EEA Board of Directors Meeting Minutes – *pending approval*

Date: November 29, 2005
Location: Georgia Forestry Association, Forsyth, GA

Board of Directors Present: Kim Bailey, Elise Berman, Karen Garland, Sherri Henshaw, Walter Lane, Jennifer McCoy, Susan Meyers, Trecia Neal, Carla Rapp, Deborah Riddleberger, Susan Sams, Anne Shenk, Donna Stewart.

Members At Large Present: Barbara McDonald, Jessica Tanner, Mary Terry.

1. Call to Order and Welcome

Anne Shenk called the meeting to order at 10:07 AM. Anne passed around the board contact list in case anyone needed to make any changes. Karen Garland suggested we each add our cell phone number to this board contact list, if applicable.

2. Approve Minutes From Previous Board Meeting

Kim Bailey distributed minutes from the August 18, 2005 meeting held at Fernbank Science Center (Attachment A). Kim made a motion to approve the Aug. 18 minutes. Jennifer McCoy seconded. The motion passed.

3. Finances / EEA Budget

Current Financial Report:
Carla Rapp distributed the current EEA financial report (Attachment B). Carla noted the report breaks out contracts/MOA's from general funds and projects, committees, etc. Carla noted she needed to double check on some of the carry over funds. The spreadsheet/report states we should have $157,464.92 but the Bank says we have $126,773.97. Carla said she needs to find the spreadsheet accounting error that says we have about 30,000 more than we do. Anne stated that keeping up with the growth of the organization is a lot of work. Thanks to Carla and Deborah as well.

Bounced Checks:
Carla reported that the bank charges EEA $5 per bounced check. EEA currently charges $5 to the person who bounced the check. After Jan. 1, 2006 Carla reported EEA will be charging a $25 returned check fee. This should be noted on all EEA registration forms, membership forms, etc. where money is taken in. There were no objections to this.

Old EEA Membership Forms:
Carla also reported that she decided EEA will no longer accept old membership forms after Jan. 1, 2006. There were no objections to this.

Accepting Credit Cards:
Carla has conducted extensive research into setting up a merchant account that will allow EEA to accept/process credit cards. In order for EEA to take payments by credit cards, we will need two signatures from EEA officers on the merchant account. Carla will sign and will check with Kim MZ to see if she will also sign. If we can't get two board members to sign, we will need to looking into taking credit card payments through Pay

Pal instead. We will not be able to set up a Pay Pal account in time for conference registration.

Kim Bailey asked if we would need new signatures from new offices on the merchant account every year? If so, potential new officers would need to know this before making a commitment.

Insurance:
As part of our growing pains, Carla explained we are now also looking into purchasing Director's and Officer's Insurance. We are looking at this through the Nonprofit Resource Center. Walter Lane suggested we may also want to look into purchasing insurance for events. DNR get this for its day camp program. It costs about 25 cents per day per child.

Treasurer Job:
Carla recommended hiring someone who does accounting to take over EEA's bookkeeping. It has become a very big job. The bookkeeper would report to Treasurer for checks and balances. Having a bookkeeper would also make transitions to new treasurers much.
Carla made a motion to investigate hiring a bookkeeper to help handle the finances of EEA and to include money for this in the 2006 budget.
Elise seconded.
Motion passed.
Carla found out that a bookkeeper would cost from $25 - $40 per hour.

2006 Budget Projections:
Please provide your committee's budget projection to Carla ASAP so she can draft the EEA budget by end of 2006. The budget can be voted on and approved by e-mail.

4. EEA Policies Regarding MOAs / Contracts
Walter Lane distributed and read a motion (Attachment C) to establish a policy regarding MOAs (Memoranda of Agreement) and contracts.
Susan Sams seconded the motion.

Walter explained the purpose of the motion is to have a more formal agreement with initiatives of EEA and partners of EEA. The group discussed confusion over what defines a partnership and an initiative of EEA.

Several board members attempted to explain how the original MOAs were set up with Project WET and Adopt-A-Stream because EEA agreed to serve as the fiscal agent for these programs.

EEA now has partnerships with other organizations that currently allow for EEinGeorgia.org, EIC, and Georgia Project for Excellence in EE to be listed as initiatives of EEA. In some cases there are contracts for services when money is involved. Other than that, there are no formal agreements that specify what EEA will do and what the partner organization will do. This is needed so EEA has more of a say in what is being done in EEA's name and EEA's partners are clear about what they get out of the relationship as well.

It was noted that committees of EEA (Monarchs and Outdoor Classroom Council) are also currently called “initiatives” of EEA. This could be confusing since these initiatives would not require a MOA or formal agreement with another organization.

Barbara McDonald suggested setting up example MOAS for a government organization, for a nonprofit organization, etc. She explained that different kinds of MOAs will also be needed for different purposes like if money changes hands or not. Status reports could be required. Susan Sams suggested including language related to how the MOA could be dissolved – include an “out” for both parties.

Board members agreed that more formal agreements with partner organizations are needed. They also expressed a need to clarify the language to be used and define the differences between MOAs, initiatives, partnerships.

Kim Bailey made a motion to table the motion and send it back to the executive committee for further revisions based on board comments received.
Carla Rapp seconded.
The motion to table passed

Carla emphasized the importance of addressing this issue ASAP. She noted that it will affect what will be listed on new brochure, Web site, etc. Mary Terry noted that Deron Davis is also interested in helping with this. Carla said that Petey Giroux had also expressed some concerns and a desire to help. We can save time by sending the revised policy change out to the board for voting by e-mail before the next meeting.

5. Membership Committee Report
No members of this committee were present, so no report was given at the meeting. (Please see the Membership Committee Report attached as a supplement at the end of the meeting minutes.)

Carla noted we need the updated membership list by mid December (including new members from OCS) before the next newsletter goes out.

6. Public Relations Committee Report
Donna Stewart reported that she and Leslie Poythress have been working on the new EEA brochure and display board. The old display still missing in action if anyone knows anything about it. Donna stated they need to know about logo and initiatives before going to print for the new display and brochure. Donna distributed three copies of the new draft EEA brochure (attachment D) for folks to review. It is a Publisher file so they will also see about sending it out as a jpg file so everyone can see it and make comments. Please send your comments to Leslie and Donna.
Donna asked when we need to have it printed by? The board agreed we should have in printed in time to distribute at the GSTA conference in February. Donna asked what the budget for printing brochures was. Karen Garland noted she may be able to print it at work.

7. Nominating Committee Report
Deborah Riddleberger distributed a listing of current board members by ecoregion, a listing of board members showing when their first and/or second terms end, suggested procedures for nominations, and a board member nomination/application form (see Attachment E). Deborah noted that we only vote on vice-president because the v.p. will automatically move up to the president elect position and then the president position.

Board members asked if Members at Large were voted on or appointed?
We think they were voted on last year. We think they can also be appointed. The bylaws don't say anything about Members at Large. Barbara McDonald said they were created because some people want to serve on the board but their jobs may not allow them to vote. Members at Large are not voting members. Walter noted that last year someone became a Member at Large because he/she could not make the full commitment needed to serve as a regular board member. Do Members at Large have a term of service or not?

The board reviewed and discussed the other requirements and suggestions for nominations that Deborah proposed on the handout.

The board expressed a desire to change the proposed procedures so the secretary and treasurer don't roll off at end of their terms as officer but president does.
Kim Bailey noted the current bylaws say board members will continue in office for 3 years. According to the bylaws no board member rolls off until they serve 3 years (unless they die, resign, are removed, etc.) We can't have the president automatically roll off the board before his/her 3-year terms is up unless we change the bylaws.

Is it automatic that a board member serves a second 3-year term or do the have to be elected again? The board thought the Exec. Committee should extend an invitation at end of 3rd year to start a 2nd term. If the board member accepts, he/she does not have to go through the election process again. If the Exec. Committee does not extend an invitation, the board member will not have the option to serve a second term.

How should we handle board members that don't attend 50% of the EEA meetings?
Sheri Henshaw noted that Keep Georgia Beautiful boards renew annually and both parties must agree to it – the board member and exec. committee members.

Should a person must be a member of EEA (for how long – 6 months?) to be nominated to serve on the board?

The board agreed that we need to add language about Members at Large to the bylaws and make other proposed changes to bylaws related to officers. Anne asked Deborah to write this up for a vote at next board meeting

8. Web Site Committee Report
In Nikki Price's absence, Kim Bailey gave a report on the activities of the Web Site Committee. Kim reported that the Web Site Committee spent $300 on EEA logo drafts. However, they are now in the process of changing graphic designers because they were not happy with the work of the original designer and he failed to meet deadlines.

The Web committee is also in the process of developing a contract for services to be signed by DreamStudio and EEA for the creation and hosting of the new EEA Web site.

Karen Garland asked when the new EEA web site would be ready. Kim replied the first step was to get the contract for services written up and signed. No work can begin until there is a signed contract in place. Kim stated she did not know when the Web committee would have the contract ready to be signed, when the contractor would be able begin work after the contact is in place, or when the site would be launched.
The board suggested launch the site after conference (so we don't have to enter info twice – once one the current site and again on the new site.

The board also wanted EEA to host its own pdf documents, especially for conference and symposium registrations (instead of just linking to EEA documents hosted on EEinGeorgia.org). This is so if one site is down, the registration forms will still be available on the other site.

9. Fundraising Committee Report
Anne reported that Petey Giroux will present a fundraising report at the next meeting.

10. Newsletter Committee Report
Karen Garland reported that the last 3-4 sentences of each article were chopped off in the last newsletters. This was a printer error. EEA members should've received e-mail from Kitty on Nov. 2nd notifying them of the error and providing a link to view the full newsletter online. It appears some members got the e-mail and some did not.

The deadline for the next newsletter is Dec. 1. Bulk rate will be used for next issue. It will be mailed through Cartersville post office.

Karen also reported that some people had contacted her after the OCC mailing and requested to be removed from EEA's mailing list. That mailing list is from multiple partner's databases so it's hard to know how to honor these requests for removal.

Donna Stewart asked if officers or the entire board of directors could be listed in the newsletters. Karen said there may not be room in all newsletters but they will certainly try to do this at least after new members and officers are elected.

11. Monarchs Across Georgia (MAG) Committee Report
Susan Meyers and Trecia Neal distributed the MAG Quarterly Report (Attachment F). Please bring any donations of teaching materials and/or school supplies to the EEA board meeting on Feb. 8. Please e-mail Susan ahead of time if you will be bringing large quantities. Got Milkweed? bumper stickers are now for sale!
Please also see the letter for donations to purchase books in Spanish (Attachment G).

12. Outdoor Classroom Council (OCC) Report
Karen and Jennifer reported THEY ARE DONE! The Symposium went very well. OCC had record or near record attendance of over 260 participants! OCC also had out of state teachers attend from Texas, Virginia, and Kansas. Evaluations show having the

symposium at school(s) with outdoor classrooms was fantastic. The new committee chairs for 2006 will be Kim Bailey, Deron Davis, and Susan Meyers.

Karen also expressed her concern that the EEA board should support the symposium as much as they support the annual conference. She feels the symposium should hold more weight with the board than it currently does.

13. Annual Conference Committee Report
Walter Lane distributed the draft Advance Registration Form and Lodging Form (Attachment H). Walter noted that keynotes are still being finalized and session presenters will be notified shortly. Do any workshops have fees? Walter said he would need to check to be sure. The board suggested this should be added to the conference proposal form (like GSTA does.)

Carla noted she will need to change the lodging form. Deborah suggested that people should find their own roommates. We also need to be sure to note if a quad is for 4 people in 4 beds or 2 beds!

14. Advisory Committee Report
Mary Terry reported the Advisory Committee has been working to develop the business of EE sessions including an evaluation course and sessions on operations, developing a board of directors, and grant writing.

Board members asked if all former board members can join the Advisory Board? Mary will check with Deron.

15. Georgia Science Teachers Association (GSTA) Report
Donna Stewart reported GSTA was wondering if EEA would have an exhibit at their conference this year. She also noted the 2007 GSTA conference will be held in Athens at UGA.

An EEA announcement will go out in a future issue of GSTA's "Observations." Donna will also write up a curriculum resource for science teachers with EE focus to include in "Observations."

16. Higher Education Committee Report
No members of this committee were present, so no report was given at the meeting. (Please see the Membership Committee Report attached as a supplement at the end of the meeting minutes.)

17. Southeastern EE Report
Kim Bailey reported that the Southeastern NAAEE Affiliates Group would now like to have a second representative from each state. Kim explained this group has been in the process of forming for several years. Representatives from each southeastern state (GA, SC, NC, FL, TN, KY, AL, and MS) have been meeting at North American Association for Environmental Education (NAAEE) conferences and holding conference

calls to help determine how the group will be structured and what its mission will be. The group is mainly interested in facilitating information exchange and collaboration between the southeastern state affiliates. For example, EEA could provide a free registration for someone from the NC affiliate to attend our conference, and they could do the same in return.

One other regional NAAEE Affiliates group currently exists – the New England Environmental Education Alliance (NEEEA). The southeastern group is interested in holding regional conferences like NEEEA does but does not want to hold a separate conference. The idea is to take turns hosting the regional conference by making one state's own statewide conference, the designated regional conference for that year.

The EPA grant recently received by EEinGeorgia.org includes funds to create a Southeastern EE Web site that can become the virtual home of this southeastern group. The group now needs to start solidifying its plans, choose an official name, etc.

EEA hasn't yet decided if we should have one member from the board and one member from the advisory committee to represent EEA on this Southeastern NAAEE Affiliates group or whether it can be anyone who is interested. We do need to select a second representative before February so please contact Kim or Anne if you might be interested.

18. PLU Comprehensive Plan

Karen Garland reported EEA now has a Comprehensive Plan on file at the Department of Education. This will allow EEA to submit an addendum for each event it would like to issue professional learning units (PLUs) for. In the past, EEA has not been able to issue its own PLUs. In the past, partner organizations issued the PLUs for EEA events (such as the annual conference or Outdoor Classroom Symposium).

An EEA representative just needs to get the online password from Karen in order to submit a new addendum to the Dept. of Ed. Karen said the same person who submitted the addendum should sign the PLU completion form.

Karen also noted that the signed Prior Approval forms and signed attendance sheets must be kept on file for five years. It is also a good idea to keep the PLU completion forms on file.

Deborah Riddleberger made a motion that EEA designate a representative or Member at Large to manage this paperwork.
Anne seconded.
The motion passed.
It was suggested that Karen Garland would be good to fill this role in the future.

19. Adjourn

Meeting was adjourned at 2:15.

Submitted by Kim Bailey, EEA Secretary

EEA Board
Supplemental Committee Reports

Membership Committee Report
Kitty Spivey submitted the following report after the EEA board meeting:
Kitty reported that she is currently updating the OCC and other databases that she recently received. She will have a good membership tally soon - definitely by the next board meeting.

Higher Education Committee Report
Theodosia Wade submitted the following report after the EEA board meeting:

The Higher Education Committee (formerly the Preservice Teacher EE and College Affiliates Committees) has not been able to get a conference call together but has developed a response to the questions from Fundraising committee. Please see below.

Current Committee Members: Theodosia Wade, Becky Champion, Richard Osorio, and Jenny McMahan.

Committee Description: (Purpose)
The Higher Education Committee will be responsible for the development of college and university EEA affiliate organizations on campuses with representation on the EEA Board. This committee will plan to share sessions at the conference and have an event that provides interaction between the EE professionals and college students interested in the field. In addition, this committee will explore ways that EE curriculum providers can better serve pre-service programs and identify ways to market EE programs to pre-service providers. This committee will research other states and look at better strategies for serving pre-service programs. (This description is a combination of descriptions from both the college affiliates team and the pre-service team.)

In Dec. 2003, the EEA Advisory Team suggested that the Higher Education Committee work on the following:
>Establish a “How To” packet for creating EEA College Affiliates that any EEA member can use to start a conversation with a university.
>Target a couple of universities across the state to pilot the program.
>Advertise EEA as the professional group for EE in the state and its education and networking opportunities as a good way to fined a job.

Other suggestions not directed toward any particular committee but included in the Advisory Board’s report were:
>Help identify and place interns for member organizations.
>Market EEAlliance.org to organizational members and college placement offices as the clearinghouse for EE internships in GA.

How Committee Plans Relate to the EEA Strategic Plan:
These were the goals that addressed the strategic plan which we submitted to the EEA Board earlier this year:

1. Establish a “how to” packet for creating EEA college affiliate groups that any EEA member can use to start a conversation with a college or university.
2. Target a couple of universities across the state to pilot the program and have a representative serve on the EEA board.
3. Advertise EEA as the professional group for EE in the state, and its education and networking opportunities as a good way to find a job. (Work with LINK and the website on this.)
4. Provide information through the link and the website for college students to find out about internship opportunities across the state.

EEA Board Meeting Minutes

Date: November 29, 2005
Location: Georgia Forestry Association, Forsyth, GA

Appendices

Appendix A - August 18 EEA Board Meeting Minutes (Pending Approval)

Appendix B - EEA Financial Report

Appendix C - Proposed EEA Policies Regarding MOAs / Contracts

Appendix D - Draft EEA brochure

Appendix E - Nominating Committee Report

Appendix F - Monarchs Across Georgia (MAG) Quarterly Report

Appendix G - MAG Letter Seeking Donations to Purchase Books in Spanish

Appendix H - Draft Advance Registration Form and Lodging Form