



## WAAE Board Meeting Minutes

Conserve School, Land O' Lakes, WI

Sunday, May 12<sup>th</sup>, 2013

8:00 am to 11:30 am

Present: Susan Schuller, Nathan Kilps, Scott Reilly, Emily Brown, Katie Boseo, Molly McKay, Jennica Skoug, Stefan Anderson, Brittany Roberts and Jodi Hermsen

- A. Call to Order at 8:06 am
- B. Housekeeping Items:
  1. Agenda changes (special guests, public input, etc.)
    - i. Add to C., 1, Discussion of Resignation of Eli
    - ii. Add to C., 2., Elect Treasurer
    - iii. Add to D, 3, Alcohol at Awards Banquet
  2. Review of March minutes
  3. Approval of March minutes
    - i. Motion to approve the minutes made by Katie, seconded by Scott – motion carried
  4. Review of Action items
    - i. Amend agenda appropriately for discussion on needed action items
      1. Board reviewed Action Items, no amendments to the agenda necessary
- C. Student Board Member Elections
  1. Nominations for Student Board Members
    - i. Do not have as of right now
    - ii. Please distribute the call for Student Board Members far and wide
    - iii. New deadline for nominations is May 31<sup>st</sup>
  2. Discussion of Resignation Eli Fyksen
    - i. Eli has resigned and the board has the opportunity appoint a professional to the open position
    - ii. Motion to appoint Nathan Kilps to the fulfill the year and a half vacant position made by Scott, seconded by Stefan – motion carried
  3. Elect New Treasurer
    - i. Motion to appoint Molly as Treasurer made by Stefan, second by Nathan – motion carried
- D. WAAE Award Ceremony (Katie/Molly)
  1. Banquet Details
    - i. November 9<sup>th</sup> at the Aldo Leopold Nature Center in Monona
    - ii. Currently figuring out catering
    - iii. Next step is filling tables; we will need help from everyone to do that.
    - iv. WEEF is taking care of the sponsorships and auction donations
    - v. Schedule: Tours of Center, Social Hour, Dinner, Awards Ceremony
    - vi. Awardee and guest will have a complimentary meal at the Banquet
  2. Promote the awards – Deadline June 30<sup>th</sup>
    - i. Susan passed around the Awards flyer
    - ii. Flyer went through DPI Superintendent Biweekly mailing
    - iii. Flyer went out in the Loon poster mailing (500 schools)
    - iv. Notice went out in EEinWisconsin.org monthly newsletter
    - v. Notice went out in the WAAE monthly bulletin
  3. Awards Policy Draft Review
    - i. Susan passed out the draft that she, Molly and Jodi worked on
    - ii. Motion to approve the Awards policy as presented made by Molly, seconded by Emily – motion carried
  4. Alcohol at the Awards Banquet
    - i. ALNC does not hold a facility liquor license so the caterers will hold the license but cannot sell alcohol. WAAE would need to host the bar.

- ii. Board suggested utilizing tickets for the bar. They suggested two drink tickets per person.

E. Contract with WCEE/UWSP – Review pay rate

1. Katie passed out the administrator’s fiscal year proposed budget
2. Max increase is to \$13.968
3. Motion to increase Jodi’s pay by 4% to \$13.44/hr at the renewal of her contract on July 1 made by Stefan. Seconded by Nathan. Motion carried.

F. Events

1. MREA Fair Networking Session
  - i. Who is available to help/implement?
    1. Saturday, June 22 in the afternoon
    2. Susan, Scott, Katie and Emily (?) will be there
    3. Susan and Scott will plan the networking session
  - ii. WAEE is the co-sponsor of the Educators tent so if you have the time to volunteer in the tent it would be appreciated.
  - iii. Katie will send out the sign up Doodle for volunteering in the Educators Tent
2. Annual Conference 2013 (Sandy)
  - i. Tuesday evening – We hope to have a bat monitoring program
  - ii. Wednesday & Thursday we will be at UW-La Crosse
    1. Wednesday Dinner will be on a RiverBoat Cruise
  - iii. Friday we will be at EcoPark for field trips and workshops
    1. The daily fee will include all the costs of field trips & workshops
  - iv. Program is focused on Home, Work, School & Play
    1. Jen Stanchfield will be doing a preconference workshop in experiential learning
    2. Jordan Howard is our keynote speaker on Wednesday ([jordaninspires.com](http://jordaninspires.com))
    3. Birds of a Feather Lunch on Wednesday and Goodwill Industries speaker
    4. Thursday – Jerry Apps will be speaking during lunch followed by an Author’s Hour
  - v. Registration will be launched next week
    1. Would like all board members to register by the end of June (or at least let Jodi know they are coming, even if the registration payment has to be on the next fiscal year)
  - vi. Publicity
    1. Working on a post card mailing
    2. E-postcard blasts weekly
    3. Help us to publicize by forwarding our email blasts
  - vii. Lodging
    1. Will be onsite at UW-LaCrosse
  - viii. Sponsorship Update
    1. We are behind on Sponsorship confirmations
    2. Please work on following up with sponsors
  - ix. Auction
    1. Still working on the logistics
    2. Still need a live auctioneer
    3. Need auction donations
  - x. Mentorship Update
    1. Add to next conference planning agenda
3. MEEC 2013
  - i. Will be in Coralville, Iowa on September 25-28
  - ii. Susan cannot go, it is too close to her baby’s due date
    1. She had a presentation accepted and would like to know if anyone is willing to take the presentation over
    2. Stefan would be willing to help with the actual presentation but would like support in the preparations part of it. Nathan is willing to help as well

- iii. Who is going to the Conference?
      - 1. Stefan, Nathan, Katie (?), Jodi, Emily (?)
- 4. MEEC 2015
  - i. WAEE will be hosting MEEC 2015
  - ii. The Board likes the idea to host the conference in Madison
  - iii. Would like to have the dates and location defined before the 2013 MEEC
  - iv. Jennica is willing to help with planning if the conference is in Madison
  - v. Have a “contest” for the theme of 2015 at the 2013 MEEC
- 5. Winter Workshop 2014 (Scott)
  - i. Scott has emailed the interested people from the survey
  - ii. He will be putting something in the newsletter to call for committee members
  - iii. Last weekend in January
- 6. Fall Conference 2014 (Emily)
  - i. Emily reported that she has begun to review the planning guide and has a list of people who are interested
  - ii. 2014 is WAEE’s 40<sup>th</sup> anniversary
  - iii. Brittany has made contact with Northland and they are willing to be the site of the conference
  - iv. Dates need to be determined – keep it earlier in August
- G. Finance Committee and Treasurer Report (Eli)
  - 1. Jodi reviewed the reports in the Board packet
- H. Membership Committee Report (Brittany)
  - 1. Brittany is looking for help in spelling out what our member benefits are
  - 2. Awards Selection Sub-committee
    - i. Molly is chair
    - ii. Scott and Sandy will also sit on the selection committee
- I. Networking Committee Report (Emily)
  - 1. Emily has been working on Strategic Marketing for Wehr and will be doing some of the same stuff that with WAEE’s marketing
    - i. She will create a mind map to help depict of what she has found
  - 2. Social Media Project – report # people on Facebook and Blog
    - i. Jodi included a report about who is using Facebook – members, non-members, Facebook only
  - 3. Guidelines on what/who is promoted in our social media (newsletter, emails, FB & Blog)
    - i. General Consensus that this would be helpful
      - 1. The Guidelines could include topics, lists of resources, etc
  - 4. Who is willing to take on responsibility of the Facebook page?
    - i. Nathan, Stefan and Emily will all be working on the Facebook Page, but Nathan will have primary responsibility for making sure there are posts on the Page
  - 5. Advocacy Subcommittee Report
    - i. No report at this time
- J. Administrative Office needs, issues, updates, etc (Jodi)
  - 1. Jodi reviewed her written report
- K. Affiliate Reports
  - 1. DPI Report (Victoria Rydberg )
    - i. 5 Green & Healthy Schools Workshops across the state thus far and 7 workshops are coming up
    - ii. Green & Healthy Schools Teachers Institute next summer
    - iii. Youth Summit has outgrown Lions Camp
    - iv. The Story Telling Project on EEinWisconsin.org is progressing
  - 2. WEEB Report (Scott Ashmann)
    - i. WEEB Recipients List
  - 3. WEEF Report (Janet Brandt)

- i. Water Education Grant Funds doubled the size of the grants pool this year. WEEF will continue to fundraise for these grants for at least one more year.
    - ii. Fiscal Year 2014 priorities is working with WAEE on the Awards Banquet
  - 4. WCEE Report (Jeremy Solin)
    - i. WCEE has hired a new KEEP School Buildings person and a new LEAF person which is bringing the Center up to full staffing
  - 5. NAAEE Report
    - i. Susan will continue to forward emails
    - ii. EECapacity Grants are coming out and might be something to think about for WAEE this year with the collaboration theme that came out of strategic planning
- L. Next Meeting - June 9<sup>th</sup> Appleton (Committee Breakouts)
  - 1. Will be at Fox River Academy
- M. Adjournment
  - 1. Motion to adjourn made by Stefan, seconded by Nate – motion carried
  - 2. Adjournment 11:32 am