bylaws amendments . Board members stick around and answer questions, mingle, break and then walk over to Gala

3. 80-100 people in db lapsed

4. Need member ribbons at registration to ID members at MEEC

- iii. Finance (Scott, Licia, Lynn)

Action Item: Rebecca call Ginny Carlton of WEEB to figure out how to write grant report for the "leftover" grant money awarded to WEEB.

- iv. Networking (Steve, Emily) **Tabled**

1. Marketing (Amy, Cathy, Scott and Emily) **Tabled**

- v. Conference oversight committee (Fall Conf/Winter workshop)

1. Annual conference MEEC (Betsy, Amy, Becca) – see emailed committee report
2. Winter Workshop (Licia, Steve, Jon H, Lynn) – you get a discount as a presenter on registration

vi. Fundraising

E. Events

1. Awards Ceremony 2015 (Emily)
2. Winter Workshop 2016 (Licia)
3. MEEC 2015 – WI
4. Annual Conference (NAAEE) 2016- should have a membership meeting at the conference, needs to be free so members not attending the conference can still come, maybe right at beginning
5. NAAEE conference 2015 – Lynn and Licia registered for NAAEE in San Diego

F. Committee Updates

1. Membership Committee
2. Networking Committee Report
3. Advocacy
4. Student Committee – Member meeting at MEEC? Kelly met with Becca Frazen to talk about student meeting

G. Financial Report

H. State Board/Agency Reports: DPI Report (Victoria Rydberg), WEEB Report (Ginny Carlton), WEEF Report (Kathy Kuntz-Jesse Haney), WCEE Report (?????)

I. Administrative Office needs, issues, updates, etc

Adjourn, clean up and departures

4:20 pm Motion to adjourn by Licia, Emily seconded. Motion carried

Next meeting is at Wehr Nature Center, Nov. 15, 12-4 pm