

EEA Board Meeting Minutes – pending approval

Date: May 18, 2011

Location: Georgia Forestry Association

Board members present: Jo Adang, Laura Aikens, Paul McClendon, Sharon Smith, Melanie Biersmith, Linda May, Stacy Smith, Jennifer McCoy, Cindy Wolfe, Tara Muenz, Robby Astrove, Naomi Thompson, David Hedgepeth, Venetia Butler

MAJORITY ACHIEVED with 14 board members in attendance.

1. Welcome by Laura with Happy Bucks activity.

Agenda provided. **Attachment A**

2. Approval of Minutes – Naomi

MOTION (Naomi), move to approve the February meeting minutes with change to clarify that Jessica Hardy was our guest at the meeting.

MOTION SECONDED (Sharon). Jennifer calls for a vote.

MOTION APPROVED.

All Committee Reports are attachment B.

3. Monarchs Across Georgia report – Naomi

4. Executive Committee report – Naomi

Note that EC will need to revise the report documents so all chairs use the same format to fill out forms. On the EOY report the 'issues' section should match up with the recommendations (this section will actually become 'activities to address that the issues are resolved')

5. Current Issues Committee report – Robby

Robby answers that producing a 'white paper' is one of their goals to work on this coming year.

6. COOL – Outdoor Learning Symposium and Outreach report- Naomi

Clarify that the first workshop is for COOL members only and is now scheduled for July 29. The next one that is open to the public will be a workshop after OLS in October.

7. Conference Committee report – Sharon

Sharon puts out a request that BOD sign up for a committee on the report that they have expertise on and can be a mentor for the committee members. Also, if anyone has co-workers, interns, assistants, etc, who want to get more involved with EEA and would like to serve on the committee please contact Sharon. Date is set for March 30-31. Facility auditorium can accommodate 375 -we have 6 classrooms, the auditorium, and the lobby space for sessions. Date is set for March 30-31. Trying to get local food but stymied by reduced growing season for that time of year.

Joey has stepped to chair 2013 Conference in Athens.

8. Advanced Training for Environmental Educators in Georgia

We had 3 people finish the certification Mary Beth Cary, Naomi Thompson, and Kim Morris –Zarneke. We will send a certificate to them (and future graduates) immediately, then recognition at annual conference. Paul's additional goal for FY11-12 is to increase the participants in the classes.

Yes, participants have to become a member of EEA. We want to make membership look attractive. We need to make sure people still have a choice because some employers will not pay for membership.

9. Public Relations Committee report – Laura

An aside that GSTA would like to have a stronger relationship with EEA and an EE track at their conference. LinkedIn - Anyone who is on this, contact Joey.

Reminder – remember the chart that shows how the committees overlap? PR is a main one to make sure all the committees use it. Check that your committee is communicating with others.

10. Member Services Committee – Tara

There is a lot of growth potential for this committee. They are trying more ideas to engage members at the conference and ways to recruit people.

Note there are some upcoming trips – canoe trip this weekend, June 5 Tree Climbing. Sign up!

Yes, there is a way to capture new members and send them a letter. They want to auto-generate the letter.

Also, want to generate some kind of regional contact list to try to target different areas of the state.

11. Strategic Planning Committee report – Stacy

Hoping to have a final draft of Strategic Plan in July, then we'll finalize at the retreat.

While an email has gone out in What's New blast and the newsletter to ask people to fill out the survey, all of our organizations should send it out to ask our own members. It is for everyone to give feedback.

12. Fundraising Committee report - Paul

Ginny Elliott was recruited as chair. She does the individual aspect while Paul works with corporations.

13. EEA Store Committee report – Linda

An overall goal is to get completely free of the set-up cost before she orders anything more.

Question: can this committee explore putting some things on the website for sale? Linda would need some help. Jo suggests some outside businesses may be able to handle this for us and give us a percentage of each sale. Jo and Linda will look into this.

Jana has recommended that we start charging sales tax for any merchandise. Linda may do this differently than the MAG plant sales.

14. Website and Database Committee report – Sharon

Wants to restructure the corporate/organizational memberships – will talk offline with Member Services.

Everyone needing a form on the website should fill out the form link that Sharon sent through earlier this week.

Be very specific what we want to have posted for the committee forms. You can type it into the box or you can attach a Word Document (make sure to minimize your formatting.). Tell her in the notes what you want multiple choice, or only choose one, etc. In comment box: Tell Sharon the extra you want her to do. Website: She has made everyone an administrator but CALL Sharon first for training to update your comm. page. Training is better one on one, not take up time at the Retreat.

If you don't want to update it – at least be diligent about checking your committee page to update it.

Would like to request each committee chair check in with Sharon – plan for 30 minutes to talk about the website to learn what is available for using the website.

The calendar of events is now live so you can get events up there.

Committee planning pages – lots that we can do, let's use it. Contact Sharon for training. Place to post the working committee documents and message each other.

Question: we need an Intro. 101 at the Retreat. We may schedule 2-4 sessions and people can sign up to get training. Sharon will be off work and able to do the website work June 20th through July 1st.

15. Volunteer Management – Melanie

Our two reasons for having this committee: 1. Involve and engage our membership

2. Relieve some of the pressure on BOD

Volunteer Stats

- 62.8 million people volunteered last year
- 35 to 44 year olds most likely to volunteer
- Early twenties least likely
- Parents more likely than non-parents
- College educated more likely than those with a high school diploma
- Median of 52 hours/year spent volunteering
- Religious organizations most often volunteered for
- Fundraising is the number one activity volunteers do
- Most people volunteer because someone in the organization asks

The on-line application will be kind-of a screening, then lead the applicant to an orientation. We need to use a tested process to walk the volunteers through, engage and keep them. Remembering this:

“Science of Volunteer Management”

- Identify
- Select
- Orient
- Train
- Utilize
- Recognize
- Evaluate

Questions to consider: Do we have a face to face interview? If we put in too many layers to go through, then we may lose volunteers even signing up. Volunteer Manual – probably electronic, Melanie needs lots of feedback, do we need waivers, what policies do we need, how deep do we get into all of this.

What if someone doesn't work out?? We may need to come up with some policies to handle all this. Volunteer application can have a question to gather people this way.

Committee Chairs that are interested in having volunteers need to make mini-job descriptions so it can be packaged and handed off.

Paul made contact with Pro-Bono Partnership of Atlanta that connects small non-profit like ours with pro-bono attorneys.

Timeline: launch (pilot) in Fall

16. MOTION (Venetia), move to make the secretary position a two year term.

MOTION SECONDED (Linda). Jennifer calls for a vote.

MOTION APPROVED.

17. FY 2010-2011 Budget Report – Jo Attachment C

We still have bookkeeper fees to pay. We clarified some committee budget amounts.

Very important at each event to separate out how many memberships we had. We need this record.

We need a procedure written up so people know who to send the membership information to so it gets entered in to the database. This may be taken care of with all forms being on-line.

Jo will check on what amount is available for conference scholarships.

MOTION (Laura), move to accept the financial report with changes and information that was discussed.

MOTION SECONDED (Stacy). Jennifer calls for a vote.

MOTION APPROVED.

18. New Codes Attachment D

We want to ease how we identify where our money comes from and where it is going.

19. FY2011-2012 Draft Budget Attachment E

Sharon will discuss off-line about the conference scholarship amount and get budget amended.

Just to clarify that what is approved in this budget is what committees can spend. If they have anything else to put in their budget it must be presented and amended at a Board meeting.

New budget reports Committee chairs should use to report at each Board meeting so we can keep up with how income/expense is working.

Attachment F

Note July 1 we should start counting our volunteer hours. This should be recorded

More discussion, revision of some committee budgets and approval will have to be done with an e-vote.

\$20 made during Happy Bucks – where to donate

MOTION (Melanie), move to donate the money to dragonfly grant.

MOTION SECONDED (Sharon). Jennifer calls for a vote.

MOTION APPROVED.

Happy Trails ending – write one thing you are thankful for today.

MEETING AGENDA
MAY 16, 2011

Attachment A

Everyone should bring some \$1 bills for a fun activity.

10 – 1030 am Happy Bucks - Laura

Approve minutes from last meeting

1030 – 1130 am Committee Reports - only accomplishments and issues to resolve - 5 minutes each
MAG, Current Issues, COOL-Outreach, COOL-Symposium, Conference, ATEEG,

1100 -----break-----

PR, Member Services, Strategic Planning, Fundraising, EEA Store

1140 - 1200 Website

12-1230 Volunteer Management

1230-115 Lunch and teambuilding –Naomi

120 – 250 pm Budget - Jo

250 -3 pm Happy Trails - Laura

Committee Planning and Objectives

Committee Name:	Council of Outdoor Learning-Outreach Committee
Committee Chair:	Karen Garland
Committee Members:	

Committee Accomplishment for 2010-2011

n/a basically new committee within COOL

- 2
- 3
- 4
- 5
- 6
- 7

Issues to Resolve for 2011-2012

n/a

- 2
- 3

Recommendations for 2011-2012

n/a

- 2
- 3
- 4
- 5

Committee Goals for 2011-2012

1. Provide training to educators in order to utilize the outdoors as a learning center.
2. Provide resources for educators (OLS proceedings).
3. Become more sustainable through PR, marketing, fundraising, awards and budgeting.

Committee Activities for 2011-2012

- 1 Promote outdoor learning programs and trainings to educators.
- 2 Create a training and certification of a "Certified Georgia Outdoor Learning Center."
- 3 Create a mentoring program to assist teachers in getting their outdoor learning center certified.
- 4) Give staff development or school presentations talks throughout the state regarding outdoor learning.
- 5 Build professional partnerships and sponsorships with supporters of the Outdoor Classroom Council and outdoor learning.
- 6 Recognize 1 outdoor learning service award annually.

7 Be present at 3 public events throughout the state to promote outdoor learning education (i.e. GSTA, Regional GSTA/RESA Conferences and the EEA Conference.)

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Internal Committee Budget

2011-2012 Budget Request Form

Community Outreach

***Whole Dollars**

INCOME

Account	Income(s)	Explanation
Teacher Recycle Store	\$ 500	Funds COOL grant, service award & prize money
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Total	\$ 500	

EXPENSES

Account	Expense(s)	Explanation	Rank
COOL Grant	\$ 500		2
COOL Service Award	\$ 50	Award plaque	3
COOL Award		Prize money	1
	\$ -		
	\$ -		
	\$ -		
Total	\$ 550		

Additional Information

Name/Contact: Karen Garland

Phone:

Email: kgarland@teachingconservation.org

Direct any questions to: treasurer@eealliance.org

Committee Planning and Objectives

Committee Name:	Volunteer Management
Committee Chair:	Melanie Biersmith
Committee Members:	Paul McClendon
Committee Accomplishment for 2010-2011	
1 - n/a - new committee	
7	
Issues to Resolve for 2011-2012	
1 - n/a - new committee	
2	
3	
Recommendations for 2011-2012	
1 - n/a - new committee	
2	
Committee Goals for 2011-2012	

Create a functioning volunteer group for EEA

5	
6	
Committee Activities for 2011-2012	
1	Introduce a framework and solicit feedback on the process of volunteer recruitment, management, retention at the Board Retreat in August 2011 that allows us to build capacity as an organization.
2	Compile a list of jobs that volunteers can do and the skills required for each job from each committee
3	Create forms, databases, timelines, infrastructure, etc. for managing volunteers
4	Create a system of communication and recognition for our volunteers
5	
6	
7	
8	
9	
Internal Committee Budget	

2011-2012 Budget Request Form

Committee:	Volunteer Management	*Whole Dollars Only*
INCOME		

Account	Income(s)	Explanation
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Total	\$ -	

EXPENSES

Account	Expense(s)	Explanation	Rank
120	Awards, certificates, special recognition	We will need to recognize volunteers in various ways	
650	Internal Promotional items-apparel, nametags, hats, etc.	We will need to provide nametags for our volunteers to wear at public events	1
420.1	food, drinks	refreshments for volunteer trainings/gatherings	
420.2	lodging, room rental	facility fees for volunteer trainings/gath	
440.2	Workshop supplies	materials, copies, notebooks, necessary for a volunteer training or gathering	
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
	\$ -		
Total	\$ 200		

Additional Information

Name/Contact: **Melanie Biersmith**

Phone: **706.484.2894**

Email: melmel@uga.edu

Direct any questions to: treasurer@ealliance.org

Committee Planning and Objectives

Committee Name:

Outdoor Learning Symposium

Committee Chair:

Brian McKnight

Committee Members:

Committee Accomplishment for 2010-2011

1 OLS Location Set - Georgia Perimeter College

2 Committees and committee leaders set

3 \$1200 in funding acquired

4

5

6

7

Issues to Resolve for 2011-2012

1 Large room at location for large class/guest speaker/morning announcements

2 Social location

3 Acquiring presenters

Recommendations for 2011-2012

1

2

3

4

5

Committee Goals for 2011-2012

1. Provide training to educators in order to utilize the outdoors as a learning center.

2. Provide resources for educators (OLS proceedings).

3. Become more sustainable through PR, marketing, fundraising, awards and budgeting.

Committee Activities for 2011-2012

1 Coordinate the annual Outdoor Learning Symposium

2 Obtainment of 150 participants

3 80% participant satisfaction through online evaluation

4 20 workshop participants

5 Raise funds through recycle store sales and donations to fund outdoor learning grants; goal of \$650.

6

7

8

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Internal Committee Budget

2011-2012 Budget Request Form

Committee:

***Whole Dollars**

INCOME

Account		Income 10(Income(s)	Explanation
			\$ -	
			\$ -	
			\$ -	
1200	Events		\$ -	
1220	Registration \$85 per person	\$8,500	\$ 12,750	
1241	Workshop \$40 pp	\$500.00	\$500.00	20 participants
1240	Sponsorship			\$1200 in-kind
1240	Sponsorship			Covering remainder of workshop cost \$3
Total		9000	#####	

EXPENSES

Account		Expense(Explanation	Rank
		100	150	
300	Events		\$ -	
340	Location - Security Fee		\$ 150	However location is free
350	Lunch \$10 per person	\$1,000.00	\$ 1,500	
350	Breakfast \$6 per person	\$600.00	\$ 900	
350	Workshop Lunch \$8 pp	\$160.00	\$ 200	
380	Alcohol and Food \$ 10pp	\$1,000.00	\$ 1,500	
395	Workshop Supplies	\$800	\$ 800	20 people @ \$40 per person
310	Postage			postage for thankyou cards
395	Décor/Hospitality	20	\$ 20	decoration
370	OLS Banner	150	\$ 150	New banner for new name
395	Carbon Offset	100	\$ 100	Donation to GA Conservancy
			\$ -	
			\$ -	
			\$ -	
Total		3830	\$ 5,320	

Additional Information

Name/Contact: Brian McKnight

Phone: 770-498-5620

Email: b.mcknight@stonemountainpark.org

Direct any questions to: treasurer@eealliance.org

Committee Planning and Objectives

Committee Name:	2012 Conference
Committee Chair:	Sharon Smith
Committee Members:	Joey Giunta, Naomi Thompson, Laura Aikens, Linda May (store)

Committee Accomplishment for 2010-2011

Issues to Resolve for 2011-2012

Recommendations for 2011-2012

Hold conference on south side of town
 The Art and Science of EE
 Go back to 2 day format

Committee Goals for 2011-2012

Produce a conference that achieves our attendance goals, receives positive feedback from participants, and makes a

Committee Activities for 2011-2012

Plan a unique and successful conference

Internal Committee Budget

2011-2012 Budget Request Form

Committee: Website and Database Only*

INCOME

Accou	In Kind	Income	Income	Income	Explanation
		100 Peop	150 people	200 people	
1200					
1220	Registration	\$12,500	\$ 18,750	\$ 25,000	\$125/person X # of attendees
1220	Exhibitors	\$ 400	\$ 400	\$ 400	20 exhibitors X \$20/table
8000	In Kind Contributions	\$ 25,000			donated landscaping services (for service project), Facility, tables
1240	Sponsorships	\$ 5,000	\$ 5,000	\$ 5,000	possible American Water, Veolia, PLT
	Silent Auction	\$ 1,000	\$ 1,000	\$ 1,000	
			\$ -		

				\$ -		
Total			\$ 18,900	\$ 25,150	\$ 31,400	

EXPENSES

Account	In Kind	Expense	Expense	Expense	Explanation	Rank
300						
Keynote		\$ 1,500	\$ 1,500	\$ 1,500	estimated amount	1
Friday Food		\$ 3,200	\$ 4,800	\$ 6,400	# of people X \$32 each	1
Friday Breakfast					# x \$6	1
Friday lunch					# x \$11	1
Friday dinner					# x \$15	1
Saturday Food		\$ 1,700	\$ 2,550	\$ 3,400	# people X \$17 each	1
Saturday Breakfast					# x \$6	1
Saturday lunch					# x \$11	1
Service Project	\$ 20,000				in-kind donations	
Facility and Tables	\$ 5,000				in-kind donations	
Friday Social		\$ 1,000	\$ 1,500	\$ 2,000	# of people X \$10 each	1
Saturday workshops		\$ 1,000	\$ 1,500	\$ 2,000	# of people X \$10 each	1
1 EEA conference scholarship		\$ 125	\$ 125	\$ 125		1
EEA Award winners dinner cost		\$ 105	\$ 105	\$ 105	7 people x \$15 Friday dinner cost	1
Total		\$ 8,630	\$ 12,080	\$ 15,530		

Additional Information

Name/Contact: Sharon Smith

Phone: 404-612-800 Email: sharon.smith@fultoncountyga.gov

Direct any questions to: treasurer@eealliance.org

Committee Planning and Objectives

Committee Name:	EEA Store
Committee Chair:	Linda May
Committee Members:	Kim Bailey (Green Teacher rep.)

Committee Accomplishments for July 2010- June 2011

- 1 Operated EEA Store at fall 2010 Outdoor Learning Symposium (OLS) and spring 2011 EEA conference.
- 2 Sold \$1051.50 in merchandise with \$347.27 in profit (about 33%) at 2010 OLS.
- 3 Sold \$614 in merchandise with \$285.79 in profit (about 47% - relatively high Green Teacher sales) at 2011 EEA conference.
- 4 Bandanas continue to be popular as well as new handmade items from Etsy (ie., Scrabble earrings and pendants, glass tile pendants).
- 5
- 6 Maintained accurate inventory and account records. Promptly turned in invoices to Jana for payment to wholesalers.
- 7 Researched and stocked fun, eco-friendly, and useful products; EEA members responded favorably.

Issues to Resolve for 2011-2012

- 1 Slow processing of credit card sales at events + glitches/declines after customer has left.
- 2 Not knowing who's available to help with store and/or designated person may or may not possess good store skills.
- 3 Need to minimize mix-ups with non-EEA Store sales (ie., silent auction, keynote speaker's merchandise - conference earnings \$22.75 short).

Recommendations for 2011-2012

- 1 Research what's involved in getting a credit card swiper machine (Jo can probably give some insight -- \$50-\$80 per authorize.net).
- 2 Decide which EEA Store tasks could be easily delegated to other committee members and which are best handled by the Chair.
- 3 Solicit new committee members from EEA as a whole, preferably well-organized people with sales/marketing experience.
- 4 Liquidate inventory that has been in stock a while (price markdowns/clearance), so as to increase profit and order more popular merchandise.
- 5 Work with PR committee to design a new EEA t-shirt to sell in EEA Store. Set example by using sustainable materials and eco-friendly ink.

Committee Goals for 2011-2012

- 1 Operate the EEA Store at EEA events such as the annual conference and OLS.
- 2 Maintain an interesting variety of EEA store merchandise composed of fun, eco-friendly, and/or useful items geared towards formal and non-formal teachers.
3. Make a profit for EEA via store sales.
- 4

Committee Activities for 2011-2012

- 1 Operate EEA Store at Sept. 24, 2011 Naturalist Rally

- 2 Operate EEA Store at fall 2011 Outdoor Learning Symposium (Oct. 21 at Perimeter College, Decatur)
- 3 Operate EEA Store at spring 2012 EEA conference
- 4 Maintain accurate inventory and accounts records.
- 5 Increase overall EEA Store profits (profit balance from FY2008-2011 is -\$44.62, due to initial cost of stocking merchandise).

**Internal Committee Budget
2011-2012 Budget Request Form**

Committee: EEA Store

Whole Dollars Only

INCOME

Account		Income(s)	Explanation
820.3	EEA Store Merchandise	\$ 191	Estimated profit from OLS (based on 2010 OLS sales)
820.3	EEA Store Merchandise	\$ 130	Estimated profit from EEA conference (based on 2011 EEA conference)
820.3	EEA Store Merchandise	\$ 88	Estimated profit from Sept. 2011 Naturalist Rally
820.4	Green Teacher Profits	\$ 82	Estimated profit from OLS (based on 2010 OLS sales)
820.4	Green Teacher Profits	\$ 78	Estimated profit from EEA conference (based on 2011 EEA conference)
820.4	Green Teacher Profits	\$ 31	Estimated profit from Sept. 2011 Naturalist Rally
Total		\$ 600	

EXPENSES

Account		Expense(Explanation	Rank
810.3	Apparel		EEA T-shirts for resale (new logo, 100% organic cotton)	5
810.3	Other EEA Store Merchandise	\$ 500	Restock popular items (Fundanas, jewelry, activity books, etc.)	3
560	Temporary Assistance		Graphic designer for new EEA t-shirt (if can't do in-house)	4
331 (?)	Credit Card Swiper (Virtual POS)	\$ 100	Faster verification of credit card sales (need Jo's help to order)	2
150.1	Postage		To mail EEA Store sales batches/reports to Jana (certified)	1
		\$ -		
		\$ -		
Total		\$ 600	600 only	

Additional Information

Name/Contact: **Linda May**

Phone: **(770) 918-679** Email: linda.may@dnr.state.ga.us

Committee Planning and Objectives

Committee Name: Member Services
Committee Chair: Tara Muenz
Committee Members: Linda May, Melanie Biersmith, & Robby Astrove in FY11. Recruit

Committee Accomplishments for July 2010 - June 2011

- 1 Offered 4 days of Member Events: April 9 Monastery Tour (Conyers), May 20 & 21 Canoe Trips (Roswell), and June 25 Tree Climbing (Atlanta).
- 2 Member Event attendance: ___ April 9, ___ May 20, ___ May 21, ___ June 25 = ___ total participants
- 3 # of new members who joined through attending a Member Event: ___
- 4 Thanks to Susan Meyers, Jerry Hightower, and Robby Astrove for coordinating these Member Events!
- 5 Greeted EEA conference attendees at registration + encouraged them to make/wear an "Ask Me About" badge to promote networking/sharing of knowledge.
- 6 Worked with Executive Director and Secretary to create a welcome message to be e-mailed to new attendees.
- 7 Worked with PR committee to include Member Event info in The Link and What's New e-blasts. Kept Member Services info on EEA website updated.
- 8 Provided photos for use on new EEA website, in The Link newsletter, EEA conference slideshow, and EEA awards ceremony.

Issues to Resolve for 2011-2012

- 1 Need new website to auto-generate welcome message for new EEA members and a confirmation on renewal payments.
- 2 Need a system for committee chair to be notified of new EEA members regularly -- name, affiliation, e-mail address, & phone # (to personally contact them).
- 3 Need an easy way to verify EEA membership status (to qualify for EEA Member Event attendance, to catch renewals needed, etc.) - currently use honor system.

Recommendations for 2011-2012

- 1 Make sure all committee members are trained on how to post/edit info on new EEA Member Clicks
- 2 Work with Website Committee to create online registration for all future EEA Member Events, where
- 3 Brainstorm new and different types of Member Events to offer: instructional vs. "fun experience", family
- 4 For Committee Chair: Better-define committee members' roles and regularly check-in with them on
- 5

Committee Goals for 2011-2012

1. Promote networking and continued learning among EEA members via services beyond the annual conference and OCS.
2. Acknowledge and engage new EEA members, welcoming them as valuable additions to our EE community.

Committee Activities for 2011-2012

- 1 Assist MAG with Sept. 24, 2011 Naturalist Rally at Stone Mountain Park.

- 2 Future Member Events: TBD
- 3 Work with Executive Director &/or PR committee to conduct a membership drive (target H.S. club, college students, and/or teachers).
- 4 Engage EEA members in South GA -- recruit committee member(s) from regions outside metro Atlanta & offer Member Events in other parts of the state.
- 5 Work with Executive Director & PR committee to brainstorm more member perks (aside from events) -- member ID card for discounts at nature centers, etc.?
- 6 Make certain some of our member events are FREE (at no cost to EEA or members)
- 7 must get EEA membership to a total of 500 members, conduct 1 good membership drive
- 8 need to send a reminder to all members about when their membership is due - check that it is auto-generated.

**Internal Committee Budget
2011-2012 Budget Request Form**

Committee: Member Services

***Whole Dollars**

INCOME

Account		Income(s)	Explanation
1220	Registration fees	\$ 800	participant charge in the event we do not cover all t
		\$ -	4 events, \$10 per person x 20 people
		\$ -	
Total		\$ 800	

EXPENSES

Account	Expense(s)	Explanation	Rank
300	Event expenses		
360	sponsoring registration Fees for some event	\$ 600	Member Event fee supplementation 1
350	Naturalist Rally Food		Naturalist Rally costs for 3 Membership
350	Member Event Food		Snacks for Member Event participants
600	Merchandise expenses		
640	PR Supplies		Materials to make "Ask Me About" badges at EEA conference and other supplies for events. Materials for future membership events not yet planned.
900		\$ -	These are anticipated needs based off
	Dragonfly Grant monetary	\$ 1,000	
		\$ -	
Total		\$ 1,600	

Additional Information

Name/Contact: **Tara Muenz**

Phone: **(404) 675-1635**

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Direct any questions to: treasurer@eealliance.org

Committee Planning and Objectives

Committee Name:

Website and Database

Committee Chair:

Sharon Smith

Committee Members:

Naomi Thompson, Melanie Biersmith

Committee Accomplishment for 2010-2011

designed and launched new website
updated and managed new membership database
utilized online conference registration
started online membership renewal
created form for online donations
started using message threads capability

Issues to Resolve for 2011-2012

how to get every board member willing to learn to manage own web pages
continuing to learn everything the new site has to offer

Recommendations for 2011-2012

WDC Committee members to mentor other committee chairs
Finish migrating over the last of the documents from old site
delete old website/redirect .com to new site

Committee Goals for 2011-2012

1. Use the full potential of our website to improve communication and services to our membership.
2. Empower all BOD/Administrators to make full use of the new website.

Committee Activities for 2011-2012

website maintenance and updates
training and learning
support for other committees to utilize full capabilities of website
train as many committee chairs as are willing to learn
Update monthly e-news (What's New) with new template and current member distribution
add photos to website and web articles
e-news letter
continue migration of archived documents over to new site
Create forms for online submissions to EEA

Encouraged use of forums

Encourage use of planning calendar

Committee:

Whole Dollars Only

INCOME

Account	Income(s)	Explanation
fee collection from SE affiliates (after old site is deleted)	\$ 180	10% fee for processing website hosting fees from partners (6 months X \$30/month)
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Total	\$ 180	

EXPENSES

Account	Expense(s)	Explanation	Rank
1030	\$ 2,220	MemberClicks fee	1
1040	\$ 1,000	Other website fees	
		contingency for unforeseen problems or issues we can't resolve	2
		additional tech support	
		Go to Meeting annual plan	1
1020	\$ 210	DSI	1
	\$ -		
	\$ -		
	\$ -		
Total	\$ 3,430		

Additional Information

Name/Contact:

Sharon Smith

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Direct any questions to: treasurer@eealliance.org

Committee Planning and Objectives

Committee Name:	Monarchs Across Georgia
Committee Chair:	Naomi Thompson n.thompson@stonemountainpark.org, Ginny Elliott
Committee Members:	Susan Meyers, Jennifer McCoy, Karen Garland, Kim Kilgore

Committee Accomplishment for 2010-2011

- 1 Offered at least 5 educator workshops
- 2 Be present at 5 public events
- 3 Give 5 public and school talks
- 4 Published bi-annual MAG newsletter, quarterly updates to website.
- 5 Professional partnerships – increase relationships with MAG Advisory Committee
- 6 Gave 1 service award, 1 Mexico scholarship, and 1 certified pollinator garden award
- 7 Raised \$500 for the Mexico Book Project
- 8 Certified over 10 new Pollinator Habitat certifications ()
- 9 Hosted 2 pollinator habitat plant sales
- 10 Organizing a Butterfly Symposium within the September 24 Naturalist Rally

Issues to Resolve for 2011-2012

1. How to get Mexico trip, or similar trip, to happen.
2. How to get both scholarship winners to finish the work so they get the refund.
3. Need to attract more Workshop facilitators and members to the steering and volunteer committees

Recommendations for 2011-2012

- 1 Follow up with Ginny Elliott so the Mexico Book project gets on EEA's sponsor form
2. Send plant sale preorder information through our listserve
3. Organize a Butterfly Symposium with Naturalist Rally again

Committee Goals for 2011-2012

1. Educate through multidisciplinary exploration and scientific investigation by providing educational opportunities to motivate students, families, and organizations.
2. Conserve and restore pollinator habitat

Committee Activities for 2011-2012

- 1 Offer at 3 educator workshops throughout the state during the next 12 months.
- 2 Offer educators a choice of two one-week trips to Mexico's overwintering Monarch colonies for 5 PLU credits.
- 3 Be present at 5 public events to promote pollinator and monarch education through the state
- 4 Give 10 public and school talks throughout the state regarding pollinator and monarch education.
- 5 Promote existing and emerging citizen science programs involving monarch research through bi-annual MAG newsletter, at least quarterly updates to website.
- 6 Professional partnerships – annually renew and increase relationships with MAG Advisory Committee
- 7 Recognize 1 service award, 2 educators with a Mexico scholarship, and 1 certified pollinator garden award
- 8 Raise a minimum of \$2000 through plant sales to fund 2 - \$1000 Mexico scholarships
- 9 Raise a minimum of \$500 for the Mexico Book Project in the calendar year
- 10 Certify 8 new Pollinator Habitat certifications across the state
- 11 Seek out 2 new partnerships for habitat restoration and education programs.
- 12 Host 2 pollinator habitat plant sales

Internal Committee Budget

2011-2012 Budget Request Form

Committee: Monarchs

Whole Dollars Only

INCOME

Account	Income(s)	Total	Explanation
4100	Events		
4130	workshop subsidy EEA	\$ 3,000	20 people x \$50 each/3 workshops
4110		8000	
	Workshop fees	3000	20 people x \$25 each/3 workshops
	Naturalist Rally registration	\$ 3,000	150 people x \$20 each
	participant lunch	\$ 1,200	150 participants x \$8 each
	participant dinner	\$ 800	100 participants x \$8 each
8000			30 presenters x \$8 each, sponsorship,\$219

4250	Plant sales - all carries over		\$ 10,136	
	2010 & the 2011 rebate not paid	\$ 3,000		2010 1 person didn't finish, 2011 no one applied
	Jan 2009 - June 2010 profit	\$ 3,136		
	June 2010 -2011 profit	\$ 2,000		estimate
	June 2011 -2012 sales	\$ 2,000		We typically make \$4000 in sales, but buy \$2000 in plants.
4240	Mexico Books Project -		\$ 500	sometimes a carry over, raised through Trip application
	Total		\$ 21,636	

EXPENSES

Account		Expense	Total	Explanation	Rank
6200	Workshops				
0.002	5 Workshop supplies		\$ 6,000	20 people x \$100 each/ 3 workshops	1
6100					
6150	Naturalist Rally food		\$ 2,240		5
	Lunch	\$ 1,200	\$ -	for 150 participants x \$8	
	Dinner	\$ 800		for 10 participants x \$8	
			\$ -	for 30 presenters x \$8 Presenter lunches \$240	
6150	social and desserts		\$ 175		5
6180	Other event expenses			Other event expenses - \$334	5
				Naturalist Rally logo design	
				seeds for presentation	
				screen rental	
6170				speaker fees - \$1250	5
				Naturalist Rally keynote	
				Tree Climbers	
				AWARE	
6160	Mexico Trip Scholarships		\$ 2,300		2
	Mexico Trip scholarship	\$ 2,000		2 awards x \$1000 each	
	2011-2012 incentive bonus	\$ 300		for scholarships pp who finish project early	5
6420	Plants		\$ 2,000	various size plants	2
670			\$ 775		
	Event table giveaways	\$ 275		for event tables, public and school ta	6
				Nat Rally clings \$100	
				Nat Rally buttons \$100	
	Mexico Book Project	\$ 500		Use all money to buy as many books	3
6080	website services	\$ -	\$ 150		7
	MAG domain names	\$ 30		.org and .com	7
	Email service	\$ 120		campaigner - email communication	7
6060.001	Postage		\$ 500	pollinator signs, Book project checks	
6060.002	Office supplies		\$ 25	envelopes, labels	7
6020	Service and Habitat Awards		\$ 300	2 awards x \$150 each	4
		\$ -	\$ -		
	Total		\$ 14,465		

Additional Information

Name/Contact: Naomi Thompson
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Committee Planning and Objectives

Committee Name: Strategic Planning Committee
Committee Chair: Stacy Smith
Committee Members: Venetia Butler, Jennifer McCoy, Laura Aikens, Jessica Hardy

Committee Accomplishment for 2010-2011

Completed committee strategic plans
Completed organizational goals
Implemented stakeholder survey at EEA conference and electronically.
Completed organizational strategies and action items (Paul McClendon taking that from here)

Issues to Resolve for 2011-2012

Encourage more stakeholders to participate in the survey.
Compile and analyze survey results.
Formulate presentation for board retreat and determine where we are in the SP process and what needs to be done from this point.

Recommendations for 2011-2012

Further actions of committee to be determined upon completion of current plan and results of Survey.

Plan meeting to determine recommendations, goals, and activities for 2011-12.

Committee Goals for 2011-2012

TBD

Committee Activities for 2011-2012

TBD

Internal Committee Budget

2011-2012 Budget Request Form

Committee:

Whole Dollars Only

INCOME

Committee Planning and Objectives

Committee Name:

Fundraising and Annual Giving

Committee Chair:

Ginny Elliott

Committee Members:

Paul McClendon, Robby Astrove, Mary Terry, Mindy Edelson, Amy Boggs

Committee Accomplishment for 2010-2011

- 1 Committee chair was selected and committee members were recruited
- 2 Work plan for FY 2011-12 was completed
- 3 Fifty three percent of the BOD committed to making a financial contribution to the EEA
- 4 Relationships were cultivated with some key foundations (Captain Planet, Turner, Stone Mountain Memorial Association).
- 5 Relationships were cultivated with business partners (Whole Foods/Harry's, Parsley Catering, 5 Seasons Brewing, REI, Farmer D Organics, The Rain Barrel Company)
- 6 Received cash sponsorship from Captain Planet and SMMA and in-kind donations from Harry's Farmers Market, Parsley Catering, and 5 Seasons Brewing.
- 7

Issues to Resolve for 2011-2012

- 1 Strategic plan with timelines and goals to be developed in summer 2011
- 2 The EEA needs fund raising infrastrucure and systems in place.
- 3 The Fund Raising program needs to grow and demonstrate the ability to help support the EEA mission.

Recommendations for 2011-2012

- 1 Build capacity to accept donations electronically (through website)
- 2 Establish a donor database to improve recordkeeping and communication
- 3 Develop systems for cultivating relationships with donors and sponsors
- 4 Build awareness about fundraising and development efforts with EEA membership
- 5 Create strong fundraising team

Committee Goals for 2011-2012 *are from strategic plan goals

- 1 Develop strategic plan
 - 2 Increase membership base
 - 3 Recognize donors
 - 4 Seek corporate sponsors and grants
 - 5 Seek donors from within EEA
- * Grow our membership base and support for EEA
 - * Build a group of upper level donors.
 - * Build relationships with private foundations.
 - * Form partnerships with corporate sponsors.

Committee Activities for 2011-2012

also see attached 2011-12 work plan

- 1 Coordinate with website committee to provide seamless donation process and provide accurate and timely information to membership
- 2 Stage a membership campaign during winter 2012 prior to conference
- 3 Develop marketing message for website and other media
- 4 Develop print materials for marketing during the annual giving campaign
- 5 Seek pledges from Board members, Advisory Council, and members
- 6 Recruit volunteers to make pledge calls
- 7 Recognize all donors in a timely manner
- 8 Research sources of grant funds and private foundations
- 9 Nurture corporate partnerships and solicit sponsorship support for EEA activities

Internal Committee Budget

2011-2012 Budget Request Form

Committee: [Redacted]

Whole Dollars Only

INCOME

Account		Income(s)	Explanation
1040	Donations - within EEA	\$ 2,000	
1040	Donations - other individuals	\$ 2,000	
1030	Grants	\$ 5,000	
1060	Sponsorships	\$ 5,000	
		\$ -	
		\$ -	
		\$ -	
Total		\$ 14,000	

EXPENSES

Account		Expense(s)	Explanation	Rank
740	Rack Cards		Annual Fund Appeal	
150.1	Appeal letter		Mail \$220 in kind	
720	Appeal letter		Printing \$200 in kind	
670	Appreciation		Appreciation Gifts for volunteers and	
430.4	Registration Fees	\$ 300	Networking events	
		\$ -		
		\$ -		
	Total	\$ 300		

Additional Information

Name/Contact: [Redacted]

Phone: [Redacted]

Email: [Redacted]

Direct any questions to: treasurer@eealliance.org

Committee Planning and Objectives

Committee Name:	Public Relations
Committee Chair:	Joey Giunta
Committee Members:	Joey Giunta (chair), Karen Garland (newsletter), Tara Muenz (exhibits coordinator), Rebecca Gilbert (social media), Kathryn Masuda (colleges), Beckie Hawkins (PR) and Vicki Culbreth (graphics)

Committee Accomplishment for 2010-2011

- 1 Fliers to NAI participants 2/9/11.
- 2 Exhibited at GSTA from 2/17-19/11.
- 3 Exhibited at EEA conference on 2/25-26/11.
- 4 Exhibited at GRN conference on 3/11/11.
- 5 Added 1 committee member: Mindy Edelson, UGA Ecology Doctoral student
- 6 Media Placement: 4 online articles surrounding the Annual Conference and Award Winners.
- 7 Received training on new website in March and April for the "What's New" feature
- 8. Social Media: "Like" EEA individually and thru your employer. We are up to 200!

Issues to Resolve for 2011-2012

- 1 Add special committee members from other committees as liaisons
- 2 Follow us on Twitter. Who is interested in helping with this?
- 3 Who is on LinkedIn?

Recommendations for 2011-2012

- 2
- 3

Committee Goals for 2011-2012

- 1 **Grow Membership. Specifically, determine w/ BOD what the target number of members is, and get it.**
- 2 Strategic Goal 2: Grow participation in programmatic committee events
- 3 Strategic Goal 3: Grow awareness of EEA as a brand in order to increase fundraising opportunities and raise the prestige of environmental education as a profession.
- 4

Committee Activities for 2011-2012

- 1 Have a Membership Drive over the course of one month (April/May/June?) through regional get-togethers, targeting college students, participating in other events, liaisoning with Member Services
- 2 Max out participation in ATEEG - how to offer to specific EE centers, through colleges for credit, liaison with ATEEG committee
- 3 What are the most successful aspects of Georgia Master ____, and how can we copy that? (Should ATEEG be offered to those no longer actively teaching?)
- 4 Increase support from formal educators.
- 5 Environmental Literacy Plan (also w/ Goal 3) – How can we push this through
- 6 Luncheon/Breakfast/Other event for GYSTC/RESA/Science Coordinator at X location in Metro.
- 7 Free quarterly newsletters to these directors and science heads.
- 8 Increase the #/% of members who are college students - devlep partnerships, exhibit at career fairs, write stories for college papers

- 9 Increase communication amongst programmatic committees with PR - MAG, COOL, conference, current issues
- 10 The Link: Increase the number of people receiving the link and include value added and time relevant pieces to improve content.
- 11 The Link: incorporate bigger ideas, make it longer, add sponsorship opportunities, get it all electronic version
- 12 Help with Current issues by getting ourselves in front of the general public, participate in competition's events
- 13 Increase use of electronic media, grow facebook, schedule monthly 'what's new' emails, electronic newsletter, put up welcome video from ED

Internal Committee Budget

2011-2012 Budget Request Form

Committee: Public Relations | ***Whole Dollars Only***

INCOME

Account	Income(s)	Explanation
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Total	\$ -	

EXPENSES

Account	Expense(s)	Explanation	Rank	
6438	10000 rack cards x 4 designs	\$ 2,400	Includes all 4 designs, gen. distrib.	3
6438	Science Coord Luncheon		Print materials for coordinators	
6438	Quarterly newsletter printing		1500 copies x 4 issues	
6382	Quarterly newsletter mailing		1500 copies x 4 issues	
6362	Exhibit Fees	\$ 3,000	Display EEA table at conferences	5
6322	Quarterly newsletter layout		1500 copies x 4 issues	9
6262	Adobe Creative Suites 5		For publication design	
6262	Media List Buy	\$ 175	For press release contact info	4
6166	Science Coord Luncheon		Breakfast	7
	postcards for each events	\$ -	inkind printing, paper, mailing (SMMA), a	
		\$ -		
		\$ -		
		\$ -		
		\$ -		
Total	\$ 5,575			

Additional Information

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Committee Planning and Objectives

Committee Name:

Advanced Training for Environmental Educators in Georgia

Committee Chair:

Kris Irwin, Kim Morris-Zarneke

Committee Members:

Cindy Reittinger, Theodosia Wade, Ginny Elliott, Judy Cox, Nick Furhman, Sally Pamplin, Stacy Graison, Steve Rich, Venetia Butler

Committee Accomplishment for 2010-2011

- 1 The first Cohort of participants completed Core Courses 1,2, and 3 during Summer 2010.
- 2 A second cohort with six participants began with Core Course 1 in February 2011.
- 3 The EEA submitted its letter of intent to apply for NAAEE accreditation by the end of 2011.
- 4 Established relationship with Charlie Elliott Conference Center to establish it as primary location for program.
- 5 Four candidates completed all the requirements to become Certified Environmental Educators.

6

7

Issues to Resolve for 2011-2012

The Core Courses are not scheduled far enough in advance. There is not enough time for participants to plan.

Application for accreditation from the NAAEE. We must be ready to apply by the end of 2011

Recommendations for 2011-2012

Schedule all the Core Courses for FY 2011-12 ASAP.

Focus the efforts of the Certification Advisory Board to ensure we are prepared for accreditation.

Continue Evaluation of the program and make improvements where necessary.

4

5

Committee Goals for 2011-2012

1 Work with staff to prepare and apply for NAAEE accreditation

2

3

4

5

6

Committee Activities for 2011-2012

Create Annual work plan

Evaluate and improve program

Review standards for accreditation and assign necessary tasks to committee members

Prepare and submit a quality application for accreditation

Provide 7 Core Courses to participants

Work with PR Committee to ensure that the ATEEG program is marketed to our audience
 Work with Fund Raising Committee to secure financial support for the program
 Continue long range planning (3-5 years)

Work with PR Committee to ensure that the ATEEG program is marketed to our audience so we can increase the number in the courses.

Internal Committee Budget

2011-2012 Budget Request Form

Committee:



Whole Dollars Only

INCOME

Account		Income(s)	Explanation
1220	Registration for Courses	\$ 14,700	7 Core Courses x 10 participants each x \$210 registration fee
1241	Lodging fees	\$ 5,250	7 Core Courses x 5 rooms x 2 nights x \$75 per room
Total		\$ 19,950	

EXPENSES

Account		Expense(s)	Explanation	Rank
	Operational	\$ -		
420.3	Travel	\$ 500	Travel to CAB meetings	
150.2	Supplies	\$ 200	Office supplies specific to ATEEG program	
140	Accreditation Fee	\$ 1,250	Fee paid to NAAEE for Accreditation Application	
	Course Expenses	\$ -		
340	Conference Room	\$ 1,400	\$100 per day x 2 days x 7 courses	
390	Instructor Lodging	\$ 3,150	\$75 per night x 3 rooms x 2 nights x 7 course	
350	Instructor Meals	\$ 1,113	\$53 per person x 3 people x 7 courses	
390	Travel	\$ 650	Milage for instructors (\$50 per course x 7 courses)	
395	Materials	\$ 210	\$30 x 7 courses	
		\$ -		
	Participant	\$ -		
350	Meals	\$ 3,710	\$53 per person x 10 people x 7 courses	
395	Resource Materials	\$ 1,200	\$40 per person x 10 people x 3 Core Course 1 sessions	
340	Lodging	\$ 5,250	7 Core Course x 5 rooms x 2 nights x \$75	
		\$ -		
Total		\$ 18,633		

Additional Information

Name/Contact:



Phone:



Email:



Committee Planning and Objectives

Committee Name:

Current Issues Committee

Committee Chair:

Robby Astrove, Gretchen Gigley

Committee Members:

Alina Ruiz, Jennifer McCoy, Alisha Evans, Karen Garland, Paul McClendon

Committee Accomplishment for 2010-2011

1 completed scope of committee (mission, vision)

2 worked to determine how to lobby or advocate

3 partnered with NCLI - attended meetings and October Summit on Children and the Outdoors

4 submitted an article for newsletter

5 helped create press for NCLI October Summit

6 began work on clearinghouse/resource list of research relevant to nature to children's health

7

Issues to Resolve for 2011-2012

1 What issues does this committee address and how to correctly address them?

2 Be involved with Green Ribbon Group

3

Recommendations for 2011-2012

1 Reconvene to revise goals

2 Coordinate with other committees to get information out or keep up on issues relevant to committees

3 communicate better within the committee to achieve objectives

4 Explore the feasibility, cost, and rational for an EEA lobbyist.

5

Committee Goals for 2011-2012

1 Strategic Goal 1: Determine scope of committee, identify and prioritize issues.

2 Strategic Goal 2: Engage educational stakeholders through outreach and partnerships.

3 Strategic Goal 3: Increase awareness about the health benefits of learning and play in nature.

4

5

6

Committee Activities for 2011-2012

1 Prioritize issues of committee

2 Determine appropriate lobbying/advocacy efforts for organization.

3 Set schedule for committee meetings and calls.

4 Update committee planning pages with contacts, resources, documents, and archives.

5 Develop an outreach/PR plan to communicate and disseminate issue-specific information to stakeholders.

6 Work with PR committee to identify stakeholders, their role & function on the issue.

7 Create an "issues" fact sheet/talking points describing the issue, solutions, what we do, and why it matters.

- 8 Develop website content and electronic presence for committee.
- 9 Submit 2 articles a year to PR/Newsletter committee
- 10 Update members at member service events.
- 11 Host an Advocacy 101 training for interested stakeholders.
- 12 Participate in and contribute to the GA NCLI listserve: GETKIDSOUTSIDE-
- 13 Advance EEA's involvement with GA's ELP at local and state levels.
- 14 Sheppard environmental literacy Executive Order/Resolution - monitor progress
- 15 Work with Executive Director to coordinate issue-based campaigns (i.e. letters, calls, meetings for E.D.)
- 16 Support initiative to incorporate EE in GPS standards.
- 17 Show support for community initiatives to connect children and nature by providing/donating donating time/information/etc when possible.

- 18 Partner with NCLI Coalition - provide support, attend meetings--1st one in June
- 19 Develop a clearinghouse/resource list of and stay up to date with the research linking learning and play in nature to children's health.
- 20 Explore ways to connect with the other organizations and professions linked to children's health and nature, i.e. Children & Nature Network, design professionals, etc.

Committee Planning and Objectives

Committee Name:

Executive Committee

Committee Chair:

Committee Members:

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

Committee Accomplishment for 2010-2011

- 1: Coordinated fun Board retreat in July to hand out board packet and make known any changes to EEA
2. Yearly meeting dates were selected by July 1.
3. Conducted quarterly EC meeting 1 week before each EEA Board meeting
4. Board received an update on financial status at each Board meeting – Treasurer
5. Communication occurred no more than 2 days after an Executive Committee meeting with specific chairs.
6. ~60% of committee reports were posted on the deadline
7. Meeting minutes were posted no later than 1 week after Board meeting
8. Filled the slate of nominees
9. Conducted 1 funny game into each Board meeting
10. Usually committee reports have been turned in by deadline.
11. Checked at each executive committee board meeting that the strategic plan document is being
12. Worked to match ED work to job description and check invoices

Issues to Resolve for 2011-2012

- Keeping track of fundraising progress.
- Keeping budget zeroed out.
- Need for increased liaison checks of committees

Recommendations for 2011-2012

- See through strategic plan document
- At retreat, make all Board members put in their planners dates of when committee reports are due.
- Meet monthly to review committee progress.

Committee Goals for 2011-2012

- 1: Provide leadership to the Board of Directors by facilitating decision making and operations
- 2: Effectively manage the Board's strategic work plan
- 3: Manage the Executive Director position

Committee Activities for 2011-2012

1. Coordinate fun Board retreat in July to hand out board packet and make known any changes to EEA
2. Demonstrate yearly meeting dates were selected by July 1.
3. Conduct quarterly EC 1 week before each EEA Board meeting
4. Verify Board has received an update on financial status at each Board meeting – Treasurer
5. Demonstrate communication occurred no more than 2 days after an Executive Committee
6. Demonstrate 100% of committee reports were posted on the deadline (or by specific date allowed)
7. Demonstrate meeting minutes were posted no later than 1 week after Board meeting Done
8. Demonstrate the slate of nominees was filled
9. Conduct 1 funny game into each Board meeting
10. Verify that committee reports have been turned in by deadline.
11. Verify at each executive committee board meeting that the strategic plan document is being
12. Match ED work to job description and check invoices