

## ICEC Executive Committee Meeting

12 April 2016  
6:30 p.m. – 8:30 p.m.  
Zoom Meeting

Attending:			
Emily Klein	x	Lisa Ralls	
Martha McCormick	x	Heather Anderson	
Terrie Hoefer	x	Karess Knudtson	x
Beth Martin	x	Linda Zaletel	x
Staff: Linette Bernard	x		

The meeting was called to order by Linda Zaletel at 6:33 p.m.

Linda Zaletel asked that an action item be added to the agenda to renew the executive director's contract. Beth Martin moved that the agenda be approved as amended. Martha McCormick seconded. All voted aye; the motion carried unanimously.

Linda Zaletel asked if there were any corrections to either the minutes from 12 January or 4 February 2016. Terrie Hoefer noted that the minutes for the 12 January ExCom meeting states "Agenda" at the top. The correction will be made, and asked that it be approved with the noted change. Beth Martin motioned to approve the 12 January minutes with correction and the 4 February minutes as presented. Martha McCormick seconded. All voted aye; the motion carried unanimously.

All reports listed except the financial reports from the CPA have been received by the board members via email.

### Reports

1. Financial Report from CPA
  - a. Profit and Loss will come later for review.
  - b. Balance Sheet as of 29 February 2016

Linette reported the membership fee for new members from Winter Workshop 2016 is not included.

2. YTD Budget vs Actual
3. Executive Director's Report – 9 January – 31 March 2016
  - a. Grant updates – See Executive Directors Report
    - i. Fostering Networking REAP-CEP 15-11: This grant has concluded.
    - ii. Integrating Best Practices... (AKA WILD/KinderNature) REAP-CEP 15-17  
This has and will continue to be a big project, ICEC is taking on more of this project. We will discuss this more at the July ExCom Meeting.
    - iii. Winter Workshop 2016 REAP-CEP 16-17:  
Jean is finishing the post workshop evaluation. Please fill out the evaluation if you haven't already
  - b. Grant budget reports

Linette asked for a volunteer for IAEYC Professional Development Conference booth September 30 – October 1 at Prairie Meadows. Emily Klein will look at her schedule.

## Action Items

1. Update ICEC website  
Chair Linda Zaletel lead the discussion for a need for an updated, responsive website and noted we had one estimate from the same developer for KinderNature. Martha McCormick would like bids from more than one designer. We will obtain additional bids, review, and vote by email as soon as possible.
2. NAAEE Affiliate Memorandum  
The members reviewed the memorandum. It is an important role for ICEC to be a state affiliate. Martha McCormick moved that ICEC sign the memorandum and Beth Martin seconded. All voted aye; the motion carried unanimously. As part of the July agenda, we will discuss sending Linette Bernard and a board chair to the NAAEE conference in Madison, October 2016.
3. Executive Director contract for June 2016- May 2017  
Beth Martin motioned and Karess Knudtson seconded to continue Linette's contract as ICEC Executive Director. All voted aye; motion carried unanimously.

## Discussion Items

1. IAN-ICEC Awards, payment: In the future, the awards company will be asked to invoice each organization half of the total due. We need volunteers for the awards committee. Linda Zaletel suggested Lora Kanning or Gail Barel. Karess Knudtson said she would volunteer and Emily Klein also said she could also volunteer, if needed. Linette will ask Lora and Gail first.
2. ICEC Bylaws Committee, set date for meeting: The Drake Legal Clinic will review our draft of the bylaws anytime starting mid-August. We will need to schedule a committee meeting.
3. Recap of March REAP-CEP Board Meeting: Linda reported from a conversation with Jerah Sheets, REAP-CEP Coordinator that if iWiLL passes, some of that money will go to education.
4. What does ICEC offer to members only? Some state groups are looking at not having members but having donors. Linette will forward to ExCom several email from other state affiliates struggling with same issue. Our thoughts have included business partners that would offer discount, offering scholarships for members, and have a members-only area of the website. Most voiced agreement with the members-only area of website, but Terrie and Linette expressed wanting all of our resources available to all regardless of membership. This conversation will be ongoing and added to July agenda.
5. Environment Day on the Hill: Linda reported that she and Linette attended the event. Linda introduced Linette to key individuals from other environmental organizations, they talked to people about ICEC, and handed out our new brochures.
6. Winter Workshop 2016 Recap AND Winter Workshop 2017 and REAP-CEP grant due by 15 May 2016: Please read the grant when you receive and comment immediately or email back "No Comment" so we know you received it and understand the grant. We will need to do an email vote to approve the REAP-CEP grant application be submitted. Linette further explained the Regional Work Days. These will take place from the end of July through early August. Jean Eells is contacting host naturalists in every AEA.
7. ICEC representative to the REAP-CEP board: Linda Zaletel has spoken with Craig Edmondson, Science Consultant with Heartland AEA, about the duties of being the ICEC representative to the REAP CEP board. Craig knows the science standards and has met with central Iowa naturalists to interweave the Iowa Core Science Standards with their curriculum. Linda recommends that

she will contact our current ICEC representative and ask that he mentor Craig at the next couple meetings and for Craig to become our representative.

Martha McCormick moved to replace our current representative to the REAP-CEP board with Craig Edmondson with Heartland AEA. Beth Martin seconded. All voted aye, motion carried unanimously.

8. ICEC listing on the Register of Accountability at the Learned A Waterman Iowa Nonprofit Resource Center: The Executive Committee will keep this in mind and consider this in July. It was suggested that Linette Bernard be the one to attend training.

Beth Martin motioned and Karess Knudtson seconded to adjourn. The motion passed unanimously. Meeting adjourned at 7:42 p.m.

FYI, 2016 ExCom meeting dates are:

- July 20, 2016 hosted by Beth Martin, 10:00 a.m. at Jefferson Elementary, 2425 Watrous Ave DSM 50315, and work through lunch. Try to attend face to face. Discuss the WILD grant, bylaws etc.
- October 11, 2016, 6:30 p.m. via Zoom