

**Environmental Education Alliance of Georgia
Board Meeting
July 30, 2008
10:00 AM – 3:45 PM**

Board Member Attendance: *Donna Stewart, Sharon Smith, Annie Quinting, , Venetia Butler, Jennifer McCoy, Amy Taylor, Linda May, David Hedgepeth, Amanda Buice, Alison Findlay, Z Ganaway, Kim Bailey, Ginny Elliott, Jo Adang, Lisa Weinstein, Eric Mosely, Chris Robie, Rebecca Gilbert*

Attachments to Gather: MAG information, treasurer report

Welcome – Donna Stewart

Introducing new members to the entire board

Brainstorming top priorities for the upcoming year – discuss at the end of the day

Minutes from Last Meeting

*Jennifer **MOTIONS** to approve minutes*

Eric to 2nd the motion

Donna will keep everyone in the loop about NCLI

Approved Unanimously

Treasurers Report – Jo Adang

- We have moved \$50,000 out of the checking account and into another account at another bank in order to have it within FDIC limits
- Kim asks about Department of Education Contract - \$15,000
 - Jo will ask Jana about where that money should be located in the budget
 - EEA receives 10% administrative fees from this
 - Jo mentioned the EEinGA line item – Kim said that is different from the Department of Education Contract
- Jana received a check from Emory University for \$125, the only thought was that it was someone's conference balance that was still owed
 - Jennifer thinks it could be something with Theodosia – purchasing plants – Jo to follow up with where that is from.
- One question about the MAG budget – we are not supporting the Mexico trip (EEA) but we have \$32,000 budgeted for MAG – does this include the trip
 - Jennifer said that there was a new budget submitted last time and that it is \$11,000 not the \$32,000.
 - Jennifer doesn't need any money brought in for MAG – their budget is an in/out budget
- Jo has a thank you card from Petey for the donation from EEA Silent Auction that she read thanking everyone from the Eugene Odum Lifetime Service Award

MAG Update – Jennifer McCoy – SEE APPENDIX A

- Next MAG meeting – next week on August 7th at Stone Mountain from 10AM – 2PM
- Talking about Mexico trip and the itinerary
- Butterfly Symposium in September – please help promote!
- Registration is low right now ~20 people - Goal is to get 100 participants
- Jennifer will resend the information out
- Plant sales are going very well! If anyone wants to purchase plants (butterfly weed, common milkweed, swamp milkweed) and they are \$6.
- At the symposium next year have something at the State Botanical Garden and have a large plant sale.
- Have produced a coloring book – they are being sold for \$3.00 a piece
- MAG newsletter – working on a quarterly newsletter – *The Chrysalis*
- Had lots of library programs, master gardener programs, around the community

Conference Update – Lisa Weinstein

- Meeting last week – lots of work accomplished
- Tifton – UGA Center: March 12 - 15
- Discussed format and theme – “Learning from the Land, Then, Now, and In The Future” and Strands: Place based education, Agriculture, Land Management
- Looking to have a call for proposals but also doing requests from speakers
- Want to have ideas funneled to conference committee about whom they should invite.
- They would like to waive the conference fee for the day and for lunch (still have to buy banquet ticket or social) – need board’s approval
- Shift from a field trip concept to a field study concept
- Focus energies on field studies and using the resources in the area
- Look at Keynote speaker and have an honorarium set-up in order to pull in bigger speakers
 - need approval from the board to do this
 - could pull from conference revenue but would help to have monies from EEA
 - Some of keynotes would require large amounts of money (Barbara Kingsolver)
 - Balance trying to strike is pull in more people to the conference
 - Don’t know what the draw would be
 - Idea that was brought up was that it could be open to the public to attend the keynote address – work with the chamber to have larger space and also to help promote the event as well.
 - Claire is going to handle looking into how much speakers cost and will report back
 - Venetia says it is going to be between \$5000 - \$10000
 - Lisa asks do we want to provide a big speaker for our attendees?
 - Amanda stated that it is a good investment for the future of EEA
 - *Makes a MOTION that we give the committee up to \$10,000 to looking at and booking a keynote speaker*

- Discussion was that it could be divided out into two people with \$5000 a piece if possible.
 - *2nd by Jennifer*
 - Jo wanted to state that there is a 2nd auditorium – is it available to us?
 - Kim asked if we needed to amend the budget
 - Lisa amended it to a *MOTION that we give the committee up to \$10,000 booking a keynote speaker and booking them for the conference with an amendment in training from \$1500 to \$10,000*
 - *2nd by Jennifer*
 - *No Discussion*
 - *Passed unanimously*
- The Tifton conference center is located close to other resources where we can partner with to provide trips, excursions to learn from
- Annie asked about having a speaker about biofuels speaker
- Lisa discussed that wrapped into price is attendance to the Agrirama – and participants would have self-directed experiences there
- The chamber of commerce has offset the cost of a shuttle bus to Agrirama and to the hotels, would also include downtown Tifton
- Annie mentioned having the Buzzard Hike at the Agrirama
- Lot of feedback about Saturday Award Banquet – move to Friday
 - Have folks meet on Friday and the open auction and have it run until the social on Saturday.
 - Idea is to do the Award Banquet on Friday night and then have EEA awards (teacher of the year, service award, Eugene Odum award, MAG awards, OCC Service Awards)
 - Other recipients (projects, etc) have rotating through the conference a slideshow of those winners and also have a display in the exhibit area about the winners but not have time taken up during the banquet.
 - Venetia thought about during the general session of the conference have them announced in some way (opening announcements)
 - Annie suggested that you could also have them on the stage at once for them to suggest.
 - Sharon suggested that receiving an award is an honor and that it would not be as meaningful
 - Kim mentioned working with the other groups that are presenting and that the reason they had this was that it was a benefit of being a partner of EEA.
 - Venetia said that there is a panel of people introduced during a keynote speaker or something.
 - Ginny said that they recognize different groups at different things and save the larger ones for the bigger event.
 - Lisa said any comments on how to modify – send to Lisa and then she will send along to the banquet team.
 - Jo mentioned having a ribbon on their nametag

- Sharon mentioned wanting to get the word out about the awards so more people got involved – Sharon wanted to know how the awards are actually awarded.
- Discussion around the Advisory board – who is the advisory board – what role do they play with EEA
- Exhibit Space:
 - Amy discussed bringing in vendors (related to our mission) and having them in an area - Had a store at OCS once
 - Have the silent auction in that area as well
 - Want to make sure that they exhibitors feel valued
 - Also have the EEA Store in this area and maybe increase the stock of the EEA Store (could we purchase some higher quality items and increase quantity of items)
 - We have received a merchant account so we can run credit cards as well.
 - Linda stated about getting a higher cut from the vendors
 - Jo stated it would go back to the financial goal of the conference as to what we would charge
 - Venetia stated that have to think about security and vendor licenses
 - Jennifer stated we may also need security for the auction items as well.
 - Z stated that if things are out for a long-period of time that they had a space to lock things up overnight – that they are responsible for making that happen – they charged them a higher rate then the other organizations
 - Venetia states that it will be a higher degree of supervision of the exhibits, also that textbook companies may be interested as well – will add a different atmosphere.
 - Z stated that having authors there signing books.
 - Venetia stated she would help with exhibit committee
- Scholarship Committee Report – **SEE APPENDIX B**
 - Multiple folks applying from one organization and requesting funds
 - Should it be a one-to-one ratio (paid staff versus scholarship funds)
 - Kim didn't like that it could be a crutch one way or the other
 - Chris asked about how we are getting teachers involved in this
 - Allison mentioned something about having a reciprocal thing – if they get a donation they could have a scholarship
 - Question is: Do they set a score of X and then only award to those that score above that
 - The problem is that we are getting word out late – going out earlier this year – in September
 - Kim mentioned about updating website with dates
 - David mentioned something about PLUs – Karen Garland is handling this process – find out how many we can offer so it can get published to entice teachers to come to the event

- Lisa asked if she can get a show of hands of letting folks get scholarship strictly based on rubric score for scholarship committee to have feedback on how to move forward.
- Chris asked about how we promote with homeschool groups
- Jennifer asked about ability to use merchant account at conference and outdoor classroom symposium
 - Jo states that Eric and she are getting trained and will be scheduling that in the near future and will have more information about that.
- September 19th is next Conference Committee meeting in Tifton, trying to coordinate an opportunity to go to Ichaway the next day to make it worth the drive.
- Kim asked about conference budget – Lisa will submit at next meeting – all of budget should be discussed at that time anyway.

No Child Left Inside Update (national legislation) – Donna Stewart

- Full House of Representative is planning on voting in September of 2008
- Lisa mentions the Georgia Coalition for No Child Left Inside
 - Focus is mostly on Atlanta but they want to find out how to promote outdoor education and outdoor opportunities.
 - They would like to have someone focused with our interest to start going to the meetings – as our EEA representative – Jennifer McCoy and Chris Robie would like to be those liaisons.
 - Z mentioned getting Georgia Garden Club involved
 - EEA is a member organization of the national group
 - Annie suggests that we get a newsletter article together about No Child Left Inside (the deadline is September 15th)

ATEE Update – Venetia Butler

- Got \$5000 grant from NAAEE
- Venetia gave some background on the ATEE Committee
- Money that EEA committed includes pay and equipment to make it this initiative to get up and running (someone must be able to focus specifically on this)
- Curriculum committee is going on a retreat September 5 – 7th to come up with what are we doing curriculum wise for someone to attain certification.
- Kim Morris-Zarneke is lead on this program, making sure we are on track
- Partnership with DNR: Staff Person
 - Lisa states that she met with ATEE folks and it had been suggested that that DNR would pay for half the salary and benefits and house the person at Charlie Elliott - there are budget cuts now at DNR and there is a hiring freeze and so they can not hire anyone and they do not know how temporary this is.
 - Lisa can amend her request to higher up to have them housed at DNR (office space, printing, use of facility, etc.) but can not put anything towards salary and benefits - Lisa feels that she can probably get this through but hands are tied because of hiring freeze. Once the freeze is over there might be a better opportunity to get this into a full-time position.

- Venetia clarifies that as a part-time person they would just be focused on ATEE and DNR would just be providing housing for it – just having person at DNR would be helping DNR meeting their educational objectives.
- Kim clarifies if it is in the budget or not – Jo said that it is not included in the budget – we would need to add it into the budget line item – need to make sure we are not eating into our reserves – realistic expectations
- Lisa would like to put the full \$30,000 into the budget and have it reflected in the current budget.
- Does the ATEE need to submit a budget – they do at some point
 - Unknown about what the expenses are meant to be?
- Jo asks about \$5000 – just found out we got it (so money will be coming in soon)
- Kim asks whether after the 2 years - would the position become self-sustaining – goal is for that (fee-structure for programming.) EEA will need to continue to support (monetary or not) in the future.
- ATEE will continue to keep the board apprised of the situation
- If you want to be involved in the curriculum development – contact Venetia
 - Entire committee (2 sub-sets – administration and curriculum)
 - If someone else on the board wants to be involved – contact Venetia
- Jennifer asks about expected implementation – Venetia states that it would be Fall 2009 – set and approved
- Allison asks what the motivation is for people to take these classes
 - Venetia states that with a National Endorsement could get into an endorsement
 - Trying to get a job in non-formal – this endorsement would give you an edge-up on getting hired in a field.
- Chris asks about if we are trying to reach out and get new/different organizations – perhaps faith-based organizations

Update from Georgia Association of Marine Education (GAME) and Georgia Science Teacher's Association – Venetia Butler
GAME Meeting October 17 – 19, 2008

- Most is planned – Charlie Seabrook will be the keynote speaker on Friday night
- Theme has to do with interaction of people and the natural area – what changes are taking place down there
- Four content specialist people – after each one there will be teacher-led activities that focus on the topic (combine cultural and natural history together)
- Little-more laid back than previous year because of large commitment of all with the recent National Convention was held on the Georgia coast.

GSTA Conference – February 12 – 14, 2009

- Happening in Savannah
- Currently working on program line-up for this event – in the works
- Work on a ferry ride from River Street to Fort Jackson

Southeast Affiliates Conference Attendance – Kim Bailey and Donna Stewart

- Executive committee sets standards for this – what do they have to do to attend
- September in Kentucky

- November 6 – 9 is the North Carolina
- March is the Alabama one at the 4-H Center

Conflict of Interest Statement – Kim Bailey and Donna Stewart –SEE APPENDIX C

- Back in December- Kim Bailey's boss wanted her to have one filled out.
- Kim got one off-line and submitted to Donna and Walter – one for board members and committee members
- Trying to clarify what the purpose is for – saying that a member must make aware if they may profit from a committee of EEA – not that they can't but that they make it aware.
- Trying to clarify that it doesn't say you can't do it but that you make everyone aware of it and the board can vote to approve this.
- Decision is does it need to go to the committee level or just board level (also all committee or the committee chair)
- Alison states that for a non-profit it is incumbent upon the board members to make sure that there is no conflict of interest going on. Since there is a representative from the board on that committee they make sure that there is no conflict of interest.
- The only documentation required would be that it would be discussed and put into the minutes.
- Sharon suggested that the liaison of those committees where board members are not the chair are responsible for making it aware to those committee chairs.
- The president is the liaison to the advisory board – then she/he can then make the advisory board aware.
- Donna makes a **MOTION** that all board members will sign a conflict of interest statement Venetia makes it official
- Z 2nd
- Venetia suggests amending it to include something about the board members making sure that non-board member committee member is aware of this as well.
- Lisa amends **MOTION** - *All board members must sign a conflict of interest statement and in the event that a committee is not chaired by a board member, the board liaison is responsible for reporting back to the board any potential conflict of interest.*
- Z 2nd the motion
- Venetia withdraws the original motion
- Donna called for a vote – passed unanimously.

EEA Affiliation Status – Donna Stewart

- Donna to research into the status of this

Committee Discussions

What do we think we can accomplish this year?

- Brochures/Display Board
- Bumper Stickers for Members or lapel pins
- Field Trips for Memberships

- Membership Database
 - Donna will work with Membership committee to get things up-to-date.
 - Look at what the requirements are for each of the committees
 - Sharon mentioned (from Claire) that we combine the membership and newsletter committees.
 - Alison asked how we know where are newsletters are going? Do we know who is getting it?
 - For budget for newsletter – need membership information updated in order to figure out how many to mail out PLUS do we want to move to electronic.
 - Annie suggests dividing up membership database between membership and newsletter folks and contacting everyone in it to get it updated.
 - Ironing out who has the database – the website is loaded with all of those e-mails from the database.
 - Alison states that:
 - Need to find out if they have a current membership
 - Newsletter –electronic or print
 - Do they want to receive e-blasts
- Lisa is making sure we have the understanding that we have money set aside to get membership database up and running we just have to come up with scope of work for online member database. The person that knows the month about this is Heather Merbs.
- Charge is that membership committee has a conference call/contacts Heather to develop scope of work for contractor/on-line management system look like and what it would do?
- Venetia states that we need to clarify when the membership is valid from?
- Donna will work with executive committee to develop a contract amount of work for what we need to do (administration and other work.)
- Donna will work on making a tighter bond with the advisory board
- Lisa states that we need to get into the job description that it is the responsibility whoever to attend the meeting and/or dealing with the NAAEE as the affiliate representative – maybe it's one person in May who gets put into that position – responsible for going to conference, making sure things need to get paid, etc.
- Venetia says in job description that president is to represent EEA in the appropriate meeting places and then says that they serve as the representative at NAAEE conference.

Meeting Adjourned

APPENDIX B

Scholarship Committee for EEA Annual Conference 2009- Tifton,GA

We have had issues in the past with several folks from the same organization asking for scholarship money. It appears that some organizations do not put money (or enough money) in their budgets for professional development for their employees. They appear to be relying on scholarship money from EEA.

Possible Solutions:

Have a matching policy so that for every paid conference attendee EEA will accept X number of scholarship applications

Have the Director of the organization fill out some sort of financial need form that would ask: What % of Your Organization's total budget is set aside for professional development for your employees?

We could then do some sort of a % in the scholarship???

In other words we would be asking for the organization's justification of need (funds) in some way.

No matter what the solution, the scholarship recipients would have to meet certain criteria as they have in the past score a certain number on the rubric.

In the past we have asked for applications by a certain date, scored the applications according to the rubric, and awarded scholarships to the top scorers. Some years we have given out all of the money no matter what the score of the application.

In 2008 we set a minimum score so that we would only give out scholarships to those who scored above a certain number.

Money for the scholarships comes from the **Silent Auction**...if we make more money this year than in years past we may want to use some of the money to support better more well known speakers for the conference. What do we want to do this year, 2009?

Scholarship committee: Theodosia Wade, Judy Cox and we would like one or two more folks to help with this....really helps with the scoring of the applications by the rubric. We usually meet in person one day to select scholarship recipients mid to late Jan.

Timeline for Scholarships

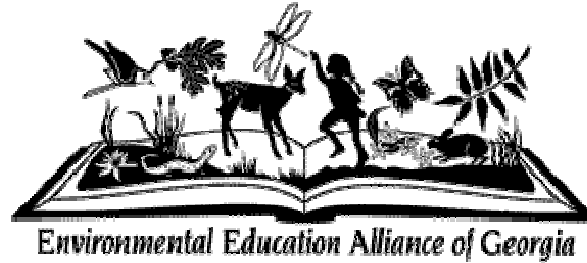
September Open scholarship applications on line on the conference website. (after price for conference is set and announced)

November: At OCC have an EEA exhibit for the conference to drum up folks to make this a bigger conference and have printed scholarship applications for folks to pick up and mail back in.

Friday Jan 16, 2009: Deadline for scholarship applications

Friday Jan. 30,2009: Notification of scholarship awards

APPENDIX C



**Conflict of Interest Statement
for Board Members and Board Committee Members
of Environmental Education Alliance of Georgia**

No board member or board committee member or any member of his/her family should accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's connection with Environmental Education Alliance of Georgia, unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to work out for themselves the most gracious method of declining gifts, entertainment, and benefits that do not meet this standard.

No board or committee members should perform, for any personal gain, services to any Environmental Education Alliance of Georgia supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the fact of such transaction or contracts are disclosed in good faith, and the board or committee authorizes such a transaction. Similar association by a family member of the board or committee member or by any other close relative may be inappropriate.

No board or committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to any Environmental Education Alliance of Georgia supplier of goods or services or any other organization that is engaged in doing business with or serving Environmental Education Alliance of Georgia unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

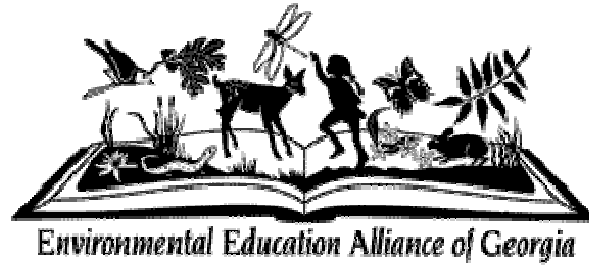
This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read and understand fully the Conflict of Interest Statement and will comply with the statement by bringing any potential conflict of interest situations to the board for consideration.

 Date

 Signature



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Signature