

EEA Board Retreat – Attachments

Date: July 17-18, 2009

Location: Jekyll Island 4-H Center

- A. Agenda
- B. Travel Form
- C. Proposed Bylaw Amendments
- D. Dragonfly Grant
- E. 09 Conference Spending Report
- F. July 09 Financial Statement
- G. Advisory Board FAQ
- H. Check Request Form
- I. 2010 Conference Budget
- J. Walter's Membership Proposal
- K. 09-10 Budget

EEA Board Retreat, Jekyll Island 4-H Center

Friday, July 17, 1:00 pm – 6:00 pm

Saturday, July 18, 9:00 am – 3:00 pm

Friday Agenda

- 1:00 Ice breaker (Sharon Smith)
- 1:30 Robert's Rules, Discussion of Bylaws, and Review of Binders (Jennifer McCoy)
- 2:30 Bylaw amendments (Jennifer McCoy and Lisa Weinstein)
- 3:00 Break
- 3:15 Website Training (Sharon Smith)
- 4:15 Overview of Strategic Plan and Discussion of Roadblocks and Pathways (Lisa Weinstein)
- 5:30 Committee Formation for 2010 (Lisa Weinstein)
- 6:00 Adjourn for Dinner

Saturday Agenda

- 9:00 Reading of Conflict of Interest Policy (Jennifer McCoy)
- 9:05 Minutes from last meeting (Jennifer McCoy)
- 9:15 Old Business
- 9:30 Committee Breakout to plan for 09-10 (Operations)
- 10:00 Break
- 10:30 Committee Breakout to plan for 09-10 (Programs)
- 11:00 Committee Reports
- noon Lunch
- 1:00 Committee Reports (cont.)
- 2:00 New Business
- 3:00 Adjourn



**Environmental Education
Alliance of Georgia**

**EEA Policy
Travel for Board Members**

The Environmental Education Alliance (EEA) has enacted the following policy to establish financial support for travel expenses incurred by board members who travel considerable distances to attend board meetings.

Financial support of **\$30 for each round trip** for board member travel to board meetings can be received **IF**:

1. travel is 100 or more miles one way.
2. board member's employer does not pay travel expenses.

EEA reimbursement does not include lodging or incidentals including, but not limited to room service, tips, pay-per view movie, video games, laundry and mini-bar charges.

To receive reimbursement, please complete the form below and submit to the bookkeeper, Jana Warren and copy to EEA Treasurer.

Environmental Education Alliance Request for Travel Reimbursement

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Travel:

From _____ To _____

Odometer Reading **Beginning:** _____ **Ending:** _____

Total number of miles _____ **Total to be reimbursed \$30**

Signature of Board Member _____

(EEA accounting use _____)
Policy amended: 2/09

Bylaws of The Environmental Education Alliance, Inc.

Adopted November 19,1992

Article One: Name

- 1.1 Name: The name of this corporation shall be "The Environmental Education Alliance, Inc."

Article Two: Purposes and Governing Instruments

- 2.1 Nonprofit Corporation: The corporation shall be organized and operated as a nonprofit corporation under the provisions of the Georgia Nonprofit Corporation Code.
- 2.2 Charitable and Educational Purposes: The corporation is a voluntary association of individuals and organizations the purposes of which, as set forth in the articles of incorporation, are exclusively charitable within the meaning of section 501(c)(3) of the Internal Revenue Code. The corporation was organized, and at all times shall be operated, to promote the sharing of information and skills among organizations and professionals involved in environmental education. In furtherance of such purposes the corporation shall have full power and authority:
- (a) To promote communication among environmental education organizations and professionals.
 - (b) To encourage the professional management of environmental education organizations.
 - (c) To foster the sharing of information about environmental education programs and issues.
 - (d) To assist environmental education organizations and professionals in the development and presentation of environmental education programs.
 - (e) To work with governmental agencies, schools and school systems, the business community, environmental education programmers, and others to develop the widest possible exposure and understanding of environmental education concepts and principles.
 - (f) To assist environmental education organizations in the areas of management, fundraising, and programming.
 - (g) To solicit gifts, grants, and contributions to support the programs and activities of the corporation.
 - (h) To receive and accept property (real, personal, or mixed) by way of gift.
 - (i) To acquire, own, manage, and operate properties and resources.
 - (j) To perform other acts as determined by the Board of Directors in order to carry out any of the purposes of the corporation.
- 2.3 Governing Instruments: The corporation shall be governed by its articles of incorporation and these bylaws.

Article Three: Board of Directors

- 3.1 Authority and Responsibility of the Board of Directors:
- (a) The supreme authority of the corporation and the government and management of the affairs of the corporation shall be vested in the Board of Directors; and all the powers, duties, and functions of the corporation conferred by the articles of incorporation, these bylaws, state statutes, common law, court decisions, or otherwise, shall be exercised, performed, or controlled by the Board of Directors. The Board may adopt, by majority vote, such rules and regulations for the conduct of its business and the business of the corporation as shall be deemed advisable.
 - (b) The Board of Directors shall not permit any part of the net earnings or capital of the corporation to inure to the benefit of any member, director, officer, or other private person or individual.
- 3.2 Membership: The Board of Directors shall consist of not less than three (3) nor more than thirty three (33) members who may be elected from time to time in accordance with these bylaws. The Board of Directors is authorized to fix the precise number of directors by resolution adopted from time to time by a majority of all directors then in office.
- 3.3 Manner of Election and Term of Office: The Nominating Committee shall present a slate of proposed Directors and officers to the board prior to the annual conference and upon ratification the slate is present to the membership at the annual conference for consideration. The Directors of the corporation shall be elected at the Annual Conference by the general membership, or at such other time or times as the Board of Directors may prescribe. Directors shall continue in office for a term of three (3) years or until their earlier death, resignation, or removal, or unless they are elected to a shorter term to fill a vacancy or to maintain a staggered distribution of terms. Terms shall be staggered so that approximately one-third of the directors' terms expire each year. Directors shall serve a maximum of two consecutive terms. Terms may only exceed six (6) years if a director is elected to executive office.
- 3.4 Removal: Any Director may be removed for or without cause at any meeting of the Board of Directors, by the affirmative vote of a majority of all the Directors then in office, provided that notice of intention to act upon such matter shall have been given in the notice calling such meeting.
- 3.5 Compensation: Nothing contained in the governing instruments of the corporation shall be construed to prevent any director from receiving reasonable compensation for services rendered to, and in furtherance of the purposes and functions of, the corporation.

Article Four: Meetings of the Board of Directors

- 4.1 General: Meetings of the Board may be held at any time and at any place provided that reasonable notice of such meeting is given to each Board Member. Regular meetings shall be held as often as necessary between Annual Conference. Meetings may be called by the President, or by the Secretary upon demand of a majority of the Directors then in office.
- 4.2 Quorum: At meetings of the Board of Directors, one-third (1/3) of the directors then in office shall be necessary to constitute a quorum for the transaction of business. In no case, however, shall less than three (3) directors constitute a quorum.

4.3 Vote Required for Action: Except as otherwise provided for in these bylaws or by law, the act of a majority of the directors present at a meeting at which a quorum is present at the time shall be an act of the Board, except that amendment of these bylaws shall require the affirmative vote of a majority of the directors then holding office.

Article Five: Officers

5.1 Number and Qualifications: The executive officers of the corporation shall consist of a president, a president elect, a vice president a secretary, and a treasurer. The board shall from time to time create and establish the duties of such other officers or assistant officers as it deems necessary for the efficient management of the corporation; **but the corporation shall not be required to have at any time any officers other than a president, a secretary, and a treasurer.** Any two (2) or more offices may be held by the same person, except the offices of president and secretary. All officers shall be selected from the current Board of Directors **add...and having completed at least one year of Board service.**

5.2 Election and Term of Office: The following officers shall serve one year terms, President, President Elect, Vice President and Secretary; Treasurer shall serve two year terms. The membership to vote on the Vice President, Secretary and Treasurer officers. All terms of office begin **July 1st and end June 30th at the first meeting after the annual conference,** or until their successors have been elected and qualified.

5.3 Removal and Vacancies: Any officer may be removed by the Board of Directors whenever in its judgment the best interests of the corporation will be served thereby. A vacancy in any office arising due to removal of an officer by the Board, or due to the death or resignation of an officer, may be filled for the unexpired term at any meeting of the Board of Directors.

5.4 President: The president shall be the chief executive officer of the corporation, and , as such, shall exercise general supervision of all operations and personnel of the corporation. **The president shall chair any executive committee, and be a voting member, ex-officio, of all other committees.** The president shall be authorized to sign checks, drafts, and other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation, grant requests, and statement and reports required to be filed with state or federal officials or agencies; and the president shall be authorized to enter into any contract or agreement and to execute in the corporate name, along with the treasurer or secretary, any instrument or other writing; and he or she shall see that all orders and resolutions of the Board of Directors are carried into effect.

5.5 **President Elect: The President Elect, in the absence or disability of the president, shall perform the duties and have the authority and exercise the powers of the president. The President Elect is responsible for managing the annual conference and will accept the role of President the following year. The President Elect will also provide support to the current President and will preside at all conference planning meetings. The president elect shall be authorized to co-sign checks.**

5.6 Vice President: The vice president, in the absence or disability of the president **elect,** shall perform the duties and have the authority and exercise the powers of the president **elect.** The vice president **is responsible for co-managing the annual conference and** shall accept the role of president **elect** the following year.

- 5.7 Secretary: The secretary shall be responsible for all corporate correspondence, shall record or have recorded the minutes of all proceedings of the Board, and shall keep safe custody of the seal of the corporation.
- 5.8 Treasurer:
- (a) The treasurer shall have custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements of the corporation, or shall have such accounts maintained, and shall deposit, or have deposited, all monies and other valuables in the name and to the credit of the corporation into depositories designated by the Board of Directors.
 - (b) The treasurer shall disburse the funds of the corporation, or have such funds disbursed, as ordered by the Board of Directors, and prepare financial statements, or have financial statements prepared, each month or at such other intervals as the Board shall direct.
 - (c) The Treasurer shall be authorized to sign checks. Checks over \$5,000 require a 2nd signature of president or vice president elect.

Article Six: Committees of Directors

- 6.1 General: The president may appoint committees of special purpose, including but not limited to supporting the functions of nominations, membership, communications, finances, and programs. The responsibilities of each committee shall be determined by the president, after consultation with the Board of Directors. Each member of a committee shall continue as such through June 30th or until the 1st meeting of the new board of directors until the next Annual Conference or until his successor is appointed, unless the committee shall be sooner terminated, or unless such member shall be removed for the committee. One member of each committee shall be appointed chairman thereof.
- 6.2 Executive Committees: By resolution adopted by a majority of the directors then in office, the Board of Directors may designate from among its members one or more executive committees, each of which shall consist of three (3) or more directors, including the president, the president elect, the vice president, the secretary, and the treasurer of the corporation, which executive committee, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of the affairs of the Board of Directors in the management of the affairs of the corporation. However, the designation of any such executive committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual director, of any responsibility imposed upon it or him or her by law.

Article Seven: Indemnification and Insurance

- 7.1 Indemnification: In the event that any person who was or is a party to or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, seeks indemnification from the corporation against expenses, including attorney's fees (and in the case of actions other than those by or in the right of the corporation, judgements, fines, and amounts paid in settlement), actually and reasonably incurred by him in connection with such action, suit, or proceeding by reason of the fact that such person is or was a director, officer, employee, trustee, or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, trustee, or agent of another corporation, domestic or foreign, nonprofit or for profit, partnership, joint venture, trust, or other enterprise, corporation shall determine, or cause to be determined, in the manner provided under Georgia law whether or not indemnification is proper under the circumstances because the person claiming such indemnification

has met the applicable standards of conduct set forth in Georgia law; and, to the extent it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified to the fullest extent now or hereafter permitted by Georgia law.

- 7.2 Indemnification Not Exclusive of Other Rights: The indemnification provided in Section 7.1 above shall not be deemed exclusive of any other rights to which those seeking agreement, vote of members or disinterested trustees, or otherwise, both as to action in his official capacity and as to action in another capacity while holding such office, and shall continue as to a person who has ceased to be director, officer, employee, trustee, or agent, and shall inure to the benefit of the heirs, executors, and administrators of such a person.
- 7.3 Insurance: To the extent permitted by Georgia law, the corporation may purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, trustee, or agent of the corporation, or is or was serving at the request of the corporation as a director, officer, employee, trustee, or agent of another corporation, domestic or foreign, nonprofit or for profit, partnership joint venture, trust, or other enterprise.

Article Eight: Members of the Corporation

- 8.1 Members: The Board of Directors may establish criteria by which financial supporters of the corporation or others may be awarded certain benefits and referred to as "members". The Board may establish more than one category of membership, may from time to time revise such membership criteria and categories, and may award various benefits to each category.
- 8.2 Authority: Such "members" shall have no authority over the government or management of the affairs of the corporation, as such authority rests entirely with the Board of Directors.

Article Nine: Miscellaneous

- 9.1 Contracts: The Board of Directors may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the corporation. Such authority must be in writing and may be general or confined to specific instances.
- 9.2 Books and Records: The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members Board of Directors, and committees having any of the authority of the Board of Directors. The corporation shall maintain a current record giving the names and addresses of the Board of Directors.
- 9.3 Corporate Seal: The corporate seal (of which there may be one or more exemplars) shall be in such form as the Board of Directors may from time to time determine.
- 9.4 **Fiscal year:** The Board of Directors is authorized to fix the fiscal year of the corporation and to change the same from time to time as it deems appropriate.
- 9.5 Relation to Articles of Incorporation: These bylaws are subject to, and governed by, the articles of incorporation.

Article Ten: Amendments

- 10.1 Power to Amend Bylaws: The Board of Directors shall have the power to alter, amend, or repeal these bylaws or adopt new bylaws.
- 10.2 Conditions: Action by the Board of Directors with respect to bylaws shall be taken by the affirmative vote of a majority of all directors then holding office.

Article Eleven: Tax-Exempt Status

- 11.1 Tax-Exempt Status: The affairs of the corporation at all times shall be conducted in such manner as to assure its status as a "publicly supported" organization as defined in section 509(a)(1) or section 509(a)(2) or section 509(a)(3) of the Internal Revenue Code and so in other ways to qualify for exemption from tax pursuant to section 501(c)(3) of the Internal Revenue Code.

Article Twelve: Adoption of Bylaws

- 12.1 The Environmental Education Alliance, Inc. was organized under the laws of the State of Georgia as the Georgia Environmental Education Council, Inc. on May 4, 1990. The name of the corporation was changed to The Environmental Education Alliance, Inc on November 19, 1992. These bylaws were amended February 2003, February 2004, August 2004, and May 2006 and July 2009 and adopted by the Board of Directors.

Petey Giroux Dragonfly Grant Program

The Georgia Environmental Education Alliance is proud to offer (2) \$500 mini-grants for Environmental Education /Performing and Visual Arts’ Projects in honor of Environmental Educator Petey Giroux (1945 -2008). Petey was a master at using the power of the performing and visual arts to support her teaching, bringing so much joy and enthusiasm to her work. In presenting these grants to any Georgia educator of K-12th grade students (including those in public schools, private schools, nonformal education programs, home schools, scout troops, religious groups, community organizations), we honor Petey’s life of service and her legacy of environmental education through the arts, given with a joyful spirit.. For more information on Petey Giroux please go to..... <http://www.eealliance.org/core/item/page.aspx?s=74191.0.121.7182> **(needs to be updated)**

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Field Code Changed

Grant guidelines (rubric used to judge applications) and applications are available at the following websites: www.eealliance.org and www.eeingeorgia.org. The postmark deadline for applications is November 30, 2009. Grant recipients will be notified by January 15th 2010. Recipients will be asked to give a brief presentation about their project at the EEA annual conference in March of 2010.. Scholarship funding to this conference for (1) presenter is included in this grant. Funded projects must be completed by July 30, 2010. Mini-grant proposals are only accepted from current members of EEA. To join EEA ----- <http://www.eealliance.org/core/item/page.aspx?s=55973.0.121.7182>

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OUR INFORMATION:

Mini-grant Funding :

Funds have been donated in memory of Petey and could continue by adding a place on the websites, membership form etc.

Proceeds from the annual Silent Auction, held as part of the Annual Conference, are used to fund these mini-grants of up to \$500 for Environmental Education/Performing Arts/Visual Arts projects.

A line item of \$1,000 on the yearly budget should be approved so that the grants could continue even if not enough money was made from other sources. This budgeted money should only be used if these sources did not add up to \$1,000.

**2009 Peer Reviewers (Advisory Board?) Score Sheet
Applications for Kindergarten through 12th Grade**

To make life easier for reviewers, I suggest numbering the sections of the rubric to match the corresponding questions on the application. I have reviewed a lot of grants and having to hunt around for the information can get frustrating. Even though you plan to give a copy of the rubric to the applications, it would be best to have questions match the rubric more closely. Ex. it’s hard to judge applicants on sustainability if you never asked them about this in the application.

The following pages will be used by peer reviewers in evaluating grant proposals.

Project Description (points) :

Criterion	Yes	Somewhat	Not at all
The target audience is well-described.	5	3	0
The Relationship to the fine arts and the environment are well described.	5	3	0

Reviewer Comments:

Project Objectives (5 points) EDUCATION

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Criterion	Yes	Somewhat	Not at all
The objectives define specifically what will be learned <u>and by approximately when</u> . <u>If this is what you want, re-word question on application so it asks for learning objectives. If not, delete what will be learned from this rubric.</u>	5	3	0
The objectives are measurable.	5	3	0
The objectives are realistic for the segment of the youth being targeted as the audience.	5	3	0

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Reviewer Comments:

Project Activities (5 points) ACTION

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Criterion	Yes	Somewhat	Not at all
The project activities are specific, and the sequence of activities is appropriate.	5	3	0
The project activities are appropriate for meeting the stated project objectives.	5	3	0
The project activities are (or will be) aligned with the Georgia Department of Education's Academic Content Standards for K-12 education <u>or with the organization's mission statement</u> . <u>Best to directly ask this on the application if you want people to address it.</u>	5	3	0
The activities are age-appropriate.	5	3	0

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The project does more than disseminate information: learners will engage in hands-on activities, problem solving, and/or skill-building.	5	3	0
The project makes good use of existing environmental education and/or fine arts resources, or provides good justification for the decision to develop this new project.	5	3	0

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Timetable (points) May need to be combined with Activities section to match up to questions on application.

Criterion	Yes	Somewhat	Not at all
The timetable is realistic for completion of the activities.	5	3	0
The timetable links objectives and activities to specific dates.	5	3	0

Outcome Measurement (points)

Criterion	Yes	Somewhat	Not at all
The measurements describe success indicators, tools being used for assessment, and who will be conducting the evaluation.	5	3	0
The measurements address both short-term and long-term effects of the project.	5	3	0

EMPOWERMENT

Continuation/Replication Plan (points)

Criterion	Yes	Somewhat	Not at all
The project includes a realistic plan for sharing the results with EEA.	5	3	0
The plan describes how the project can	5	3	0

continue once funding ends; sustainability. <u>This question was not asked in the application and may not be relevant for a minigrant.</u>			
The plan describes how the project can <u>possibly</u> serve as a model for replication in other communities or with other audiences. <u>Not asked in application.</u>	<u>3</u>	<u>32</u>	0

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Discretionary Points (up to 10 points)

Criterion	Points Awarded:
Up to 10 discretionary points may be awarded by the peer reviewer in cases where the applicant has demonstrated that the project has unique characteristics and excellent overall quality, where this distinction does not appropriately fit into the categories previously listed. The reviewer must explain in the comment section why the discretionary points were awarded.	

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Chris has a committee planning page for this project and will be posting updates there for review and feedback.

2009 EEA Conference:**Income**

Registration	22,295.55
Exhibits	1,555.20
Silent Auction	1,347.00
Donations	35.00
EEA Store	<u>632.00</u>

TOTAL INCOME \$ 25,864.75

Expenses

Registration Services - Online Registration	516.00
Name Tags	193.50
Exhibit Tables	450.00
Food Services	10,420.00
Functions/Tour Bus	2,500.00
Break-Out Rooms	2,000.00
Copies	12.00
Credit Card Fees	267.77
Conference Set Up	300.00
Speaker Honorarium/Room Charge - Jackson	999.90
Speaker Honorarium - Janisse Raye	2,000.00
Gifts for Speakers	47.34
Conference Music	250.00
Committee Meeting Lunch	88.60
Reed-Bingham State Park - Field Trip/Park Pass	28.00
Conference Drinks/Drinks for Social	235.42
Exhibit Board	141.28
Scholarships	<u>2,505.53</u>

TOTAL EXPENSES \$ 22,955.34

NET INCOME - 2009 CONFERENCE \$ 2,909.41

EEA Financial Report Notes 7/18/09

1. Fiscal Year Change -- Reset to 7/01 - 6/30
 Budget of 6 months instead of full year
 New budget voted on today
 MOAs will be assessed on 6/30/10

2. Bank account is not earning any interest at this time, because advised to take no fee vs. some interest until economy changes.
 BB&T Checking \$43,693.70
 BB&T Moneymarket \$30,512 .75%
 Wachovia CD \$ 51,280 1.5% matures 5/10
 BB&T CD \$20,398 matures July 18 vote:
 8 mo 1.05% 13 mo 1.35% 25 mo 2.0%
 MOA carryover and income difference

3. Conference bottom line is a profit of \$1232.83 counting
 \$125 from ACC for Jessica Harper's registration.
 Donation \$50
 Trees Atlanta \$135 in registration
 Store inventory expenses not listed on the conference report

4. 2009-10 Budget to 6/30/10
 Anticipated Expenses, Anticipated Income
 Conference expectations
 OCC Symposium
 MAG
 ATEE
 Fund Raising
 Sponsorships missing -- GA Pacific \$2000, GA Power, Forestry Association

5. New Project -- Petey Giroux Arts and Environmental Education Mini-Grant program, 2 - \$500 awards
 \$1150
 increase amount in account yearly with donations and silent auction items proposal and grant guidelines

July 17, 2009

Environmental Education Alliance
Profit Loss Budget vs. Actual with 2009
Budget

F

	Budgeted Expenses - 2009	Actual Expenses - 2009	Anticipated Income - 2009	Actual Income - 2009	2008 Carryover	Balance as of 07.15.09
EEA General Funds						
1 Administrative Costs	500.00	126.84				374.16
2 Directors & Officers Insurance	800.00	802.00		-		(2.00)
3 Liability Insurance	600.00	650.00		-		(50.00)
4 Miscellaneous	-	-		-		-
5 Bank Service Charges	150.00	-		-		150.00
6 Credit Card Service Charges	-	197.43		-		(197.43)
7 Board Meeting	900.00	408.90		-		491.10
8 Board Travel	1,000.00	558.21		-		441.79
9 CPA	2,000.00	1,100.00		-		900.00
10 Bookkeeper	4,000.00	3,843.75		-		156.25
11 Dues and Subscriptions	250.00	30.00		-		220.00
12 Public Relations	1,500.00	300.00		-		1,200.00
13 Professional Development	2,000.00	-		-		2,000.00
14 Web Page	11,000.00	5,820.41		-		5,079.59
15 Higher Education Committee	700.00	-		-		700.00
16 Newsletter	4,500.00	-		-		4,500.00
17 Nominating	100.00	-		-		100.00
18 NAAEE Membership	-	-		-		-
19 Workshops and Training	-	10.00		-		(10.00)
20 Interest Income	-	-	5,000.00	1,406.95		1,406.95
21 Membership	250.00	-	8,000.00	1,100.00		1,250.00
22 NCA-Administrative Fee-DOE	-	-	889.00	-		-
23 NCA-Administrative Fee-ERC	-	-	-	-		-
24 NCA-Administrative Fee-Project WET	-	-	2,200.00	-		-
25 NCA-Administrative Fee-ASD	-	-	125.00	-		-
Total EEA General Funds	29,856.00	13,946.84	16,194.00	2,606.35		
Annual Conference						
26 EEA Store Merchandise	2,500.00	2,300.58	2,500.00	632.00		
27 Green Teacher	200.00	-	200.00	464.00		
28 Annual Conf 2009 Sponsorships	-	-	8,000.00	-		
29 Annual Conf 2008 Sponsorships	-	-	-	-		
30 Annual Conference 2009	40,000.00	17,449.91	50,000.00	24,045.75		
Annual Conference 2009 Key Note Speaker	10,000.00	2,959.90	-	-		
31 Annual Conference 2008	-	-	-	-		
32 Annual Conference 2007	-	-	-	-		
33 Silent Auction (Scholarships)	2,500.00	2,505.53	-	1,347.00	178.50	
Total EEA Conference	55,200.00	25,255.92	60,700.00	26,488.75	178.50	1,232.83
Projects and Committees						
34 ATEE	15,000.00	5,188.86	15,000.00	5,000.00	2,500.00	
35 Monarchs Across Georgia	11,850.00	3,954.50	11,850.00	6,607.32	7,196.48	
36 OCC Symposium	-	-	-	-	-	
37 OCC - 2008	-	4,374.11	-	-	-	
38 OCC - 2008 Store	-	-	-	81.10	-	
39 OCC Sponsorships - 2008	-	-	-	-	-	
40 OCC - 2009	14,250.00	-	16,200.00	-	-	
41 OCC - Sponsorships -2009	2,000.00	-	2,200.00	-	-	
42 OCC - 2009 Store	-	-	500.00	-	-	
Total Projects and Committees	43,100.00	13,817.47	45,750.00	11,688.42		
EEA Estimated Cash Balance as of 07.17.09	128,786.53					
Non-income generating accounts						
70% of actual income will be assessed at 8.6.30.10						

**Environmental Education Alliance of Georgia
Advisory Board**

FREQUENTLY ASKED QUESTIONS

What is the Advisory Board?

The Advisory Board will be a group of former EEA board members who are invited to serve to assist the EEA Board of Directors.

EEA has experienced substantial growth over the last decade due to the commitment of its Board of Directors and early strategic planning. As the organization has grown, so have the Board of Directors' operational responsibilities. The Advisory Board can fill a critical niche for EEA by selecting the Outstanding Service and the Eugene Odum Lifetime EEA Awards, by updating the organization's history, by doing targeted fund raising for the organization and by giving assistance to membership through support of a Lifetime Membership. The Advisory Board will also assist the nominating committee and provide support to build leadership among board members.

Who makes up the Advisory Board?

The EEA Advisory Board is composed of former Environmental Education of Georgia board members. Advisory Board members are invited to serve by the Executive Committee and Advisory Board Chairs and agree to continue their active support of the organization's mission for a two year term.

How does the Advisory Board work with the Board of Directors?

The EEA Advisory Board is subject to the bylaws of the Environmental Education Alliance of Georgia, and is not a policy-making body. The Board of Directors maintains full responsibility for the projects and programs of EEA. The Advisory Board engages in activities as requested and/or approved by the Executive Committee. Past examples include active participation in the strategic planning process, the development of a system for recognizing outstanding achievement in environmental education in Georgia, and the development of a strand at EEA's annual conference. Future plans include fundraising to support the work of EEA's committees. Advisory Board members are welcome to attend quarterly meetings of the Board of Directors, but may not vote. A representative from the Advisory Board will present reports from its planning sessions at meetings of the EEA Board of Directors.

How long is the term of service?

Two years.

How often will the Advisory Board meet?

2 – 3 times per year. (Committees may meet more often)

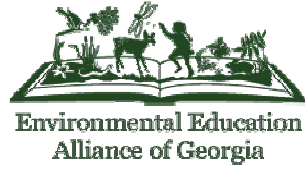
Responsibilities of the Advisory Board Chairs:

1. Work with the EEA Executive Committee to identify former board members to invite to join the Advisory Board.
2. Invite selected individuals to serve on the Advisory Board for a two-year term.
3. Submit the Advisory Board Yearly goals to the Executive Committee for approval.
4. Work of the Advisory Board will be coordinated via email, correspondence, conference calls and face-to-face meetings.
5. Identify a representative of the Advisory Board to attend meetings of the EEA Board of Directors. Where appropriate, this representative is responsible for updating the Board of Directors on the work of the Advisory Board. This representative is also responsible for communicating with Advisory Board about noteworthy issues the Board is addressing, especially those that require substantial input. This representative makes arrangements with the EEA Secretary for minutes of EEA board meetings to be distributed to the Advisory Board.
6. The Chair/s will also appoint a representative to be the NAAEE Affiliate Liaison and the Liaison for the Southeast Environmental Education Network

2006/07 Advisory Board Goals:

1. Develop a fundraising strategy
2. Develop support for the Lifetime Membership category
3. Provide support for the EEA Archives
4. Provide support to the board in leadership development
5. Advertise the EEA Awards on the conference website and others
6. Select the EEA Awards

Check/Invoice Request



Date:

Check Request Pay to:

Invoice Request Request payment from:

Send to Address: DO NOT mail

Amount: \$ _____ EEA Account: _____

Reason:

Comments:

Member requesting: _____ Date: _____

Send request to Jana Warren, 203 Avondale Circle, Warner Robins, GA 31088, email notification
jana.warren@cox.net Approval? Date _____

EEA Budget Approved by Board July 17, 2009

Item	Actual Cost	Budget Based on 150 pp	Reg. cost to participant	Reg \$ from 150 pp donations or exhibit	Money made	Covered by	notes
Building rental	\$50 per person	\$7500	\$ 52	\$7800	\$300		
Conf manager fee	\$1000 (7 per)	\$1000	\$8	\$1200	\$200	get donation	
20 Exhibits tablecloths chairs, tables, power	\$0		\$40	\$800	\$800	Included at KSU	includ
All AV	\$0					Included at KSU	includ
1 st timer/new meeting	\$0	\$	\$			get donation	
Friday morning coffee	\$2.50	\$375	\$1.25	\$375 (\$187.5 from reg.)		have \$187.5 donation	
1 st keynote fee	\$0						
1 st keynote full reg. Plus dinner	\$125	\$125		\$125		have \$125 donation	
1 st keynote gift	\$100	\$100		\$100		have \$100 donation	
18 Friday presenters @ lunch actual cost \$14	\$252	\$252		\$252		have \$252 donation	
18 Friday presenters @ building actual cost \$25	\$450	\$450		\$450		have \$450 donation	
Friday box lunch lunch, drink, dessert	\$14	\$2100	\$16	\$2400	\$300		
2 nd keynote fee	\$0						
2 nd keynote full reg. Plus dinner	\$125	\$125		\$125		have \$125 donation	

2 nd keynote gift	\$100	\$100		\$100		have \$100 donation	
Friday social games	\$0					Board members	bc
Friday ice cream	\$3 per person	\$450	\$4	\$600	\$150	get food donation	
ice cream toppings	\$1 per person	\$150				have \$150 donation	
Bowl/spoon rental	\$5 per person	\$750	\$1	\$750	\$150	get donation to cover	
Saturday morning coffee	\$2.50	\$375	\$2.50	\$375		get donation to cover all	
Photography wkshop (20 pp)	\$320		\$10			have \$120 donation	
2 Saturday presenters @ lunch actual cost \$15	\$30	\$30		\$30		have \$30 donation	
3 Saturday presenters @ building actual cost \$25	\$75	\$75		\$75		have \$75 donation	
Saturday box lunch lunch, dessert	\$14	2100	\$15	\$2250	\$150		
lunch bottled water bring your own water bottle or buy at KSU							
door prizes						Board*	
3rd keynote fee	\$0						
3rd keynote full reg.	\$125	\$125		\$125		have \$125 donation	
3rd keynote gift	\$100	\$100		\$100		have \$100 donation	
1 presenter 2 night lodging	\$150	\$150		\$150		have \$150 donation	
1 presenter full reg.	\$105	\$105		\$105		have \$105 donation	

Puppet Workshop - Sat	\$200		\$10				
TOTAL		\$16687		\$18587	\$1900	Current donations \$2200	
Registration Price	\$98		\$99.75 (100)			Want \$1600	
Speaker fee mildred and donation to orga. of all keynotes		\$4500?					
Total Conference budget		\$30000					
Scholarships/Silent Auction		\$2500					
Green Teacher		\$500					
EEA Store		\$500					
*field guides							
*Claire 2 bags	*Darryl						

Pull out the bottled water expense for people

July 16, 2009

Proposal from the membership committee to the EEA Board of Directors

Walter Lane, Membership Committee Chair, proposes to allocate up to \$2,500 to be spent on contractual services for the online membership database. The services would include working with the web designer to supervise the quote of the membership management tools scope of work and also updating and maintaining the online database. The membership committee would supervise the work of this contractor. After the initial phase of work is complete the membership committee reserves the right to submit an annual budget to maintain the on-line membership database.

Respectfully,

Walter Lane

The Draft Scope of Work is below:

Most Critical Tasks - do these first:

- display membership expiration date on member profile page
- display membership # on member profile page
- when people's membership expires, automatically decrease access to level 1 to indicate a past member.

Essential Functions:

- Automated e-mail to members prior to membership expiration
- Automated e-mail to recently expired members with a "come back to us" message. (Delete account if emails bounce-back? Should also attempt to contact by mail if email bounces back if don't hear back after 3 attempts to renew, don't contact again but don't delete account - maybe conduct survey why didn't renew?)
- Automated welcome e-mail when new members join EEA. Explains member benefits, link to free GT issue, etc. May also be useful to distinguish between brand new and renewing EEA members? (Allison can help generate a list of essential items to include in welcome email - add photos)
- All automated e-mail notices should be editable by site administrators
- Report of all current members
- Report of E-mail and mailing addresses (membership expiration date should also be included in report so this can be printed on mailing labels)
- All reports should be exportable to Excel spreadsheets.
- Report to identify and delete duplicate entries in database (assign unique membership ID to prevent duplicates)
- Ability for conference registrar to confirm membership status of conference registrants
- Ability for members to login and check their own membership status - and see expiration date
- Purchase or renew membership on the EEA Website (via credit card or mail-in form)
- When people join, access level should automatically increase to member level (2)
- When people's membership expires, access level should automatically decrease to level 1 to indicate a past member. A notification e-mail and reminder to renew should also be sent at this time. This would mean that board members who let their membership expire would lose their Web access level until they renewed/paid. It would also mean that all committee members would need to be paid EEA members in order to access the committee planning pages in the Members Area section of the site.
- Need to build in a way to manage the lifetime memberships since I believe we have that membership category now. Membership expiration could be set to 100 years from the start date. (KB)
- Membership start date should be original start date, not reset each time membership is renewed.

- Register for OCS & EEA Conference on the EEA Website and pay registration. This is more complicated b/c rates change each year, plus there are all kinds of add-ons each year for workshops, exhibitors, etc. Possible to add a tool for EEA to edit and add new items/costs instead of paying DSI to do this manually for EEA every season?

Note: Conference and symposium registrars need to use membership management system as they process registrations.

- ask for a member number on registration forms
- check to see if members are current
- update membership online, add new expiration date, update contact info, etc.
- Ability of members to select 2 levels of info to receive (Info from all member organizations or just info from EEA)
- Space to recruit new members to EEA Committees
- Space for members to include "getting to know you" information

Other Things to consider

- EEA potentially has three different subscription lists they need to manage and generate reports for:
 - 1) EEA Email Announcements (available to anyone) - EEA currently has 1140 accounts. Could also offer people the option to subscribe the the EEinGeorgia monthly E-News. Dangle carrot by sending Newsletter available announcement to non-members as well.
 - 2) Mailings for Conference, Symposium, etc. (available to anyone) - EEA currently has 1439 accounts - create value for doing this.. VIP events, special field trips, etc.
 - 3) Newsletter (currently only available to paid/current EEA members) EEA could also allow people to choose how they want to receive the newsletter...by email, mail, both, or even neither. Encourage Members to forward newsletter to others and consider tracking who they forward it to and have an automatic process for following up (AF) need to add to privacy policy
- subscribe everyone automatically and send a message for them to login to unsubscribe if they want off the list(s). How about just click a link to "unsubscribe" to simplify process

Would be helpful to have:

- ability to sort by membership type - Individual, Organizational, Lifetime, etc.
 - ability to sort by member occupation - formal educator, informal educator, etc.
 - ability to sort by type of organization - government, non-profit, school, private for-profit
 - ability to sort members by zip code, county, and region What constitutes a region? City too?
 - what about ability to sort members by proximity (10, 20, 30, etc. miles) of a selected city or zip code?
 - add checkbox if members are willing to be contacting by others for carpooling to EEA events?
 - ability to sort members by event attendance What does this mean? Will Conference and OCS registrars need to add this manually for those who don't register/pay online?
- * (All the above can be accomplished by exporting the database into MS Excel and/or MS Access)
- add a survey when people join to find out how they found out about EEA and why they joined
 - Eventually need to build in a way to manage organizational memberships since they include up to 4 or 5 individuals. EEA will eliminate organizational memberships for now and consider adding it back in the future.

				Expected Expenses 2010 Budget	Expected Income 2010 Budget
EEA General Funds					
1	Administrative Costs		500.00	-	
2	Directors & Officers Insurance		850.00	-	
3	Liability Insurance		650.00	-	
4	Miscellaneous		150.00	-	
5	Bank Service/Credit Card Charges		600.00	-	
6	Board Meeting		1,000.00	-	
7	Board Travel		1,000.00	-	
8	CPA		2,000.00	-	
9	Bookkeeper		4,000.00	-	
10	Dues and Subscriptions		250.00	-	
11	Interest Income		-	2,500.00	
12	Membership		-	8,500.00	
13	MOA-Administrative Fee-DOE		-	869.00	
14	MOA Administrative Fee-EIC		-	-	
15	MOA Administrative Fee-Project WET		-	2,200.00	
16	MOA Administrative Fee-AAS		-	125.00	
Total EEA General Funds				11,000.00	14,194.00
Annual Conference					
17	Annual Conference 2010		25,500.00	32,000.00	
18	Annual Conference - Merchandise		500.00	700.00	
19	Green Teacher		350.00	500.00	
20	Annual Conference 2010 Sponsorship		-	3,800.00	
21	Annual Conference - Keynote Speakers		4,500.00	-	
22	Silent Auction (Scholarships)		2,000.00	2,500.00	
Total EEA Conference				32,850.00	39,500.00
Projects and Committees					
23	ATEE		15,000.00	15,000.00	
24	Dragonfly Arts and EE Mini-Grant Program		2,000.00	2,000.00	
25	Monarchs Across Georgia		11,000.00	12,000.00	
26	OCC Symposium - Merchandise/Other 2009		-	750.00	
27	OCC Sponsorships - 2009		2,000.00	2,200.00	
28	OCC Symposium - 2009		14,250.00	16,200.00	
29	Public Relations, Newsletter, Fundraising		6,000.00	6,000.00	
30	Strategic Planning		5,000.00	-	
31	Membership Services		1,000.00	-	
32	Professional Development		3,000.00	-	
33	Web Site and Database Management		15,000.00	-	
34	No Child Left Inside		-	-	
Total Projects and Committees				74,250.00	54,150.00
Projected Net Income 2010				107,844.00	
Projected Net Expenses 2010				118,100.00	