

EEA Board Meeting pending approval

February 14, 2012

Location: Flinchum's Pheonix, Athens

Board members present: Stacy Smith, Kim Sutherland, Melanie Biersmith, Vicki Culbreth (At-Large), Kris Irwin, Linda May, Eli Dickerson, Jo Adang, Sharon Smith, Tara Muenz, Jennifer McCoy, Joey Giunta, Laura Aikens, Naomi Thompson

Guests: Katherine Bell, Gary Eddy, Margeaux Maerz, Chase Parks, Mary Terry

Majority achieved with 13 members.

1. Welcome and find your chicken

**Agenda provided**

**Attachment A**

**2. Approval of previous minutes**

**MOTION** (Laura), move to approve the November meeting minutes.

**MOTION SECONDED** (Kris). Jennifer calls for a vote.

**MOTION APPROVED.**

**Treasurer Report (Jo)**

**Attachment B**

Changes:

Move MAG pollinator certification to separate line.

Storage box was moved to cheaper, Roswell location. Vicki Culbreth has key and will let Jo know the cost of insurance for new box.

Credit Card use: moving to Moolah, have Squareup.com – will get 2 squares, can swipe cards (charged 2.75% each), take picture of card, put in name and specific information of item being sold so Jana knows what it is for. Board should go to site and look around to see what it is like.

Regarding committee budgets: Make sure you don't spend money you don't have. If it isn't on a specific line, you will need to come back to the Board to ask for a specific amendment.

**Changes to budget codes for 2012**

**Attachment C**

To be used for preparing the 2012 budget due April 1

**Note:** please put in the in-kind time and merchandise amounts your committee gets

**Committee Reports**

**Attachment D**

**ATEEG Report (Kris)**

**Conference Report (Sharon)**

**MOTION** (Sharon), move to be allowed to allocate the \$1000 from the Turner Foundation to her budget for the Conference service project .

**MOTION SECONDED** (Kris). Main idea for birdhouses to be installed and put a plaque on them from an organization. Sharon needs to put together a proposal to Executive for spending on a service project. Sharon rescinded motion.

Tara wants to have a membership table to contact people- maybe also contact about individual giving

**COOL Report (Eli)**

**Volunteer Management (Melanie)**

**Current Issues (Jennifer)**

**EEA Store (Linda)**

**Fundraising (Jennifer)** Ginny was given many ideas and has contacts to make to discuss further.  
**MAG (Kim)**

**Member Services (Tara)**

**Executive (Naomi and Laura)**

**Strategic Plan (Stacy)**

**Attachment E**

Stacy will ask for revisions and then do an email vote.

**Public Relations (Vicki)**

**Website/Database (Sharon)**

**Executive Director discussion**

**Attachment F**

Do we want to fill the executive director position again? If we do fill it, what does that look like?  
Need to keep ATEEG and ED positions separate. May need to think about this further to figure out the details. Seems general agreement we do want an ED doing some sort of work for us and it will be included in the budget. Overview of duties will be sent out for comment and revision. Will recruit other Board members for search committee.

February 14 Board of Directors Agenda

Attachment A

1000 am Chickens

Approval of minutes

1030 - 1100 am Treasurer Report, Budget Report

1100 am ATEEG

1110 am Conference

1140 am COOL

1150 am Volunteer Management

Lunch

100 pm Current Issues

110 pm EEA Store

120 pm Fundraising (Jen)

130 pm MAG

140 pm Member Services

150 pm Executive (Naomi, Laura – chair updates)

210 pm Strategic Plan

220 pm PR

230 pm Website/Database

240 - 330 pm Where we are

## EEA ED Position Overview

## Attachment F

<b>EEA Exec Dir Duties</b>	<b>Time</b>
over course of 1 year (15 hr/wk, \$25/hr = \$20,000)	
Keep records, budget, basic correspondence	5 hours/wk
Annual Written Report, Board Reports, and Executive Committee Update	250 hours/yr
Secure funding through grants, sponsorships	5 hours/wk 250 hours/yr
Communicate with board, committees, membership, outside groups and press (face of organization)	2 hour/wk 100 hours/yr
Attend EEA Events, EE meetings (including NAAEE, BOD meetings, retreat)	100 hours/yr
Initial records review, setup systems, follow-up as needed with backlog	100 hours/yr
Regular hours per week for EEA	Approx. 15 hr/wk
Total	800 hours