

**Environmental Education Alliance of Georgia
Board Meeting
November 8, 2008
10:00 AM – 3:00 PM**

Board Member Attendance: *Donna Stewart, Lisa Weinstein, Kris Irwin, Linda May, Jennifer McCoy, Chris Robie, Rebecca Gilbert, Judy Cox, Karen Lionberger, Kitty Spivey, Venetia Butler, David Hedgepath*

Others In Attendance: Jana Warren, Deb Breedlove (advisory board representative)

Attachments to Gather: Budget Report, 2009 Budget, New EEA Financial Procedures after May 1, 2007, OCC committee report, MAG report MAG Mexico trip information, monarch live handout

Welcome – Donna Stewart

Minutes from Last Meeting

Jennifer MOTIONS approve the minutes

Kris seconds

Passed unanimously

OCC – Jennifer McCoy on behalf of Sharon Smith – ATTACHMENT A

- Symposium is next week – November 14, 2008 (9:00 AM – 3:30 PM)
- Attendance is around 143 but goal is 250 – with travel restrictions, feeling good about number right now.
- Saturday workshops are full at this point (Our Shared Forests, Native Seasons)
- Honoring Petey at the event – doing a quilt at the event (get a square and then create the quilt for her family)
- Technology theme – using technology in the outdoors
- Trying to green the event more than usual (swap shops, meat-less meals, exhibit tables will have a green conference)
- Afternoon Sessions are all make and take component for someone to go home with something (included with the fee for the symposium)
- Announcing OCC awards during the symposium (service and teacher award)

MAG – Jennifer McCoy acting as Board Representative – ATTACHMENT B,C

- Fall Meeting recently and have a upcoming meetings set for 2009
- Doing a retreat to re-visit facilitator guide for the program, mission statement, etc.
- Doing three trips to Mexico this year – need help promoting the program
 - Half filled at this point (each one)
 - Need help promoting
 - Doing the book donation program for local schools in Mexico – please help spread word about promoting this (last year raised \$1700)
- Plant Sales did EXCELLENT (1000 plants and made about \$2300 in plants)
 - Actively promoting through a grower

- Eliminating the Mexican Milkweed from their sales and focusing on swamp and common milkweed as well as pushing nectar plants for sale
- Symposium had over 80 people attend
 - Below budget and lost approximately \$500 on the event
 - Due mainly to the expense of having the event at Calloway
 - Calloway didn't promote event as much as hoped
 - Next year it is going to be held at the State Botanical Garden
 - Jennifer has the review of evaluations from the event
- Monarchs is revamping their website
 - Purchased 2 website domain names
 - Trying to get it up to date (look more similar to EEA website)
- E-Newsletter
 - Membership you can get to an e-mail marketing company and you keep a database on their site – they keep track of how folks are utilizing your e-mail newsletter
 - Committee is looking into this to see if it is feasible (nominal fee for everyone)
 - Lisa commented about quality of newsletter and Jennifer commented about pulling resources from other published articles to put in the newsletter
- Reached over 3500 people through outreach (low end of the estimate)
- Monarch Live – doing live pod casts about migration through Forest Service -

EEA Store – Linda May

- Not much inventory left in the store (maybe some blue shirts but not all sizes)
- Need to decide as a board if we are going to purchase more inventory
- More t-shirts, polo shirts, polar fleeces, etc – what do we as a board need to purchase for the store?
- Wanting to do sustainable materials – but it will increase the price of the good – what does EEA want to do with that
- What is our mark-up on what we sell in the store? It was a long time when we first ordered the inventory so unsure of what mark-up would be.
- Inventory potential:
 - Quality Standard Polo Cost with Embroidery is \$16 (organic cotton would be around \$27 for cost for it)
 - Cost on the Organic Cotton T-Shirt with front and back print would be about \$10 or \$12 with the screen print
 - Karen can get information on where Chattahoochee High School is getting their organic cotton shirts to see about getting a good green company to produce the t-shirts; they may be able to get polo shirts as well – Karen to give information to Linda
- Jennifer asked about selling things on our website – is that possible? Lisa was unsure about whether that was possible – would be a proposal to the web designer.
- Jennifer talked about how Rivers Alive was looking for a place to do per order embroidery - maybe something we can consider

- Chris asked whether there was a record of what was the best sellers – can't find much information – Lisa said when she did it the long-sleeve monarch sold well and the caterpillar and monarch sold well, books were touch and go
- If we want to stock the store – how much money does Linda have to fill it with trinkets (souvenirs for the experience)
 - Maybe things like pencils, etc.
- Talk with Anne Shenk about potential items to sell in the store that are fair trade
- Money to purchase stock would come out of the general funds and then go back
- Lisa said we could empower Linda to purchase items for the store by allotting her a certain amount of money to make these purchases (e-mail Linda any suggestions about what to purchase for the store)
- Maybe sell them at a 1 ½ amount increase on the item (for example, purchase a shirt at \$10 and sell at \$15)
- On the polo shirt purchase we would need around \$1000
- We will be marking down the blue shirts down to \$10 at the OCS and then at EEA Conference we may mark them down again if we still have them
- Playing Cards were sold around \$5 and we will now sell at \$4.00
- Polar Fleece – look into the cost of environmentally friendly purchase
 - We would have to really promote why it is costing more for the items
- Kris mentions maybe having a pre-order form at the conference or hand-out at the conference
- Linda talked about getting some samples of the items – Jennifer states how you can get an example of the embroidery to show
- Lisa made a **MOTION**: Provide Linda with \$1000 for polos and she will come up with a budget for other items for the store, report back and then we will vote via e-mail.
 - *Jennifer 2nd – passed unanimously*
- What is the purpose of the store?

Other Committee Reports – ATTACHMENT D

- Nominating Committee
 - has on website call for new board members
 - What we have run into is that to get to the nominating process you have to be a member of EEA to access that section of the website
 - Currently anyone can see the call for nominations on the home page and if you are not logged in and if you are not a member you can't see the call for nominations
 - Venetia thinks that folks need to be a member before they are on the board – get the interested party to sign-up to be a member of EEA and then they can access
 - Is there a process of getting new folks log-ins?
 - Key is being able to purchase things on-line
 - Lisa thinks that being on the board is a big responsibility and that it does need to be a process and that potential board members know what is expected to be on it
 - If you aren't participating in it then it's hard to have an understanding of what it entails
 - Venetia thinks leave it status quo;

- Lisa talked about making the information about the board member information accessible to guests and then make the form accessible to members – Jennifer will work on that.
- Donna is going to be checking with first term members about who is coming back for the 2nd term.
- Donna will be staying on for one additional year, Jo will stay on board as treasurer, We will need a new secretary, 5 new board member to fill open spaces
- Jennifer wants all nominations by end of the year – needs to know if 2nd term folks are staying on by December 1st
- Venetia asked about having folks that were previously on board who may want to come back on board – various folks are interested
- Potentially have a board retreat
- What do we need to have diversity on our board?

Budget Information and Approval – Jana Warren – ATTACHMENT E

- Jana reviewed the EEA Financial Procedures as of May 2007 (her mailing address will change in the spring and she will send that information)
- Merchant Account Charge of \$15 is coming out of general funds but charge per transaction is coming out against the committee using it
- Received \$1150 in honor of Petey – we need to decide what it is going to for EEA?
- Trying to get all the 2008 expenses paid before the end of the year – please be sure to send to Jana
- EEA is not currently at the IRS travel reimbursement rate – do we need to change that?
- Inventory – there is no line item for that – but we moved that under conference and left it blank with anticipation with providing a number for that as well as inventory for OCS for the future symposium
- At end of year – MOAs will be charged their 10% fees and will be given their carryover funds – and will be sent quarterly reports on where you are at with your account
- BB&T CD will renew in December and Wachovia one will mature in April
 - As a board we will need to decide on how to handle
- Profit and Loss Budget as of 11/7/08
 - Total Income: \$75,406 expense \$76,777 – net loss of \$1,364 (about where we were at last year)
 - Had anticipated earning more on interest only loan
 - Anticipate that we will break even at this point for end of year (admin fees come in at end of the year as well as interest on the CD will be coming in towards the end of the year)
- Kris asks about Higher Ed Committee Budget Line Item expense
 - Is it connected with ATEE?
 - \$700 for Higher Ed
 - Could some of the expense go towards paying travel for non-EEA board members?
 - Expenses of overnight retreats covered?
 - Is it a volunteer commitment and shouldn't be reimbursed?

- This would set a precedent for all of the committees of EEA
- Karen asks if you could do a cumulative mileage reimbursement? If they hit a certain mile marker do they then start getting reimbursed?
- Venetia states that we have a balance now so we could potentially afford it.
- We would have to match the state rate for reimbursement in the current reimbursement amount.
- Should it be for the amount of gas instead of the mileage?
- Could come up with a compromise of what we would want it to be?
- What is the board recommendation of how to deal with this issue?
- Karen suggests that we have a group work on coming up on a recommended amount of what to cover?
- Could we have committee member travel at a certain amount in the pot and once it is utilized it is gone? Would they be redeemed at a rate of gas and/or mileage? Karen is willing on working on this to get it done.
 - Venetia states that should we have a mileage restriction on travel reimbursement?
 - Wanted them to be an EEA member to be reimbursed (should all committee members be members)
- Karen can look at committee heads of what they would pay out if they were EEA members and see what the amount would be
- Lisa made a **MOTION** to keep at current rate until we discuss the revision of the travel policy
 - *Kris 2nd*
 - *Passed Unanimously*

LUNCH

ATEE Update – Venetia Butler and Kris Warren

- September 5 – 7 held retreat at Charlie Elliott (12 people in attendance)
- Grant from NAAEE to cover the cost of the retreat (remaining amount will be used to purchase a computer for the program)
- Program Administrator Position is on hold - The work that ATEE is doing needs to stay with the committee
- Developed the program outline - Three Courses
 - Foundations of EE and Foundations of EE Literacy (drafted)
 - Fostering Learning – Pedagogy (drafted)
 - Assessment and Evaluation is still in development
- Gathering Resource List
- Delivery is face to face but potential on-line uses (new potential site “wetpaint.com” could be used for course management) - controlled wiki
- Discussing the Credit issue (PLU for sure but unsure on college credit)
- Put in for another grant from NAAEE, another retreat in middle of January at Charlie Elliott (good resource to utilize for the retreat – able to get a lot accomplished based on place)
- Submitting final report on other grant to NAAEE – Venetia has a copy of the final report if anyone would like to view.
- Pilot first with small group of EEA members prior to that

- Projected Date for beginning to offer classes probably in 2010
- Instructors of the class must be certified in program
- Teacher Quality Grants will be applied for to help fund the program

SE EE Conference Update – Lisa Weinstein for Kim Bailey

- Lisa has been helping Kim coordinate with three neighbor states to do a conference exchange
- Claire is at the North Carolina Conference, Did not have anyone to go to the Kentucky one, Do not have anyone to go to the Alabama one (March 09 weekend after EEA Conference)
- Linda asked how soon we would know the dates
- Kitty suggested rotating through one state per year
- Venetia stated that this is a typical problem – maybe do one state a year
- Travel and Hotel for person comes out of EEA Professional Development Fund
- Chris asks if we plan on doing one and then if a board member sees that there is a really good one coming up that they would like to attend then it is incumbent upon that board member to make the swap.
- Advisory Board could also be considered to attend the Alabama conference if we do not have any board members to attend.
- If you attend the conference it is an option to present at their conference
- Lisa stated that Kim is creating an EEA board member e-mail address

Website Committee and Storage – Donna Stewart for Amanda Buice

- They have been meeting and there is no committee chair currently
- The specifics were listed in an e-mail – Donna will send to all
- Storage
 - Amanda has found a place that is not climate-controlled – do we want to use that or do we want to find a climate-controlled.
 - How much space do we need to have?
 - How much does it cost to have a storage space per month. Fairly large space would be around \$100 a month
 - Donna will get a cost on the smallest climate-controlled space near Forsyth or Macon

Conference Update – Lisa Weinstein

- Have 17 proposals on hand and promised 2 more – need 30 – 45 spots
- Reduced number of options per time frame (based on feedback from last year)
- Hit a snag with Keynote Speaker - Stacy Smith and Claire Hayes working on this
 - Alton Brown has turned down the offer
 - Do have some second choice options – Jimmy Carter (would still rent the large auditorium and do outside community invitation on Saturday), Janisse Ray is another option, Outdoor Alabama individual may be a potential, Walter Reeves from Georgia Outdoors
 - Kris suggested Chuck Levell – Lisa told him to talk with Claire
- Farmer's Market is off the table now because Alton Brown did not pan out
- Will send out e-mail about tackling Friday Banquet and Saturday Social
- Friday speaker would be Emily started Farm to School
- Another concern for Conference – Attendance

- Lisa looked at Jekyll's registration to see who was not affiliated with state government and it was half of attendees affiliated with non-state government
- If we go down to half of registrants – it's 100 people and would have to charge \$400 to break even
- Jennifer asked about the \$10,000 allotted for speaker – may not need to spend it depending on who we actually get to speak
- Lisa needs to get a cut-off date for cancellation from Tifton and then get registration deadline out to the public to see what response we get
- Lisa has gotten e-mails from folks that they can't even present
- Karen talks about how we need to have some focused push of publicity to promote the event to folks who are used to paying for PLU out of pocket.
- It is going to be promoted through the RISAs throughout South Georgia
- Karen asks if we could do a press release for folks to Science Coordinators – Venetia states that Susan Reinheart would know who to contact.
- Venetia asks about the idea of canceling the entire conference – maybe instead of canceling it all maybe scaling it back (would have to work with the time line)
 - Lisa said that at the last meeting they debated on this and it was that folks didn't want to scale it down
 - Maybe do a Friday and a Saturday event
 - Do PLU have to be on-site?
 - David says that there are lots of teachers in the area who have not been involved in a conference so he would caution on cutting back at this point.
- Kitty states how if we were cutting some we could move the awards to lunch but keep the social
- Jennifer asks if our costs would go down by a 1/3 for rental of the space or how much would we actually save?
- David asks if we get 100 people and then approximately 100 from the local area would we meet our budget
- Start normal time on Friday and Saturday
 - Friday or Saturday would be banquet
 - Friday would be speaker and social thing
 - End on Saturday at 5:00 PM
- Chris states about keeping the costs low to keep teachers coming in
- Lisa's goal is to provide good experience while at least keeping even
- Lisa hears that the committee is going to revamp and offer a two-day event, have Amanda help with local promotion from schools (as well as other folks)
- Extended deadline for Proposals until November 21st – Lisa will send out an e-mail about the deadline extension. Goal was to have a schedule out on website before registration closed.
- Registration will open as soon as field trips are lined up
- When will we push to have board members submit proposals for the conference

Terms for President and Vice President – Executive Board

- Lisa has been discussing with various folks on the board about structure and commitment level that is required from the executive board
- Nominating committee has found it difficult in the past to find someone willing to make a three-year term commitment and by third year it's a struggle to keep motivated
- Executive Committee met to discuss how to re-vamp the terms and positions
 - Meet needs of conference and needs of the board
- Based on history – the three-year term was a test
- Suggestion is to:
 - Have a two-year term for president and vice-president and to take the conference position out from the vice-president
 - Vice-President would be the liaison to the committees to make sure that they are moving forward and getting things accomplished
 - President would be focused on general board management, head-up fundraising,
- We would have to change the Bylaws of the organization to eliminate a position
- We do not have to have a vote by the entire membership
- EEA is doing more things now and so the focus shouldn't be so focused on just the conference – so much more is going on.
- Concern of making sure we could have someone who could chair the conference
- David states how we would need to have structure to fill in a member who left unexpectedly
- **MOTION** is amend the bylaws to eliminate the president- elect and rewrite job descriptions for president and vice-president.
 - The president would be responsible for fundraising and act as a representative of EEA at events, manage the board, and other duties as already defined in the current job descriptions.
 - The vice-president would manage all committees and other duties as already defined in the current job descriptions. The vice-president is no longer involved with conference committee except as managing committees
 - *David 2nds*
 - *Any additional discussion*
 - *Passed unanimously*

Additional Notes

Deb Breedlove invited folks to next Advisory Board meeting – Invitation will be sent out soon with the date of that

Discussion of shifting the term of board members (currently new board meeting is in May) to start in July. May meeting would be coming together of old board after the conference to bring closure on the board term. What would be recommendation to new board?

Have new board term start in July with potential of having a board retreat in July (old board members could attend) Committees could get formed at retreat and start work for the upcoming year. Nominations would be involved in setting the agenda for this meeting. Advisory Board would also be invited to this board retreat.

It would mean that this board would meet five times instead of 4.

MOTION Change Board Member terms to July – June and to have a July board retreat
David 2nds the motion
Passed Unanimously

Donna to look into some potential dates for a retreat

Next scheduled Conference Meeting is December 12th in at Rum Creek

No Child Left Inside: Jennifer met with Georgia Coalition – next meeting is on December 3rd, National standard – Georgia has to come up with a literacy plan. NAAEE has a literacy plan but it wouldn't meet their standards. Lisa thinks it would make since for EEA to do this component. Jennifer thinks that EEA should have a conversation with Department of Ed.

GSTA Conference is down in Savannah.

Some discussion about moving fiscal year to the board year – Jo asked us to table this as she finds out any additional information on ramifications on this.

**ATTACHMENT A: Outdoor Classroom Council - Quarterly Report to EEA:
11/7/2008**

OCS – next Friday, Nov 14th, 9:00-3:30 at Rock Eagle in Eatonton, GA

Registration: 143 people registered Goal was 250. Registration is low.

Saturday Workshops for PLU: 46 registered

- Our Shared Forests - 7 spaces open.
- Native Seasons - filled to capacity plus 5 more people

Petey's Honor - Petey was part of OCC from the beginning, attending (and presenting) at every symposium. We are planning to do a quilt with personal messages in each square. Board members are encouraged to attend and participate.

Technology – We are showcasing the use of technology in outdoor classrooms Ex. Field monitoring equipment, pod casting, Google Earth, Journey North, blogs, etc.

Green Event – We are greening up the event, trying to model proper practices and be a leader and role model for others. Ex. Bring your own tote, resource table (not pre-stuffed goody bags), t-shirt swap, meatless, carpool assistance, recycle shop, etc.

Make and Takes - all afternoon sessions are long and participants will get to participate in one large make and take session (fee included in registration). Ex. rain barrel, solar cooker, carnivorous plant container garden, etc.

Awards – OCC will be announcing award winners at the symposium. Surprisingly, we have several entries this year and are in the process of selecting who will be honored for their efforts.

Respectfully submitted, Jennifer McCoy, Committee Member

ATTACHMENT B: Monarchs Across Georgia Quarterly Report to EEA: 11/ 7/2008 Steering Committee

- Our fall meeting was held on Thursday, November 6, 2008.at Cobb County Water System.
 - 2009 meeting schedule is:
 - Winter – Jan. 15th at Fernbank (10:00-2:00)**
 - Spring – April 15th at Stone Mountain (10:00-2:00)**
 - Summer – July 30th at Arrowhead (10:00-2:00)**
 - Fall – Nov 5th at Cobb Water (10:00-2:00)**
 - We are also planning a facilitator retreat to take place this summer to update our facilitator manual, make a long-term plan and re-write our mission statement. Location and date TBA.
- Monarchs in Mexico 2009** - We are still recruiting for three week-long trips. The application and details are published on the EEA, EEinGeorgia and MAG website. **Please help promote.**
- January 31 - February 7, 2009, February 7 - 14, 2009, February 14 - 21, 2009.
- Plant Sales** – MAG did very well, selling approx 1000 plants this year (\$4696). Our expenses were \$2425 and our profit was \$2271. We plan to eliminate the annual milkweed and focus on perennial milkweeds and nectar plants in 2009.
- Butterfly Symposium** – It was a great day. We received positive feedback on the event evaluations. 85 attended including 20 presenters and 65 paid participants. Unfortunately we didn't cover our costs (mostly due to the expense of the catering at Callaway). We lost \$544.32. But our store and the plant sales more than cover the loss.
- Website and Newsletter** – We are in the process of updating our website. We've obtained both monarchsacrossga.com and .org and will be continuing to refine the look to match closer with the EEA website appearance. The second edition of our MAG e-newsletter was sent out in September. The next issue will go out to our listserv in spring. We are investigating the possibility of subscribing to an email marketing service for the newsletter to improve efficiency and provide data on our subscriber list. The fees are nominal (approx \$400.00 per year).

Events and Trainings

| Date | Length | Location | Description of Program | Number of Participants |
|-------------|---------------|--------------------|---|-------------------------------|
| 8/9 | 9 hours | Conyers, GA | NABA Butterfly Count | 10 |
| 8/20 | 1.5 hours | Smyrna, GA | Biology and ecology of the Monarch butterfly | 5 |
| 8/22-23 | 10 hours | Thomson, GA | Educator Workshop | 20 |
| 8/26 | 1.5 hours | Marietta, GA | Lifecycle lab | 5 |
| 8/27 | 1.5 hours | Smyrna, GA | Lifecycle lab | 5 |
| 9/3 | 1.5 hours | Smyrna, GA | Citizen science projects | 9 |
| 9/5-6 | 7 hours | Pine Mountain, GA | Symposium | 85 |
| 9/7 | 7 hours | West Point, GA | Flutterfest – butterfly festival | 100+ |
| 9/8 | 1 hour | Lilburn, GA | Biology and ecology of the Monarch butterfly | 12 |
| 9/10 | 1.5 hours | Smyrna, GA | Butterfly observation tools –make and take session | 10 |
| 9/11 | 1 hour | Marietta, GA | Butterfly gardening | 1 |
| 9/12 | 2 hours | Roswell, GA | School family event–milkweed sales, caterpillars, Q&A | 75 |
| 9/20 | 8 hours | Atlanta, GA | Plant sale, caterpillars, Q&A | 75 |
| 9/23 | 2 hours | Lawrenceville, GA | Community meeting, display | 150 |
| 9/25 | 2 hours | Marietta, GA | Lifecycle Lab | 11 |
| 10/4 | 4 hours | Stone Mountain, GA | Mexico pre-trip meeting | 8 |
| 10/10 | 1 hour | Marietta, GA | Rearing garden tour | 3 |
| 10/13 | 5 hours | Atlanta, GA | Monarch parasite testing training | 1 |
| 10/17 | 2 hours | Wichita, KS | MAG program overview | 6 |
| 10/21 | 20 min. | Clayton, GA | Migration and conservation | 40 |
| Oct | 2.5 weeks | Stone Mountain, GA | Rearing Monarchs | 600 |

Respectfully submitted, Jennifer McCoy, Steering Committee Member

ATTACHMENT C

MONARCHS ACROSS GEORGIA



Environmental Education Alliance of Georgia, Inc. www.eealliance.org

August 15, 2008

Dear Friend of the Monarch butterfly,

We need your support to meet our goal of bringing elementary level books written in Spanish to students who are taking care of Monarch butterflies in Mexico. These students are in schools located in poor rural areas with limited educational resources. Your generous contribution will make it possible for *Monarchs Across Georgia* (MAG), a committee of the Environmental Education Alliance of Georgia (EEA), to bring much-needed educational materials to these deserving children.

In an effort to generate awareness and understanding between two cultures through the study of Monarchs, MAG is coordinating its sixth annual trip to Mexico. The weeklong trip includes a visit to schools that are in "butterfly country." As you may be aware, this incredible insect migrates as far as 2000 miles from the southern borders of Canada and from all parts east of the Rocky Mountains to over-winter in the trans-volcanic mountain range of Mexico.

Please consider making a donation to the Environmental Education Alliance (EEA) designating it to the "MAG Book Project." Your check can be mailed to the address noted below.

As a reference, books generally cost about \$5.00 in American currency. Your gift will make it possible for us to pre-order books through Scholastic Mexico. Scholastic Mexico allows us to purchase these books at a 30% discount and ships them at no charge to our hotel in Morelia so that we will be able to hand-deliver them to the students during our visit.

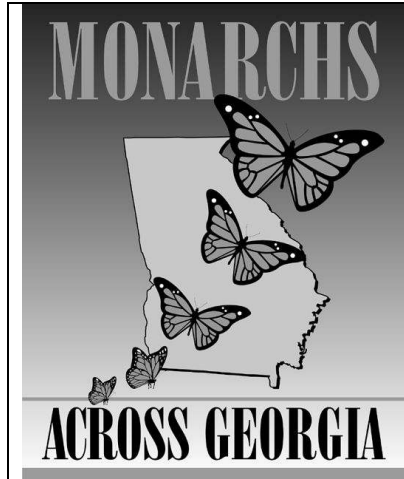
In appreciation for your donation, a bookplate with your name (or one designated by you) will be attached to the inside cover. We will also recognize donors by publishing their names on our website at www.monarchsacrossga.org. Receipts will be provided upon request.

The deadline for these tax-deductible donations is January 10, 2009.

Thank you for your support! If you have any questions, please do not hesitate to contact us.

Susan Meyers & Trecia Neal
MAG Steering Committee Co-Chairs
smmeyers@bellsouth.net
t.neal@fernbank.edu

MAG Book Project
Trecia Neal, MAG Co-Chair
2433 Kingscliff Dr NE
Atlanta, GA 30345



Donation Form

Mexico Book Project

PLEASE PRINT THIS INFORMATION CLEARLY.

Name of Donor _____

Address _____

E-mail _____

Amount of Donation _____ **Cash** ___ **Check** ___

Make checks payable to Environmental Education Alliance (EEA) designating it to the "MAG Book Project." **Donations must be received by January 10, 2009.**

Donations may be mailed to MAG Book Project, c/o Trecia Neal, MAG Co-Chair, 2433 Kingscliff Dr NE, Atlanta, GA 30345.

Each \$5.00 of your donation buys a book for a student in Mexico.

Please indicate the name or names that you would like written on the book plates that will be placed inside of these books.

Donors will be recognized on our website www.monarchsacrossga.org. Do you want your name (or the names listed for the book plates) to be posted on-line? We will not provide any additional information about the donor.

Please initial your response here. _____ YES _____ NO

ATTACHMENT D: Nominating Committee - Quarterly Report to EEA: Fall 2008

Committee Meetings: Elise, Rebecca, Claire and Jennifer have participated in two conference calls this fall. We have also held two conversations with officers regarding the 2009 election.

Website: The nominations application form and nomination process page have been updated. There is also a call for nominations announcement on the home page.

Board Membership: We have updated the current board members service terms and have provided feedback to executive committee regarding individual board member status (compliance with meeting attendance and committee service).

- 13 board members will complete their three year term this year.
- Donna has agreed to stay on the board in 2009 to complete the third year of her second term.
- Jo has agreed to serve as treasurer for another year.
- Rebecca will not be serving as secretary in 2009.
- Donna is reviewing board member service, contacting inactive board members regarding their status and extending invitations to those being asked to serve a second term.
- 5 board members position and a secretary are currently open. Once Donna has completed her invitations, we'll know exactly how many more position we will need to fill.
- Lisa has asked us to recruit up to the maximum number, 33 members, for service on the 2009-2010 board.

Recruitment: A list has been started with suggested members to invite to serve, including a few former board members who have been identified as good models of the "working board ethic" who will be asked to return to active board member status.

Board Retreat: The notion of holding a board retreat, including a new board member orientation has been discussed. Nominating committee has agreed to take an active role in the planning and implementation of this event.

Respectively submitted, Jennifer McCoy, Committee Chair

ATTACHMENT E: Financial Information

1. Please note my new address – will change again in Spring. I will send out e-mail when address changes again. I am sorry for any inconvenience this may cause. Jana Warren – 1485 Leverett Road #2207, Warner Robins, GA 31088. My new home # is 478.333.3004 and cell is 478.284.1727.
2. If you ever send a check request and do not hear back from me within a few days please call to confirm I received your e-mail request. Thanks!
3. Description for credit card transactions – please specify membership, conference, etc. If it is for a registration and membership please send me detail.
4. Monthly fees for credit card transactions – Monthly credit card fees will be deducted from EEA General Funds. Authorization fees will be deducted from each committee
5. Wachovia Signature Cards – Need to be returned to Jana
6. Donations made in memory of Petey - \$1,150 (see detailed report) – Where do we want to allocate these funds?
7. Please remit all 2008 expenses with check request and copy Jo by December 31st if possible. I like to have all expenses paid in year incurred.
8. Increase mileage to IRS and note on travel reimbursement that when IRS rate changes EEA increases to match IRS level
9. Tax Exempt Status – Since EEA doesn't carry an inventory we do not have tax exempt status. I have been told it is very difficult to obtain and we would be required to file quarterly sales tax returns. If we are going to start carrying a significant amount of inventory I can research again
10. Inventory – Budget monies to OCS and Conference for inventory items
11. Fiscal year change – working on this with Brian Carter – CPA with Mauldin & Jenkins. We cannot change for 12.31.08 but he is reviewing for next year.
12. Budget/Carryover – At the beginning of each year after EEA admin fees have been paid I will send a carryover balance to each MOA, with quarterly balance announcements.

Jana Warren

ATTACHMENT E: Financial Information cont'd

| | | Actual 2008 Income | Income 2008 Budget | Actual 2008 Expense | Expense 2008 Budget | Net Income | 2008 Carryover | Balance as of 11.07.08 |
|--|------------------------------------|-----------------------|-----------------------|------------------------|------------------------|-------------------|-------------------|--------------------------------------|
| EEA General Funds | | | | | | | | |
| 1 | Administrative Costs | - | | 801.79 | 500.00 | (801.79) | | (801.79) |
| 2 | Directors & Officers Insurance | - | | 802.00 | 800.00 | (802.00) | | (802.00) |
| 3 | Liability Insurance | - | | 575.00 | 600.00 | (575.00) | | (575.00) |
| 4 | Miscellaneous | - | | 15.00 | 0.00 | (15.00) | | (15.00) |
| 5 | Bank Service Charges | - | | 276.76 | 150.00 | (276.76) | | (276.76) |
| 6 | Credit Card Service Charges | - | | 15.00 | | (15.00) | | |
| 7 | Board Meeting | - | | 221.62 | 1,000.00 | (221.62) | | (221.62) |
| 8 | Board Travel | - | | 654.58 | 500.00 | (654.58) | | (654.58) |
| 9 | CPA | - | | 1,000.00 | 1,500.00 | (1,000.00) | | (1,000.00) |
| 10 | Bookkeeper | - | | 6,218.75 | 4,000.00 | (6,218.75) | | (6,218.75) |
| 11 | Dues and Subscriptions | - | | 168.00 | 250.00 | (168.00) | | (168.00) |
| 12 | Public Relations | - | | 200.00 | 6,000.00 | (200.00) | | (200.00) |
| 13 | Professional Development | - | | 864.22 | 2,000.00 | (864.22) | | (864.22) |
| 14 | Web Page | - | | 144.00 | 11,000.00 | (144.00) | | (144.00) |
| 15 | Higher Education Committee | - | | 2,587.46 | 700.00 | (2,587.46) | | (2,587.46) |
| 16 | Newsletter | - | | - | 4,500.00 | - | | - |
| 17 | Nominating | - | | - | 100.00 | - | | - |
| | NAAEE Membership | - | | 565.00 | | (565.00) | | |
| 18 | Workshops and Training | 150.00 | 1,000.00 | - | 1,500.00 | 150.00 | | 150.00 |
| 19 | Interest Income | 1,297.72 | 6,000.00 | - | - | 1,297.72 | | 1,297.72 |
| 20 | Merchandise | 203.00 | 2,000.00 | - | 1,000.00 | 203.00 | | 203.00 |
| | Green Teacher | 53.00 | 350.00 | 31.80 | 200.00 | 21.20 | | 21.20 |
| 21 | Membership | 4,325.00 | 8,000.00 | - | 250.00 | 4,325.00 | | 4,325.00 |
| 22 | Petey Giroux Memorial Donations | 1,150.00 | - | - | - | 1,150.00 | | |
| 23 | MOA-Administrative Fee-DOE | - | 15,000.00 | - | - | - | | - |
| 24 | MOA Administrative Fee-EIC | - | 4,500.00 | - | - | - | | - |
| 25 | MOA Administrative Fee-Project WET | - | 2,200.00 | - | - | - | | - |
| 26 | MOA Administrative Fee-AAS | - | 125.00 | - | - | - | | - |
| Total EEA General Funds | | 7,178.72 | 39,175.00 | 15,140.98 | 36,550.00 | (7,962.26) | | (8,532.26) |
| Annual Conference | | | | | | | | |
| 27 | Annual Conf 2009 Sponsorships | 2,000.00 | - | - | - | 2,000.00 | | |
| 28 | Annual Conf 2008 Sponsorships | 2,700.00 | 6,000.00 | - | - | 2,700.00 | | 2,700.00 |
| 29 | Annual Conference 2009 | - | - | 1,528.10 | - | (1,528.10) | | |
| 30 | Annual Conference 2008 | 31,855.93 | 45,000.00 | 31,980.39 | 40,000.00 | (124.46) | | (124.46) |
| 31 | Annual Conference 2007 | - | - | 233.58 | - | (233.58) | | (233.58) |
| 32 | Silent Auction (Scholarships) | 2,327.00 | 2,500.00 | 2,327.00 | 2,500.00 | - | 2,505.50 | 178.50 |
| Total EEA Conference | | 38,882.93 | 53,500.00 | 36,069.07 | 42,500.00 | 2,813.86 | 2,505.50 | 2,520.46 |
| Projects and Committees | | | | | | | | |
| 33 | ATEE | 2,500.00 | 15,000.00 | 4,029.04 | - | (1,529.04) | 2,500.00 | 970.96 |
| 34 | Monarchs Across Georgia | 18,314.89 | 10,000.00 | 17,688.78 | 10,000.00 | 626.11 | 6,326.97 | 6,953.08 |
| 35 | OCC Symposium | - | - | - | - | - | | - |
| 36 | OCC - 2007 | - | - | 382.38 | - | (382.38) | | (382.38) |
| 37 | OCC Sponsorships - 2007 | 1,000.00 | - | - | - | 1,000.00 | | 1,000.00 |
| 35 | OCC - 2008 | 5,330.00 | 20,000.00 | 3,096.88 | 10,000.00 | 2,233.12 | | 2,233.12 |
| 36 | OCC Sponsorships - 2008 | 2,200.00 | 5,000.00 | - | 2,000.00 | 2,200.00 | | 2,200.00 |
| 37 | OCC - 2009 | - | 750.00 | 363.50 | - | (363.50) | | (363.50) |
| 38 | OCC - Sponsorships -2009 | - | - | - | - | - | | - |
| Total Projects and Committees | | 29,344.89 | 50,750.00 | 25,560.58 | 22,000.00 | 3,784.31 | | 12,611.28 |
| EEA Estimated Cash Balance as of 11.07.08 | | 139,247.79 | | | | (1,364.09) | | |
| Non-income generating accounts | | | | | | | | EEA Net Income as of 11.07.08 |
| 10% of actual income assessed at 12.31.08 | | | | | | | | |