

Committee 2nd Quarterly Report

Committee Name: ATEEG
Committee Chair: Kris Irwin, Venetia Butler
Committee Members: Kim Morris-Zarneke, Cindy Reittinger, Theodosia Wade, Ginny Elliott, Sally Pamplin, Nick

Progress towards annual goals

1. Promote ATEEG Program: Held Core Course 3 in Sept. Revised course offerings for January to offer CC1 and CC2
2. Complete NAAEE Accreditation Application: CAB met to work on application; individuals completed assigned tasks; Application
3. Work with ATEEG Program Administrator; Susan Meyers has assumed role and doing a fantastic job; Participant files are up-to-
4. Note NAAEE requires a paid coordinator be in charge of program

How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?

1
2
3
4

Issues to address at Board meeting

The members of the CAB should be recognized by EEA for their diligence and persistence.

Did you spend anything for your committee? Yes

Fill out the financial form below if you have spent any money.

Did your committee get any gifts or donations. Yes

(eventually we will have an online form to fill out to capture this information)

Record the volunteer hours for your committee

hours: I have no idea the number of hours CAB members spent working on the NAAEE application and Susan has spent well length of activity or work x number of people)

ATEEG meet and course prep- 89
correspondence - 7

2011-2012 Quarterly Budget Report

ATEEG FY12		BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income							
4000 - Administrative Income							
4010 - Donations and gifts - General							
4020 - EEA Membership Dues							
4030 - Grants							
4040 - Additional Fundraising							
4050 - MOA Admin Fees							
4060 - Sponsorships- General							
4070 - Interest Income							
4080 - Miscellaneous Income							
Total 4000 - Administrative Income			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 - Event Income							
4110 - Registration							
4120 - Silent Auction							
4130 - Event Sponsorships							
4140 Event Donations, gifts							
4150 Other Event Income							
Total 4100 - Event Income			\$19,950.00	\$3,684.80	\$1,962.00	\$0.00	\$0.00
4200 - Merchandise Income							
4210 - COOL Recycle Store Sales							
4220 - EEA Store Sales							
4230 - Green Teacher Sales							
4240 - MAG Book Project							
4250 - MAG Plant Sales							
4260 - Other Merchandise Income							
Total 4200 - Merchandise Income			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income			\$19,950.00	\$3,684.80	\$1,962.00	\$0.00	\$0.00

Expenses

6000 - Administrative Expenses

- 6010 - Dues & Subscriptions
- 6020 - D&O/Liability Insurance
- 6030 - Licenses & Fees
- 6040 - PO Box Rental
- 6050 - Storage Facility
- 6060 - Office Supplies
 - 6060.001 - Postage
 - 6060.002 - Pens, paper, notebooks, file folders
- 6070 - General Equipment
- 6080 Website/Database Expenses
- 6090 - Bank/Credit Card Service Fees
- 6095 - Other Administrative Expenses

Total 6000 - Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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6100 - Internal Event Expenses

- 6110 - Advertising/Signage
- 6120 - Awards/Recognition
- 6130 - Field Trips
- 6140 - Facility Rental
- 6150 - Food/Social
- 6160 - Scholarships
- 6170 - Speaker Fees/Accommodation
- 6180 - Other Event Expenses

Total 6100 - Event Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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6200 - Board/Committee Business Expenses

- 6210 - Board Meetings
 - 6210.001 - Food/Drinks
 - 6210.002 - Lodging/Room Rental
 - 6210.003 - Travel, \$50 each limit
 - 6210.004 - Materials/Supplies
- 6220 - Professional Development
 - 6220.001 - Accomodations
 - 6220.002 - Materials/Supplies/Books
 - 6220.003 - Professional Services/Cosultant
 - 6220.004 - Registration Fees
 - 6220.005 - Travel
 - 6220.006 - Meals
 - 6220.007 - Other Professional Development Expenses

	\$1,400.00			\$400.00	
	\$500.00			\$50.00	
	\$200.00			\$40.52	
	\$8,400.00	\$1,898.00		\$963.00	
	\$210.00	\$34.23	\$38.67	51.35	\$129.47
	\$1,250.00			\$1,000.00	
	\$650.00		\$150.00	\$200.00	
	\$4,823.00	\$1,177.00		\$1,016.50	

6230 - Training					
6230.001 - Curriculum					
6230.002 - Workshop Supplies	\$1,200.00		\$491.37	\$38.28	
6230.003 - Other Training Expenses					
6240 Grant Awards					
.001 Dragonfly Grant					
.002 COOL Grant					
6250 - External Event Expenses					
.001 Registration					
.002 Exhibit Fee					
.003 Travel					
Total 6200 - Board/Committee Business Expenses	\$18,633.00	\$3,109.23	\$680.04	\$3,759.65	\$129.47
6300 - Contracted Employee Expenses					
6310 - Administrative Assistant					
6320 - Bookkeeper					
6330 - CPA Services					
6340 - Executive Director					
6350 - Executive Director Admin Expenses					
6350.001 - Travel					
6350.002 - Conference Registrations					
6350.003 - Office Supplies					
6360 - Temporary Assistant					
Total 6300 - Contracted Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400 - Merchandise Expenses					
6410 - EEA Store Supplies					
6420 - MAG Books/Plants					
6430 - Other Merchandise Expenses					
Total 6400 - Merchandise Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6500 Printing Expenses					
6510 Display materials, banners, tablecloths					
6520 General printing, duplicating					
6530 Newsletter					
6540 Promotional materials					
6550 Signage					
6560 Other Printing expenses					
Total 6500 - Printing Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense	\$18,633.00	\$3,109.23	\$680.04	\$3,759.65	\$129.47
Total Income	\$19,950.00	\$3,684.80	\$1,962.00	\$0.00	\$0.00

We have sponsorships and silent auction donations.

Record the volunteer hours for your committee

(hours should be recorded per committee person, for example length of meeting x number of people length of activity or work x number of people)

- food committee = 24 hours
- committee chair = 40 hours
- service project = 7 hours
- exhibit committee = 2 hours
- program committee = 3 hours

2011-2012 Quarterly Budget Report

	Conference FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income							
	4000 - Administrative Income						
	4010 · Donations and gifts - General				\$2.00		
	4020 · EEA Membership Dues						
	4030 · Grants						
	4040 · Additional Fundraising						
	4050 · MOA Admin Fees						
	4060 · Sponsorships- General						
	4070 · Interest Income						
	4080 · Miscellaneous Income						
	Total 4000 · Administrative Income		\$0.00	\$0.00	\$2.00	\$0.00	\$0.00
	4100 - Event Income						
	4110 · Registration		\$19,150.00				
	4120 · Silent Auction		\$1,000.00				
	4130 · Event Sponsorships		\$5,000.00		\$5,650.00		
	4140 Event Donations, gifts						
	4150 Other Event Income						
	Total 4100 · Event Income		\$25,150.00	\$0.00	\$5,650.00	\$0.00	\$0.00
	4200 - Merchandise Income						
	4210 · COOL Recycle Store Sales						
	4220 · EEA Store Sales						
	4230 · Green Teacher Sales						
	4240 · MAG Book Project						
	4250 · MAG Plant Sales						
	4260 · Other Merchandise Income						
	Total 4200 · Merchandise Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Committee 2nd Quarterly Report

Committee	Volunteer Management	
Committee	Melanie Biersmith	
Committee		
Progress towards annual goals		
1. finalized and proofed the powerpoint 2. Moving forward to get it online along with the volunteer "application" form		
How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?		
Yes		

Issues to address at Board meeting		
will draft a recognition sheet to pass around to Board		
Did you spend anything for your committee? No		
Fill out the financial form below if you have spent any money.		
Did your committee get any gifts or donations. No		
(eventually we will have an online form to fill out to capture this information)		

Record the volunteer hours for your committee

(hours should be recorded per committee person, for example length of meeting x number of length of activity or work x number of people)

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2011-2012 Quarterly Budget Report						
Volunteer Management FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income						
4000 · Administrative Income						
4010 · Donations and gifts - General						
4020 · EEA Membership Dues						
4030 · Grants						
4040 · Additional Fundraising						
4050 · MOA Admin Fees						
4060 · Sponsorships- General						
4070 · Interest Income						
4080 · Miscellaneous Income						
Total 4000 · Administrative Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 · Event Income						
4110 · Registration						
4120 · Silent Auction						
4130 · Event Sponsorships						
4140 Event Donations, gifts						
4150 Other Event Income						
Total 4100 · Event Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4200 · Merchandise Income					
4210 · COOL Recycle Store Sales					
4220 · EEA Store Sales					
4230 · Green Teacher Sales					
4240 · MAG Book Project					
4250 · MAG Plant Sales					
4260 · Other Merchandise Income					
Total 4200 · Merchandise Income		\$0.00	\$0.00	\$0.00	\$0.00
Total Income		\$0.00	\$0.00	\$0.00	\$0.00
Expenses					
6000 · Administrative Expenses					
6010 · Dues & Subscriptions					
6020 · D&O/Liability Insurance					
6030 · Licenses & Fees					
6040 · PO Box Rental					
6050 · Storage Facility					
6060 · Office Supplies					
6060.001 · Postage					
6060.002 · Pens, paper, notebooks, file folders					
6070 · General Equipment					
6080 Website/Database Expenses					
6090 · Bank/Credit Card Service Fees					
6095 · Other Administrative Expenses					
Total 6000 · Administrative Expenses	\$0.00		\$0.00	\$0.00	\$0.00
6100 · Internal Event Expenses					
6110 · Advertising/Signage					
6120 · Awards/Recognition	\$200.00				
6130 · Field Trips					
6140 · Facility Rental					
6150 · Food/Social	\$0.00				
6160 · Scholarships					
6170 · Speaker Fees/Accommodation					
6180 · Other Event Expenses					
Total 6100 · Event Expenses	\$200.00		\$0.00	\$0.00	\$0.00
6200 · Board/Committee Business Expenses					
6210 · Board Meetings					

6210.001 · Food/Drinks					
6210.002 · Lodging/Room Rental					
6210.003 · Travel					
6210.004 · Materials/Supplies					
6220 · Professional Development					
6220.001 · Accomodations					
6220.002 · Materials/Supplies/Books					
6220.003 · Professional Services/Cosultant					
6220.004 · Registration Fees					
6220.005 · Travel					
6220.006 · Meals					
6220.007 · Other Professional Development Expenses					
6230 · Training					
6230.001 · Curriculum					
6230.002 · Workshop Supplies	\$0.00				
6230.003 · Other Training Expenses					
6240 Grant Awards					
.001 Dragonfly Grant					
.002 COOL Grant					
6250 - External Event Expenses					
.001 Registration					
.002 Exhibit Fee					
.003 Travel					
Total 6200 · Board/Committee Business Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6300 · Contracted Employee Expenses					
6310 · Administrative Assistant					
6320 · Bookkeeper					
6330 · CPA Services					
6340 · Executive Director					
6350 · Executive Director Admin Expenses					
6350.001 · Travel					
6350.002 · Conference Registrations					
6350.003 · Office Supplies					
6360 · Temporary Assistant					
Total 6300 · Contracted Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400 · Merchandise Expenses					
6410 · EEA Store Supplies					
6420 · MAG Books/Plants					
6430 · Other Merchandise Expenses					
Total 6400 · Merchandise Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

6500 Printing Expenses					
6510 Display materials, banners, tablecloths					
6520 General printing, duplicating					
6530 Newsletter					
6540 Promotional materials					
6550 Signage					
6560 Other Printing expenses					
Total 6500 - Printing Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Expense	<u>\$200.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8000 Inkind Support					
8010 Time					
8020 Products					

Record the volunteer hours for your committee

10 hours

2011-2012 Quarterly Budget Report

Current Issues FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income						
4000 · Administrative Income						
4010 · Donations and gifts - General						
4020 · EEA Membership Dues						
4030 · Grants						
4040 · Additional Fundraising						
4050 · MOA Admin Fees						
4060 · Sponsorships- General						
4070 · Interest Income						
4080 · Miscellaneous Income						
Total 4000 · Administrative Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 · Event Income						
4110 · Registration						
4120 · Silent Auction						
4130 · Event Sponsorships						
4140 Event Donations, gifts						
4150 Other Event Income						
Total 4100 · Event Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income						
4210 · COOL Recycle Store Sales						
4220 · EEA Store Sales						
4230 · Green Teacher Sales						
4240 · MAG Book Project						
4250 · MAG Plant Sales						
4260 · Other Merchandise Income						
Total 4200 · Merchandise Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenses

6000 · Administrative Expenses

- 6010 · Dues & Subscriptions
- 6020 · D&O/Liability Insurance
- 6030 · Licenses & Fees
- 6040 · PO Box Rental
- 6050 · Storage Facility
- 6060 · Office Supplies
 - 6060.001 · Postage
 - 6060.002 · Pens, paper, notebooks, file folders
- 6070 · General Equipment
- 6080 · Website/Database Expenses
- 6090 · Bank/Credit Card Service Fees
- 6095 · Other Administrative Expenses

Total 6000 · Administrative Expenses

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

6100 · Internal Event Expenses

- 6110 · Advertising/Signage
- 6120 · Awards/Recognition
- 6130 · Field Trips
- 6140 · Facility Rental
- 6150 · Food/Social
- 6160 · Scholarships
- 6170 · Speaker Fees/Accommodation
- 6180 · Other Event Expenses

Total 6100 · Event Expenses

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

6200 · Board/Committee Business Expenses

- 6210 · Board Meetings
 - 6210.001 · Food/Drinks
 - 6210.002 · Lodging/Room Rental
 - 6210.003 · Travel
 - 6210.004 · Materials/Supplies
- 6220 · Professional Development
 - 6220.001 · Accomodations
 - 6220.002 · Materials/Supplies/Books
 - 6220.003 · Professional Services/Cosultant
 - 6220.004 · Registration Fees
 - 6220.005 · Travel
 - 6220.006 · Meals
 - 6220.007 · Other Professional Development Expenses

6230 - Training					
6230.001 - Curriculum					
6230.002 - Workshop Supplies					
6230.003 - Other Training Expenses					
6240 - Grant Awards					
.001 - Dragonfly Grant					
.002 - COOL Grant					
6250 - External Event Expenses					
.001 - Registration					
.002 - Exhibit Fee					
.003 - Travel					
Total 6200 - Board/Committee Business Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6300 - Contracted Employee Expenses					
6310 - Administrative Assistant					
6320 - Bookkeeper					
6330 - CPA Services					
6340 - Executive Director					
6350 - Executive Director Admin Expenses					
6350.001 - Travel					
6350.002 - Conference Registrations					
6350.003 - Office Supplies					
6360 - Temporary Assistant					
Total 6300 - Contracted Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400 - Merchandise Expenses					
6410 - EEA Store Supplies					
6420 - MAG Books/Plants					
6430 - Other Merchandise Expenses					
Total 6400 - Merchandise Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6500 - Printing Expenses					
6510 - Display materials, banners, tablecloths					
6520 - General printing, duplicating					
6530 - Newsletter					
6540 - Promotional materials					
6550 - Signage					
6560 - Other Printing expenses					
Total 6500 - Printing Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Committee 2nd Quarterly Report

Committee Name:	EEA Store
Committee Chair:	Linda May
Committee Members:	Kim Bailey

Progress towards annual goals

- 1 Operated the EEA Store at the Oct. 21 Outdoor Learning Symposium + sold items in Dec. 2011 to at my DNR
- 2 Opened new wholesale account with Ten Thousand Villages and placed first order. New items will be on sale at
- 3 Submitted request for wholesale account with Aspen Light Imaging (monarch merchandise).
- 4 Inquired about consignment items with 'Crafts of Change' (local art club that provides for various non-profits to

How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?

- 1
- 2

Issues to address at Board meeting

Still interested in consignment; need commitments and to make a plan with those who said they're interested.
 Have more money to restock items. Any special requests for store items to see at the next EEA conference?
 Need to finalize educational text for monarch items (included in packaging of monarch earrings and stationery)

Did you spend anything for your committee? Yes No

Fill out the financial form below if you have spent any money.

Did your committee get any gifts or donations. Yes No

(eventually we will have an online form to fill out to capture this information)

Record the volunteer hours for your committee 35.5 hrs.

(hours should be recorded per committee person, for example length of meeting x number of people
 length of activity or work x number of people):

2011-2012 Quarterly Budget Report

EEA Store FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income						
4000 · Administrative Income						
4010 · Donations and gifts - General						
4020 · EEA Membership Dues						
4030 · Grants						

	4040 · Additional Fundraising				
	4050 · MOA Admin Fees				
	4060 · Sponsorships- General				
	4070 · Interest Income				
	4080 · Miscellaneous Income				
Total 4000 · Administrative Income		\$0.00	\$0.00	\$0.00	\$0.00
4100 · Event Income					
	4110 · Registration				
	4120 · Silent Auction				
	4130 · Event Sponsorships				
	4140 Event Donations, gifts				
	4150 Other Event Income				
Total 4100 · Event Income		\$0.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income					
	4210 · COOL Recycle Store Sales				
	4220 · EEA Store Sales	\$409.00	\$581.20	\$750.49	
	4230 · Green Teacher Sales	\$191.00	\$121.00	\$107.00	
	4240 · MAG Book Project				
	4250 · MAG Plant Sales				
	7% Tax Collected 4260 · Other Merchandise Income		\$47.67	\$52.05	
Total 4200 · Merchandise Income		\$600.00	\$749.87	\$909.54	\$0.00
Total Income		\$600.00	\$749.87	\$909.54	\$0.00
Expenses					
6000 · Administrative Expenses					
	6010 · Dues & Subscriptions				
	6020 · D&O/Liability Insurance				
	6030 · Licenses & Fees				
	6040 · PO Box Rental				
	6050 · Storage Facility				
	6060 · Office Supplies				
	6060.001 · Postage				
	6060.002 · Pens, paper, notebooks, file folders				
	6070 · General Equipment	\$100.00			
	6080 Website/Database Expenses				
	6090 · Bank/Credit Card Service Fees				
	6095 · Other Administrative Expenses				

Total 6000 - Administrative Expenses	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
6100 - Internal Event Expenses					
6110 - Advertising/Signage					
6120 - Awards/Recognition					
6130 - Field Trips					
6140 - Facility Rental					
6150 - Food/Social					
6160 - Scholarships					
6170 - Speaker Fees/Accommodation					
6180 - Other Event Expenses					
Total 6100 - Event Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6200 - Board/Committee Business Expenses					
6210 - Board Meetings					
6210.001 - Food/Drinks					
6210.002 - Lodging/Room Rental					
6210.003 - Travel					
6210.004 - Materials/Supplies					
6220 - Professional Development					
6220.001 - Accomodations					
6220.002 - Materials/Supplies/Books					
6220.003 - Professional Services/Cosultant					
6220.004 - Registration Fees					
6220.005 - Travel					
6220.006 - Meals					
6220.007 - Other Prof.Dev. Exp.					
6230 - Training					
6230.001 - Curriculum					
6230.002 - Workshop Supplies					
6230.003 - Other Training Expenses					
6240 Grant Awards					
.001 Dragonfly Grant					
.002 COOL Grant					
6250 - External Event Expenses					
.001 Registration					
.002 Exhibit Fee					
.003 Travel					
Total 6200 - Board/Committee Business Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6300 - Contracted Employee Expenses					
6310 - Administrative Assistant					

	6320 · Bookkeeper					
	6330 · CPA Services					
	6340 · Executive Director					
	6350 · Executive Director Admin Expenses					
	6350.001 · Travel					
	6350.002 · Conference Registrations					
	6350.003 · Office Supplies					
	6360 · Temporary Assistant					
Total 6300 · Contracted Employee Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400 · Merchandise Expenses						
	6410 · EEA Store Supplies	\$500.00	185.84	\$537.64		
	6420 · MAG Books/Plants					
	6430 · Other Merchandise Expenses (GT cut)		\$72.60	\$64.20		
Total 6400 · Merchandise Expenses		\$500.00	\$258.44	\$601.84	\$0.00	\$0.00
6500 Printing Expenses						
	6510 Display materials, banners, tablecloths					
	6520 General printing, duplicating					
	6530 Newsletter					
	6540 Promotional materials					
	6550 Signage					
	6560 Other Printing expenses					
Total 6500 - Printing Expenses		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense		\$600.00	\$258.44	\$601.84	\$0.00	\$0.00
Total Income			\$600.00	\$749.87	\$909.54	\$0.00
8000 Inkind Support						
	8010 Time					
	8020 Products					

**Includes 7% Tax
Collected**

Committee 2nd Quarterly Report

Committee Fundraising/Individual Giving

Committee Ginny Elliott

Committee Joey Giunta, Karan Wood

Progress towards annual goals

How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?

- 1
- 2
- 3
- 4

Issues to address at Board meeting

Ask the Board about providing conference members about individual giving- how could we
Ideas- do we have a giveaway? have a silent auction bid sheet for different projects and ask if

Did you spend anything for your committee? Yes No

Fill out the financial form below if you have spent any money.

Did your committee get any gifts or donations. Yes No

(eventually we will have an online form to fill out to capture this information)

Record the volunteer hours for your committee

(hours should be recorded per committee person, for example length of meeting x number of length of activity or work x number of people)

15 hours X 1 = 15 hrs. Ginny Elliott

2011-2012 Quarterly Budget Report

Fundraising FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income						
4000 · Administrative Income						
4010 · Donations and gifts - General		\$4,000.00		\$5,310.00		
4020 · EEA Membership Dues						
4030 · Grants		\$5,000.00		\$500.00		
4040 · Additional Fundraising		\$11,000.00				
4050 · MOA Admin Fees						
4060 · Sponsorships- General		\$5,000.00	9455			
4070 · Interest Income						
4080 · Miscellaneous Income						
Total 4000 · Administrative Income		\$25,000.00	\$9,455.00	\$5,810.00	\$0.00	\$0.00
4100 · Event Income						
4110 · Registration						
4120 · Silent Auction						
4130 · Event Sponsorships						
4140 Event Donations, gifts						
4150 Other Event Income						
Total 4100 · Event Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income						
4210 · COOL Recycle Store Sales						
4220 · EEA Store Sales						
4230 · Green Teacher Sales						
4240 · MAG Book Project						
4250 · MAG Plant Sales						
4260 · Other Merchandise Income						
Total 4200 · Merchandise Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income		\$25,000.00	\$9,455.00	\$5,810.00	\$0.00	\$0.00

Expenses

6000 · Administrative Expenses

- 6010 · Dues & Subscriptions
- 6020 · D&O/Liability Insurance
- 6030 · Licenses & Fees
- 6040 · PO Box Rental
- 6050 · Storage Facility
- 6060 · Office Supplies
 - 6060.001 · Postage
 - 6060.002 · Pens, paper, notebooks, file folders
- 6070 · General Equipment
- 6080 Website/Database Expenses
- 6090 · Bank/Credit Card Service Fees
- 6095 · Other Administrative Expenses

Total 6000 · Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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6100 · Internal Event Expenses

- 6110 · Advertising/Signage
- 6120 · Awards/Recognition
- 6130 · Field Trips
- 6140 · Facility Rental
- 6150 · Food/Social
- 6160 · Scholarships
- 6170 · Speaker Fees/Accommodation
- 6180 · Other Event Expenses

Total 6100 · Event Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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6200 · Board/Committee Business Expenses

- 6210 · Board Meetings
 - 6210.001 · Food/Drinks
 - 6210.002 · Lodging/Room Rental
 - 6210.003 · Travel
 - 6210.004 · Materials/Supplies
- 6220 · Professional Development
 - 6220.001 · Accomodations
 - 6220.002 · Materials/Supplies/Books
 - 6220.003 · Professional Services/Cosultant
 - 6220.004 · Registration Fees
 - 6220.005 · Travel
 - 6220.006 · Meals
 - 6220.007 · Other Professional Development Expenses

6230 - Training					
6230.001 - Curriculum					
6230.002 - Workshop Supplies					
6230.003 - Other Training Expenses					
6240 - Grant Awards					
.001 - Dragonfly Grant					
.002 - COOL Grant					
6250 - External Event Expenses					
.001 - Registration					
.002 - Exhibit Fee					
.003 - Travel					
Total 6200 - Board/Committee Business Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6300 - Contracted Employee Expenses					
6310 - Administrative Assistant					
6320 - Bookkeeper					
6330 - CPA Services					
6340 - Executive Director					
6350 - Executive Director Admin Expenses					
6350.001 - Travel					
6350.002 - Conference Registrations					
6350.003 - Office Supplies					
6360 - Temporary Assistant					
Total 6300 - Contracted Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400 - Merchandise Expenses					
6410 - EEA Store Supplies					
6420 - MAG Books/Plants					
6430 - Other Merchandise Expenses					
Total 6400 - Merchandise Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6500 - Printing Expenses					
6510 - Display materials, banners, tablecloths					
6520 - General printing, duplicating					
6530 - Newsletter					
6540 - Promotional materials					
6550 - Signage					
6560 - Other Printing expenses					
Total 6500 - Printing Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$25,000.00	\$9,455.00	\$5,810.00	\$0.00	\$0.00

Committee 2nd Quarterly Report

Committee **Member Services**

Committee Tara Muenz

Committee

Progress towards annual goals

1. Organized 3 membership events for the 20th celebration: July-Sept : (July 20-22 at Jekyll),
2. Hosted the last 2011 member event in on Dec. 3rd: John Muir Exhibit & Garden tour
3. Updated website for Dec member event

How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?

1 Yes

2

3

4

Issues to address at Board meeting

1. Are there any cards that need to be sent to honor/remember EEA members?
2. Committee recruitment: Annual meeting potential?
3. Wanting to make zipper pulls or something similar to do some EEA PR

Did you spend anything for your committee? No **XX**

Fill out the financial form below if you have spent any money.

Did your committee get any gifts or donations. Yes No

(eventually we will have an online form to fill out to capture this information)

Record the volunteer hours for your committee

(hours should be recorded per committee person, for example length of meeting x number of length of activity or work x number of people)
 submitted online volunteer hour form
 total hours: 33

2011-2012 Quarterly Budget Report

Member Services FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income						
4000 · Administrative Income						
4010 · Donations and gifts - General						
4020 · EEA Membership Dues						
4030 · Grants						
4040 · Additional Fundraising						
4050 · MOA Admin Fees						
4060 · Sponsorships- General						
4070 · Interest Income						
4080 · Miscellaneous Income						
Total 4000 · Administrative Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 · Event Income						
4110 · Registration		\$800.00				
4120 · Silent Auction						
4130 · Event Sponsorships						
4140 Event Donations, gifts						
4150 Other Event Income						
Total 4100 · Event Income		\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income						
4210 · COOL Recycle Store Sales						
4220 · EEA Store Sales						
4230 · Green Teacher Sales						
4240 · MAG Book Project						
4250 · MAG Plant Sales						
4260 · Other Merchandise Income						
Total 4200 · Merchandise Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income		\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
Expenses						

6000 · Administrative Expenses					
6010 · Dues & Subscriptions					
6020 · D&O/Liability Insurance					
6030 · Licenses & Fees					
6040 · PO Box Rental					
6050 · Storage Facility					
6060 · Office Supplies					
6060.001 · Postage					
6060.002 · Pens, paper, notebooks, file folders					
6070 · General Equipment					
6080 Website/Database Expenses					
6090 · Bank/Credit Card Service Fees					
6095 · Other Administrative Expenses					
Total 6000 · Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6100 · Internal Event Expenses					
6110 · Advertising/Signage					
6120 · Awards/Recognition					
6130 · Field Trips					
6140 · Facility Rental					
6150 · Food/Social					
6160 · Scholarships	\$600.00				
6170 · Speaker Fees/Accommodation					
6180 · Other Event Expenses					
Total 6100 · Event Expenses	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
6200 · Board/Committee Business Expenses					
6210 · Board Meetings					
6210.001 · Food/Drinks					
6210.002 · Lodging/Room Rental					
6210.003 · Travel					
6210.004 · Materials/Supplies					
6220 · Professional Development					
6220.001 · Accomodations					
6220.002 · Materials/Supplies/Books					
6220.003 · Professional Services/Cosultant					
6220.004 · Registration Fees					
6220.005 · Travel					
6220.006 · Meals					
6220.007 · Other Professional Development Expenses					
6230 · Training					
6230.001 · Curriculum					

6230.002 - Workshop Supplies					
6230.003 - Other Training Expenses					
6240 Grant Awards					
.001 Dragonfly Grant	\$1,000.00				
.002 COOL Grant					
6250 - External Event Expenses					
.001 Registration					
.002 Exhibit Fee					
.003 Travel					
Total 6200 - Board/Committee Business Expenses	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
6300 - Contracted Employee Expenses					
6310 - Administrative Assistant					
6320 - Bookkeeper					
6330 - CPA Services					
6340 - Executive Director					
6350 - Executive Director Admin Expenses					
6350.001 - Travel					
6350.002 - Conference Registrations					
6350.003 - Office Supplies					
6360 - Temporary Assistant					
Total 6300 - Contracted Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400 - Merchandise Expenses					
6410 - EEA Store Supplies					
6420 - MAG Books/Plants					
6430 - Other Merchandise Expenses					
Total 6400 - Merchandise Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6500 Printing Expenses					
6510 Display materials, banners, tablecloths					
6520 General printing, duplicating					
6530 Newsletter					
6540 Promotional materials					
6550 Signage					
6560 Other Printing expenses					
Total 6500 - Printing Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense	\$1,600.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00
8000 Inkind Support					
8010 Time					

Committee 2nd Quarterly Report

Committee Name:	Executive Committee
Committee Chair:	Jennifer McCoy
Committee Members:	Naomi Thompson, Jo Adang, Laura Aikens

Progress towards annual goals

- 1 Provide leadership to the BOD: revised board contact list, Board recieved financial status update meeting.
2. Effectively manage Board's strategic work plan (met): EC members check reports are posted on time, revised report form to make it easier to assess if committee chairs relate
- 3 Manage Executive Director (met): weekly to bi-weekly

How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?

Yes, supports all.

Issues to address at Board meeting

Filling out reports, review budget and discuss 2012 codes, filling out volunteer log and show how chairs can Naomi add strategic plan to mission page
 Keep working on volunteer log form, need to make it easier to find individual
 Presented slate of new Board candidates -try to send out slate in mid-March, have paper ballot at
 Discuss hiring an Executive Director

Did you spend anything for your committee? Yes

Fill out the financial form below if you have spent any money.

Did your committee get any gifts or donations. No

(eventually we will have an online form to fill out to capture this information)

Record the volunteer hours for your committee

2011-2012 Quarterly Budget Report

Executive FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr
Income					
4000 · Administrative Income					
4010 · Donations and gifts - General					
4020 · EEA Membership Dues					
4030 · Grants					
4040 · Additional Fundraising					
4050 · MOA Admin Fees					
4060 · Sponsorships- General					
4070 · Interest Income					
4080 · Miscellaneous Income					
Total 4000 · Administrative Income		\$0.00	\$0.00	\$0.00	\$0.00
4100 · Event Income					
4110 · Registration					
4120 · Silent Auction					
4130 · Event Sponsorships					
4140 Event Donations, gifts					
4150 Other Event Income					
Total 4100 · Event Income		\$0.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income					
4210 · COOL Recycle Store Sales					
4220 · EEA Store Sales					
4230 · Green Teacher Sales					
4240 · MAG Book Project					
4250 · MAG Plant Sales					
4260 · Other Merchandise Income					
Total 4200 · Merchandise Income		\$0.00	\$0.00	\$0.00	\$0.00
Total Income		\$0.00	\$0.00	\$0.00	\$0.00

6230 - Training				
6230.001 - Curriculum				
6230.002 - Workshop Supplies		0		
6230.003 - Other Training Expenses				
6240 Grant Awards				
.001 Dragonfly Grant				
.002 COOL Grant				
6250 - External Event Expenses				
.001 Registration				
.002 Exhibit Fee				
.003 Travel				
Total 6200 - Board/Committee Business Expenses	\$0.00	\$0.00	\$0.00	\$0.00
6300 - Contracted Employee Expenses				
6310 - Administrative Assistant				
6320 - Bookkeeper				
6330 - CPA Services				
6340 - Executive Director				
6350 - Executive Director Admin Expenses				
6350.001 - Travel				
6350.002 - Conference Registrations				
6350.003 - Office Supplies				
6360 - Temporary Assistant				
Total 6300 - Contracted Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00
6400 - Merchandise Expenses				
6410 - EEA Store Supplies				
6420 - MAG Books/Plants				
6430 - Other Merchandise Expenses				
Total 6400 - Merchandise Expenses	\$0.00	\$0.00	\$0.00	\$0.00
6500 Printing Expenses				
6510 Display materials, banners, tablecloths				
6520 General printing, duplicating				
6530 Newsletter				
6540 Promotional materials				
6550 Signage				
6560 Other Printing expenses				
Total 6500 - Printing Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00

Committee 2nd Quarterly Report

Committee Name:	OLS/COOL Committee
Committee Chair:	Eli Dickerson
Committee Members:	Karen Garland, Brian McKnight, Kim Bailey, Karan Wood, Karen Rent, Sharon

Progress towards annual goals

OLS 2012 site secured - Gwinnett Environmental & Heritage Center
 OLS 2012 date secured - Friday, September 21st, 2012 (Possible workshop on Saturday?)

How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?

Issues to address at Board meeting

New chair designations
 Updates from committee members
Updates on OLS 2012 - see above
If Board has ideas for presenters or the OLS, let him know.

Did you spend anything for your committee?	Yes	No
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Fill out the financial form below if you have spent any money.

X

Did your committee get any gifts or donations.	Yes	No
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(eventually we will have an online form to fill out to capture this information)

X

Record the volunteer hours for your committee

(hours should be recorded per committee person, for example length of meeting x number of people
length of activity or work x number of people)

1/20/12 - 9 people x 2 hours meeting =
18 hours

2011-2012 Quarterly Budget Report

OLS/COOL FY12		BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income							
4000 · Administrative Income							
	4010 · Donations and gifts - General						
	4020 · EEA Membership Dues			\$975.00			
	4030 · Grants						
	4040 · Additional Fundraising						
	4050 · MOA Admin Fees						
	4060 · Sponsorships- General						
	4070 · Interest Income						
	4080 · Miscellaneous Income						
Total 4000 · Administrative Income			\$0.00	\$975.00	\$0.00	\$0.00	\$0.00
4100 · Event Income							
	4110 · Registration		\$13,250.00	\$6,195.00			
	4120 · Silent Auction						
	4130 · Event Sponsorships						
	4140 Event Donations, gifts						
	4150 Other Event Income						
Total 4100 · Event Income			\$13,250.00	\$6,195.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income							
	4210 · COOL Recycle Store Sales						
	4220 · EEA Store Sales						
	4230 · Green Teacher Sales						
	4240 · MAG Book Project						
	4250 · MAG Plant Sales						
	4260 · Other Merchandise Income						
Total 4200 · Merchandise Income			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income			\$13,250.00	\$7,170.00	\$0.00	\$0.00	\$0.00

Expenses

6000 · Administrative Expenses

- 6010 · Dues & Subscriptions
- 6020 · D&O/Liability Insurance
- 6030 · Licenses & Fees
- 6040 · PO Box Rental
- 6050 · Storage Facility
- 6060 · Office Supplies
 - 6060.001 · Postage
 - 6060.002 · Pens, paper, notebooks, file folders
- 6070 · General Equipment
- 6080 Website/Database Expenses
- 6090 · Bank/Credit Card Service Fees
- 6095 · Other Administrative Expenses

Total 6000 · Administrative Expenses

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

6100 · Internal Event Expenses

- 6110 · Advertising/Signage
- 6120 · Awards/Recognition
- 6130 · Field Trips
- 6140 · Facility Rental
- 6150 · Food/Social \$4,100.00
- 6160 · Scholarships
- 6170 · Speaker Fees/Accommodation
- 6180 · Other Event Expenses \$270.00

Total 6100 · Event Expenses

\$4,370.00

\$1,146.00

\$0.00

\$0.00

\$0.00

6200 · Board/Committee Business Expenses

- 6210 · Board Meetings
 - 6210.001 · Food/Drinks
 - 6210.002 · Lodging/Room Rental
 - 6210.003 · Travel
 - 6210.004 · Materials/Supplies
- 6220 · Professional Development
 - 6220.001 · Accomodations
 - 6220.002 · Materials/Supplies/Books
 - 6220.003 · Professional Services/Cosultant
 - 6220.004 · Registration Fees
 - 6220.005 · Travel
 - 6220.006 · Meals

		6220.007 - Other Professional Development Expenses				
	6230 - Training					
	6230.001 - Curriculum					
	6230.002 - Workshop Supplies	\$800.00				
	6230.003 - Other Training Expenses					
	6240 Grant Awards					
	.001 Dragonfly Grant					
	.002 COOL Grant					
	6250 - External Event Expenses					
	.001 Registration					
	.002 Exhibit Fee					
	.003 Travel					
	Total 6200 - Board/Committee Business Expenses	<u>\$800.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	6300 - Contracted Employee Expenses					
	6310 - Administrative Assistant					
	6320 - Bookkeeper					
	6330 - CPA Services					
	6340 - Executive Director					
	6350 - Executive Director Admin Expenses					
	6350.001 - Travel					
	6350.002 - Conference Registrations					
	6350.003 - Office Supplies					
	6360 - Temporary Assistant					
	Total 6300 - Contracted Employee Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	6400 - Merchandise Expenses					
	6410 - EEA Store Supplies					
	6420 - MAG Books/Plants					
	6430 - Other Merchandise Expenses					
	Total 6400 - Merchandise Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	6500 Printing Expenses					
	6510 Display materials, banners, tabl	\$150.00				
	6520 General printing, duplicating					
	6530 Newsletter					
	6540 Promotional materials					
	6550 Signage					
	6560 Other Printing expenses					
	Total 6500 - Printing Expenses	<u>\$150.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Expense		<u>\$5,320.00</u>	<u>\$1,146.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Total Income		\$13,250.00	\$7,170.00	\$0.00	\$0.00	\$0.00

Committee 2nd Quarterly Report

Committee	Strategic Plan	
Committee	Stacy Smith	
Committee	Cindy Brown, Lincoln Larson (helped, not formally ON committee)	
Progress towards annual goals		
How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?		

Issues to address at Board meeting		
<p>Will we form a new diversity committee? Or will that task continue to fall to SP? Vote to adopt diversity statement and policy. Comments on diversity survey for membership. Heads up on New committee head.</p>		
<p>Did you spend anything for your committee? Yes No</p> <p>Fill out the financial form below if you have spent any money.</p>		
<p>Did your committee get any gifts or donations. Yes No</p> <p>(eventually we will have an online form to fill out to capture this information)</p>		

Record the volunteer hours for your committee

(hours should be recorded per committee person, for example length of meeting x number of length of activity or work x number of people)

2011-2012 Quarterly Budget Report

Strategic Plan FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income						
4000 · Administrative Income						
4010 · Donations and gifts - General						
4020 · EEA Membership Dues						
4030 · Grants						
4040 · Additional Fundraising						
4050 · MOA Admin Fees						
4060 · Sponsorships- General						
4070 · Interest Income						
4080 · Miscellaneous Income						
Total 4000 · Administrative Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 · Event Income						
4110 · Registration						
4120 · Silent Auction						
4130 · Event Sponsorships						
4140 Event Donations, gifts						
4150 Other Event Income						
Total 4100 · Event Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income						
4210 · COOL Recycle Store Sales						
4220 · EEA Store Sales						
4230 · Green Teacher Sales						
4240 · MAG Book Project						
4250 · MAG Plant Sales						
4260 · Other Merchandise Income						
Total 4200 · Merchandise Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

6230 - Training					
6230.001 - Curriculum					
6230.002 - Workshop Supplies					
6230.003 - Other Training Expenses					
6240 Grant Awards					
.001 Dragonfly Grant					
.002 COOL Grant					
6250 - External Event Expenses					
.001 Registration					
.002 Exhibit Fee					
.003 Travel					
Total 6200 - Board/Committee Business Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6300 - Contracted Employee Expenses					
6310 - Administrative Assistant					
6320 - Bookkeeper					
6330 - CPA Services					
6340 - Executive Director					
6350 - Executive Director Admin Expenses					
6350.001 - Travel					
6350.002 - Conference Registrations					
6350.003 - Office Supplies					
6360 - Temporary Assistant					
Total 6300 - Contracted Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400 - Merchandise Expenses					
6410 - EEA Store Supplies					
6420 - MAG Books/Plants					
6430 - Other Merchandise Expenses					
Total 6400 - Merchandise Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6500 Printing Expenses					
6510 Display materials, banners, tablecloths					
6520 General printing, duplicating					
6530 Newsletter					
6540 Promotional materials					
6550 Signage					
6560 Other Printing expenses					
Total 6500 - Printing Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Committee Quarterly Report

Committee Name:	Public Relations
Committee Chair:	Vicki Culbreth - Joey Giunta
Committee Members:	Rebecca Gilbert, Beckie Hawkins

Progress towards annual goals

20 for 20 events available - design and print collateral created
 Link being published
 monthly enews
 Facebook likes at 365
 Press releases distributed

How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?

Yes

Issues to address at Board meeting

Transition to new PR Chair.
 Spreading word for 20 for 20. Will get quotes for bookmark or poster to sell and giveaway
 Need volunteers for exhibit opportunities - GSTA
Thoughts on what could be put on poster should be sent to Vicki

Did you spend anything for your committee?	Yes	No
--	-----	----

Fill out the financial form below if you have spent any money.

X

Did your committee get any gifts or donations.	Yes	No
--	-----	----

(eventually we will have an online form to fill out to capture this information)

X

Record the volunteer hours for your committee

Rebecca Gilbert ~ one hour per week for facebook

Beckie Hawkins ~ two hours per month for exhibit and press releases

2011-2012 Quarterly Budget Report

PR FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income						
4000 · Administrative Income						
4010 · Donations and gifts - General						
4020 · EEA Membership Dues						
4030 · Grants						
4040 · Additional Fundraising						
4050 · MOA Admin Fees						
4060 · Sponsorships- General						
4070 · Interest Income						
4080 · Miscellaneous Income						
Total 4000 · Administrative Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 · Event Income						
4110 · Registration						
4120 · Silent Auction						
4130 · Event Sponsorships						
4140 Event Donations, gifts						
4150 Other Event Income						
Total 4100 · Event Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income						
4210 · COOL Recycle Store Sales						
4220 · EEA Store Sales						
4230 · Green Teacher Sales						
4240 · MAG Book Project						
4250 · MAG Plant Sales						
4260 · Other Merchandise Income						
Total 4200 · Merchandise Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Expenses

6000 · Administrative Expenses

- 6010 · Dues & Subscriptions
- 6020 · D&O/Liability Insurance
- 6030 · Licenses & Fees
- 6040 · PO Box Rental
- 6050 · Storage Facility
- 6060 · Office Supplies
 - 6060.001 · Postage
 - 6060.002 · Pens, paper, notebooks, file folders
- 6070 · General Equipment
- 6080 Website/Database Expenses
- 6090 · Bank/Credit Card Service Fees
- 6095 · Other Administrative Expenses

Total 6000 · Administrative Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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6100 · Internal Event Expenses

- 6110 · Advertising/Signage
- 6120 · Awards/Recognition
- 6130 · Field Trips
- 6140 · Facility Rental
- 6150 · Food/Social
- 6160 · Scholarships
- 6170 · Speaker Fees/Accommodation
- 6180 · Other Event Expenses

Total 6100 · Event Expenses	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00
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6200 · Board/Committee Business Expenses

- 6210 · Board Meetings
 - 6210.001 · Food/Drinks
 - 6210.002 · Lodging/Room Rental
 - 6210.003 · Travel
 - 6210.004 · Materials/Supplies
- 6220 · Professional Development
 - 6220.001 · Accomodations
 - 6220.002 · Materials/Supplies/Books
 - 6220.003 · Professional Services/Cosultant
 - 6220.004 · Registration Fees
 - 6220.005 · Travel
 - 6220.006 · Meals
 - 6220.007 · Other Professional Development Expenses

6230 - Training					
6230.001 - Curriculum					
6230.002 - Workshop Supplies					
6230.003 - Other Training Expenses					
6240 Grant Awards					
.001 Dragonfly Grant					
.002 COOL Grant					
6250 - External Event Expenses					
.001 Registration					
.002 Exhibit Fee	\$2,000.00		600		
.003 Travel					
Total 6200 - Board/Committee Business Expenses	\$2,000.00	\$0.00	\$600.00	\$0.00	\$0.00
6300 - Contracted Employee Expenses					
6310 - Administrative Assistant					
6320 - Bookkeeper					
6330 - CPA Services					
6340 - Executive Director					
6350 - Executive Director Admin Expenses					
6350.001 - Travel					
6350.002 - Conference Registrations					
6350.003 - Office Supplies					
6360 - Temporary Assistant					
Total 6300 - Contracted Employee Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6400 - Merchandise Expenses					
6410 - EEA Store Supplies					
6420 - MAG Books/Plants					
6430 - Other Merchandise Expenses					
Total 6400 - Merchandise Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6500 Printing Expenses					
6510 Display materials, banners, tablecloth	\$2,400.00		469.9		
6520 General printing, duplicating					
6530 Newsletter					
6540 Promotional materials					
6550 Signage					
6560 Other Printing expenses					
Total 6500 - Printing Expenses	\$2,400.00	\$0.00	\$469.90	\$0.00	\$0.00
Total Expense	\$4,575.00	\$0.00	\$1,069.90	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Committee Quarterly Report

Committee Name: Website and Database
Committee Chair: Sharon Smith
Committee Members: Vicki Culbreth, Naomi Thompson, Susan Meyers

Committee Quarterly Report

Committee Name: Website a
Committee Chair: Sharon Sr
Committee Members: Vicki Culb

Progress towards annual goals

Old website is history - no longer paying DSI
 .org and .com go to new website
 purchased GAKidsinnature websites
 initiated website 101 lessons
 online EEA store open

How the above goals align with Strategic Plan: What SP goal does it relate to (1-6)?

Yes

Issues to address at Board meeting

Please read the Website 101 emails (will do one about getting into volunteer log)
Please review your respective sections of the website and update as needed
Any suggestions for improvements to the website will be welcomed
MC raised fee by \$10 per month starting in Jan 2012
Possibly update header with 20th anniversary graphic?

Did you spend anything for your committee?

Yes **No**

Fill out the financial form below if you have spent any money.

Did your committee get any gifts or donations.

Yes

No

(eventually we will have an online form to fill out to capture this information)

Record the volunteer hours for your committee

(hours should be recorded per committee person, for example length of meeting x number of people length of activity or work x number of people)

webmaster = 105 hours 105

Naomi updates, posting, tutoring

others, webinars = 70 hours 70

2011-2012 Quarterly Budget Report

Website/Database FY12	BUD. Exp.	BUD. Inc.	1st qtr	2nd qtr	3rd qtr	4th qtr
Income						
4000 · Administrative Income						
4010 · Donations and gifts - General						
4020 · EEA Membership Dues						
4030 · Grants						
4040 · Additional Fundraising						
4050 · MOA Admin Fees						
4060 · Sponsorships- General						
4070 · Interest Income						
4080 · Miscellaneous Income		\$180.00				
Total 4000 · Administrative Income		\$180.00	\$0.00	\$0.00	\$0.00	\$0.00
4100 · Event Income						
4110 · Registration						
4120 · Silent Auction						
4130 · Event Sponsorships						
4140 Event Donations, gifts						
4150 Other Event Income						
Total 4100 · Event Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4200 · Merchandise Income						
4210 · COOL Recycle Store Sales						
4220 · EEA Store Sales						
4230 · Green Teacher Sales						
4240 · MAG Book Project						
4250 · MAG Plant Sales						

6220.002 · Materials/Supplies/Books					
6220.003 · Professional Services/Cosultant					
6220.004 · Registration Fees					
6220.005 · Travel					
6220.006 · Meals					
6220.007 · Other Professional Development Expenses					
6230 · Training					
6230.001 · Curriculum					
6230.002 · Workshop Supplies					
6230.003 · Other Training Expenses					
6240 Grant Awards					
.001 Dragonfly Grant					
.002 COOL Grant					
6250 - External Event Expenses					
.001 Registration					
.002 Exhibit Fee					
.003 Travel					
Total 6200 · Board/Committee Business Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
6300 · Contracted Employee Expenses					
6310 · Administrative Assistant					
6320 · Bookkeeper					
6330 · CPA Services					
6340 · Executive Director					
6350 · Executive Director Admin Expenses					
6350.001 · Travel					
6350.002 · Conference Registrations					
6350.003 · Office Supplies					
6360 · Temporary Assistant					
Total 6300 · Contracted Employee Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
6400 · Merchandise Expenses					
6410 · EEA Store Supplies					
6420 · MAG Books/Plants					
6430 · Other Merchandise Expenses					
Total 6400 · Merchandise Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
6500 Printing Expenses					
6510 Display materials, banners, tablecloths					
6520 General printing, duplicating					
6530 Newsletter					
6540 Promotional materials					

6550 Signage

6560 Other Printing expenses

Total 6500 - Printing Expenses

Total Expense

Total Income

\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
\$3,406.00		\$616.36	\$1,074.51	\$0.00	\$0.00
	\$180.00	\$0.00	\$0.00	\$0.00	\$0.00

8000 Inkind Support

8010 Time

8020 Products