

Committee Quarterly Report

Committee Monarchs Across Georgia

Committee Kim Sutherland

Committee Karen Garland, Jennifer McCoy, Susan Meyers, Vicki Culbreth, Naomi Thompson

Progress towards annual goals

1. Educate through educational opportunities: provide 2 workshops, offering 2 Mexico trips, sent
2. Conserve habitat: 1 new pollinator habitat certification, planning September plant sale
- 3
- 4

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

Yes, Goals 1, 2, 6

Issues to address at Board meeting

nothing

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

Naturalist Rally - \$500

Record the volunteer hours for your committee

10 hours newsletter

meeting 5 x 4 hours = 20 hours

2 workshops 2 x ~20 hours = 40 hours

September event and planning = 60 hours

2011-2012 Quarterly Budget Report

6060.001 · Postage	\$500.00			
6060.002 · Pens, paper, notebooks, file	\$25.00			
6070 · General Equipment				
6080 Website/Database Expenses	\$150.00			
6090 · Bank/Credit Card Service Fees				
6095 · Other Administrative Expenses				
Total 6000 · Administrative Expenses	\$675.00		\$0.00	\$0.00
6100 · Internal Event Expenses				
6110 · Advertising/Signage				

6120 · Awards/Recognition	\$300.00	150		
6130 · Field Trips				
6140 · Facility Rental				
6150 · Food/Social	\$2,415.00	~2415		
6160 · Scholarships	\$2,300.00			
6170 · Speaker Fees/Accommodation				
6180 · Other Event Expenses				
Total 6100 · Event Expenses	\$5,015.00		\$150.00	\$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 · Accommodations				
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	\$6,000.00	2000		
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 Exper	\$6,000.00		\$2,000.00	\$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
6400 · Merchandise Expenses				
6410 · EEA Store Supplies				
6420 · MAG Books/Plants	\$2,775.00			
6430 · Other Merchandise Expenses				
Total 6400 · Merchandise Expenses	\$2,775.00		\$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	\$14,465.00	\$2,150.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00
8000 Inkind Support				
8010 Time				
8020 Products	\$2,199.00	\$500.00	Rally	

Committee Quarterly Report

Committee **Membership Services**

Committee Tara Muenz

Committee

Progress towards annual goals

- 1 Hosting member events every quarter: Will participate in Naturalist Rally Sept 24
2. Assist with OLS in October-networking/social events
3. Create membership renewal email reminder
4. Keep website updated with future/past events
5. Advertise in the Link, EE in GA, e-mail blasts, and other outlets for EEA Member events
6. Member Benefits: Enhance section on website; create a member benefit card with discounts
7. Create event leader/host guidelines

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

Yes

2

3

4

Issues to address at Board meeting

1. Obtain names of businesses/places to approach for EEA member benefits
2. Obtain membership event ideas from BOD
3. Committee recruitment for FY12
4. Check-in with other committees about regional recruitment

Did you spend anything for your committee? Yes No XXX

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

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

(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)

Estimated ~20 hrs

2011-2012 Quarterly Budget Report

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 Exper	\$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		\$0.00	\$0.00	\$0.00	\$0.00
8000 Inkind Support					
8010 Time					
8020 Products					

Committee Quarterly Report

Committee Name: COOL Committee

Committee Chair: Eli Dickerson

Committee Members: Brian Mcknight

Progress towards annual goals

- 1 OLS Location Set- Georgia Perimeter College
- 2 Committees and committee leader set
- 3 \$1200 in sponsorship acquired (security fee, postage, decor, OLS banner, carbon offset, p
- 4 Presenters acquired (20 + Keynote)
- 5 August 22nd Registration Opening

Do the above goals align with the Strategic Plan? Yes or No If not

- 1
- 2
- 3
- 4

Issues to address at Board meeting

Who else in on this committee?

Ideas/feelings on targeting new populations like persons with disabilities?

Did you spend anything for your committee?

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

Did your committee get any gifts or donations.

(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 c
length of activity or work x number of people)

2011-2012 Quarterly Budget Report

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

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		<u>\$4,370.00</u>

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>

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>

6400 · Merchandise Expenses

	6410 · EEA Store Supplies	
	6420 · MAG Books/Plants	
	6430 · Other Merchandise Expenses	
Total 6400 · Merchandise Expenses		<u>\$0.00</u>

6500 Printing Expenses

	6510 Display materials, banners, tableclo	\$150.00
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	6520 General printing, duplicating	
	6530 Newsletter	
	6540 Promotional materials	
	6550 Signage	
	6560 Other Printing expenses	<u> </u>
Total 6500 - Printing Expenses		<u> </u> \$150.00
Total Expense		<u> </u> \$5,320.00
Total Income		<u> </u>
8000 Inkind Support		
	8010 Time	
	8020 Products	

[Redacted]

[Redacted]

resenter and council member fees)

give an explanation.

[Redacted]

Yes No

X

Yes No

X

[Redacted]

of people

	1st Q	2nd Q	3rd Q	4th Q
	\$0.00	\$0.00	\$0.00	\$0.00

	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$1,200.00				

Committee Quarterly Report

Committee Public Relations
Committee Joey Giunta
Committee Karen Garland, Tara Muenz, Rebecca Gilbert, Kathryn Masuda, Becky Hawkins, Vicki

Progress towards annual goals

- 1 Work toward getting website training
- 2 posts on Facebook
- 3 Creation of PR calendar
- 4

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

- Yes
 2
 3
 4

Issues to address at Board meeting

Press Release Timeline/Form for EEA events.
 Share order form to be filled out by committee chairs

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)

2011-2012 Quarterly Budget Report

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	<u>\$0.00</u>		<u>\$0.00</u>	<u>\$0.00</u>
6100 · Internal Event Expenses				
6110 · Advertising/Signage	\$175.00			
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	<u>\$175.00</u>	\$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	\$2,000.00			
.003 Travel				
Total 6200 · Board/Committee Business Exper	<u>\$2,000.00</u>	\$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	<u>\$0.00</u>	\$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	<u>\$0.00</u>	\$0.00	\$0.00	\$0.00
6500 Printing Expenses				
6510 Display materials, banners, tableclo	\$2,400.00			
6520 General printing, duplicating				

6530 Newsletter				
6540 Promotional materials				
6550 Signage				
6560 Other Printing expenses				
Total 6500 - Printing Expenses	\$2,400.00	\$0.00	\$0.00	\$0.00
Total Expense	\$4,575.00	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00
8000 Inkind Support				
8010 Time				
8020 Products	\$2,000.00			

|-----|
\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00
\$0.00
\$0.00

Committee Quarterly Report

Committee Volunteer Management

Committee Melanie Biersmith

Committee Jessica Hardy, Paul McClendon

Progress towards annual goals

Solicited and received feedback related to at least 1 job each committee to utilize a volunteer to
 Shared a preliminary timeline and general framework for volunteer development with Board at
 Preparing to lead a couple of discussion points at the August retreat related to volunteer

4

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

1

2

3

4

Issues to address at Board meeting

challenges of working with volunteers

defining roles for volunteers; our implementation plan draft

volunteer recognition

effective leadership

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)

i'm not sure i understand how to

answer this one, sorry.

2011-2012 Quarterly Budget Report

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 · Accommodations				
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 Exper	\$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	\$200.00	\$0.00	\$0.00	\$0.00
Total Income		\$0.00	\$0.00	\$0.00
8000 Inkind Support				
8010 Time				
8020 Products				

Committee Quarterly Report

Committee Strategic Planning

Committee Stacy Smith

Committee Jessica Hardy

Progress towards annual goals

Membership strategic plan survey completed. Results being tabulated and data distributed to Strategic plan goals complete and being edited for presentation to the executive committee and

3

4

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

1

2

3

4

Issues to address at Board meeting

Changes to strategic plan needed.

Next steps and membership for committee.

Did you spend anything for your committee? Yes No

no

Did your committee get any gifts or donations. Yes No

No

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

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				

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
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 Exper	\$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
8000 Inkind Support				
8010 Time				
8020 Products				

Committee Quarterly Report

Committee Website and Database

Committee Sharon Smith

Committee Vicki Culbreth; Naomi Thompson

Progress towards annual goals

1. Continuing to learn about the features and capabilities of new website. Created Commi
2. Designed monthly E-news format and sent out first e-news using database.
3. Created multiple forms for online event registration.
4. Began planning for online EEA store.
5. Working with Member Services to implement automatic renewal notice to expired mem
6. Every board member given an invitation to meet with me for committee website usage n
7. Every board member offered training in website editing/posting.

Do the above goals align with the Strategic Plan? Yes or No If not give an explan

1. Yes
- 2
- 3
- 4

Issues to address at Board meeting

1. re-issue invitation to meet
2. reminder about form requests
3. Modifying the corporate/non-profit pricing structure.

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 length of activity or work x number of people)

5/7/11 - 7/13/11 40 hours

2011-2012 Quarterly Budget Report

6060.001 · Postage			
6060.002 · Pens, paper, notebooks, file folders			
6070 · General Equipment			
6080 Website/Database Expenses	\$3,430.00		
6090 · Bank/Credit Card Service Fees			
6095 · Other Administrative Expenses			
Total 6000 · Administrative Expenses	\$3,430.00	\$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
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
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
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
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
Total Expense	\$3,430.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00
8000 Inkind Support			
8010 Time			
8020 Products			

Committee Quarterly Report

Committ Conference 2012
Committ Sharon Smith
Committ Joey Giunta, Laura Aikens, Naomi Thompson, Debra Ewing, Terry Porter, Michael

Progress towards annual goals

1. Established conference committee, theme, logo, location
2. Working on call for proposals, social, awards banquet, fundraising, keynote, field trips, food, etc.

3
4

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

1. yes
- 2
- 3
- 4

Issues to address at Board meeting

none

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)

30 hours

2011-2012 Quarterly Budget Report

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
6100 · Internal Event Expenses				

6110 · Advertising/Signage				
6120 · Awards/Recognition				
6130 · Field Trips				
6140 · Facility Rental				
6150 · Food/Social	\$8,850.00			
6160 · Scholarships	\$424.00			
6170 · Speaker Fees/Accommodation	\$1,500.00			
6180 · Other Event Expenses	\$105.00			
Total 6100 · Event Expenses	\$10,879.00	\$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 · Prof. 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	\$1,500.00			
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 Exper	\$1,500.00	\$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	\$12,379.00	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00

8000 Inkind Support
8010 Time
8020 Products

\$25,000.00

Committee Quarterly Report

Committee Name: COOL Outreach
Committee Chair: Karen Garland (Eli Dickerson (COOL chair)
Committee Members:

Progress towards annual goals

- 1 Working on resetting date for Outreach Committee training - for committee members only.
- 2 Members should certify with NWF, but get ready for the EEA certification to occur.
- 3 Jerry has visited all Cobb County schools to tell about OLS and outreach.
- 4 Certification is for outdoor learning spaces

Do the above goals align with the Strategic Plan? Yes or No If not give an ex

- 1 Yes
- 2
- 3
- 4

Issues to address at Board meeting

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)

2011-2012 Quarterly Budget Report

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
6100 · Internal Event Expenses		
6110 · Advertising/Signage		

6120 · Awards/Recognition	\$150.00	
6130 · Field Trips		
6140 · Facility Rental		
6150 · Food/Social		
6160 · Scholarships		
6170 · Speaker Fees/Accommodation		
6180 · Other Event Expenses		
Total 6100 · Event Expenses	\$150.00	\$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	\$850.00	
6230.003 · Other Training Expenses		
6240 Grant Awards		
.001 Dragonfly Grant		
.002 COOL Grant	\$500.00	
6250 - External Event Expenses		
.001 Registration		
.002 Exhibit Fee		
.003 Travel		
Total 6200 · Board/Committee Business Expenses	\$1,350.00	\$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
6400 · Merchandise Expenses		
6410 · EEA Store Supplies		
6420 · MAG Books/Plants		
6430 · Other Merchandise Expenses		
Total 6400 · Merchandise Expenses	\$0.00	\$0.00
6500 Printing Expenses		
6510 Display materials, banners, tablecloths		

Committee Quarterly Report

Committee Current Issues

Committee Robby Astrove and Gretchen Giggley

Committee Jen McCoy, Paul McClendon, Alicia Evans, Alina Ruiz, Karen Garland, Eve

Progress towards annual goals

Identified FY11 priorities:

New member: Eve Neumeister

Created call/meeting schedules

Joined NAAEE Action Network calls

Monitoring NCLI legislation via NAAEE

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

Yes

Issues to address at Board meeting

What role will EEA have with GA ELP and national NCLI legislation

Replace Lisa as NAAEE contact for Action Network

Turner Foundation actions supporting EEA advocacy

Would like DOE representative with CIC or EEA

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

NAAEE Action Network Call

Meetings/Communications

2011-2012 Quarterly Budget Report

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
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	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
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 Exper	<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>
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>
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

- 8000 Inkind Support
- 8010 Time
- 8020 Products

Committee Quarterly Report

Committ **EEA Store**

Committ Linda May

Committ Kim Bailey

Progress towards annual goals

1. Operate the EEA Store at EEA events such as the annual conference and OLS ~ Plan to set up and work EEA Store at September Naturalist Rally and at OLS in October.
2. Maintain an interesting variety of EEA store merchandise comprised of fun, eco-friendly &/or useful items geared toward our members ~ Currently have variety in stock, but the extent is limited to budget constraints.
3. Make a profit for EEA via store sales. ~ almost 'out of the red' in terms of overall profit since the store was restocked in 2009. As of July 2011, the running profit balance is -\$60.62.

4

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

1. Yes ~ all objectives strive to improve networking by adding fun to events + providing resources for environmental educators, while striving to raise funds for EEA.

2

Issues to address at Board meeting

1. Holding off on getting credit card swiper for now, to save money. Will try to have at least 2 computers running at future events to speed up processing of sales.
2. Working with Sharon Smith to set up online sales of just a few EEA Store items. As of July 13, she already made a template but I still need to review it + decide shipping/handling fees.
3. Would like feedback from the board about adding consignment items to store &/or donated items (handmade crafts of good quality that represent EEA well, new items donated to recycle store, etc.)

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)

As of July 13, 2011 -- 2 hours total
(Linda 1.5 & Kim 0.5)

2011-2012 Quarterly Budget Report

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
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
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 Exper	\$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	\$500.00			
6420 - MAG Books/Plants				
6430 - Other Merchandise Expenses				
Total 6400 - Merchandise Expenses	\$500.00	\$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	\$600.00	\$0.00	\$0.00	\$0.00
Total Income		\$0.00	\$0.00	\$0.00
8000 Inkind Support				
8010 Time				
8020 Products				

Committee Quarterly Report

Committee Executive Committee

Committee

Committee Jennifer McCoy, Naomi Thompson, Paul McClendon, Jo Adang, Laura Aikens

Progress towards annual goals

- 1 Provide leadership to the BOD (8 of 9 objectives will be met): facilitating fun board retreat at
2. Effectively manage Board's strategic work plan (met): EC members check reports are posted
- 3 Manage Executive Director (met): weekly to bi-weekly check-ins with President, revised work
- 4

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

- 1 Yes, all align.
- 2
- 3
- 4

Issues to address at Board meeting

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

2 canvases valued at \$60
In kind training time at retreat

Record the volunteer hours for your committee

Total 65 hours

Emails, committee check-ups, 4 x 5 hours- 20 hours form and packet revisions 10 hours

July 21 meeting 4 x 5 hours 20 hours

September meeting 4 x 2 hours 8 hours

2011-2012 Quarterly Budget Report

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	\$500.00			
6130 · Field Trips				
6140 · Facility Rental				
6150 · Food/Social				
6160 · Scholarships				
6170 · Speaker Fees/Accommodation				
6180 · Other Event Expenses				
Total 6100 · Event Expenses	\$500.00	\$0.00	\$0.00	\$0.00
6200 · Board/Committee Business Expenses				
6210 · Board Meetings				
6210.001 · Food/Drinks	\$500.00	100		
6210.002 · Lodging/Room Rental	\$2,000.00	2000		
6210.003 · Travel	\$500.00	100		
6210.004 · Materials/Supplies				
6220 · Professional Development				
6220.001 · Accomodations	\$1,000.00			
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 Exper	\$4,000.00	\$2,200.00	\$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	\$4,500.00	\$2,200.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00

8000 Inkind Support
8010 Time
8020 Products

7 hours
\$60.00

Committee Quarterly Report

Committee Executive Director
Committee Paul McClendon
Committee Possible Volunteers in the future

Progress towards annual goals

Creation of a monthly work plan with measurable monthly goals.
 Conducted Core Course 2 ATEEG class in July. Planning for Core Course 3 in September.
 Met with Executive Committee to plan retreat agenda. Discussed the possibility of EEA creating Fund Raising - Contact with GA Power and Turner Foundation.

Do the above goals align with the Strategic Plan? Yes or No If not give an explanation.

1
2
3
4

Issues to address at Board meeting

Possible corporate contacts among the BOD.
 Ideas for foundation grant proposals.
 Discussion of the ELP.

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)

2011-2012 Quarterly Budget Report

6060.001 · Postage				
6060.002 · Pens, paper, notebooks, file	35.78			
6070 · General Equipment	32.99			
6080 Website/Database Expenses				
6090 · Bank/Credit Card Service Fees				
6095 · Other Administrative Expenses				
Total 6000 · Administrative Expenses	\$68.77	\$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
6200 · Board/Committee Business Expenses				
6210 · Board Meetings				
6210.001 · Food/Drinks	\$0.00			
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	\$300.00			
.002 Exhibit Fee				
.003 Travel				
Total 6200 · Board/Committee Business Exper	\$300.00	\$0.00	\$0.00	\$0.00
6300 · Contracted Employee Expenses				
6310 · Administrative Assistant				
6320 · Bookkeeper				
6330 · CPA Services				
6340 · Executive Director	2083.34			
6350 · Executive Director Admin Expenses				
6350.001 · Travel				
6350.002 · Conference Registrations				
6350.003 · Office Supplies				
6360 · Temporary Assistant				
Total 6300 · Contracted Employee Expenses	\$2,083.34	\$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	\$2,452.11	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00	\$0.00

Committee Quarterly Report

Committee	Fundraising
Committee	Ginny Elliott and Paul McClendon
Committee	Joey Guinta, Karan Wood, Mindy Edelson

Progress towards annual goals

- 1 Co-chairs talk biweekly about strategies, annual goals and progress. Paul is handling corpor
- 2 Developing a case statement for individual giving.
- 3 Developing concept for a flyer/rack card about individual giving.
- 4 Paul is continuing to make contact with potential corporate partnerships.
- 5 Ginny will communciate with Member Services regarding promotion of annual giving at spec
- 6 Annual giving campaign will kick off in winter 2012 leading up to EEA conference.
- 7 Created a work activity spreadsheet to track progress and timelines.

Do the above goals align with the Strategic Plan? Yes or No If not give an explant:

- 1
- 2
- 3
- 4

Issues to address at Board meeting

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)

2011-2012 Quarterly Budget Report

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
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
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
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
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
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
Total Expense	\$0.00	\$0.00	\$0.00
Total Income	\$0.00	\$0.00	\$0.00
8000 Inkind Support			
8010 Time			
8020 Products			