

## ICEC Executive Committee Meeting

12 January 2016

6:30 p.m. – 8:30 p.m.

Zoom Meeting

Chair Linda Zaletel called the meeting to order at 6:36 p.m.

Martha McCormick made a motion to approve the agenda. Beth Martin seconded. All voted aye; the motion carried unanimously.

<b>Attending:</b>			
Emily Klein		Lisa Ralls	
Martha McCormick	x	Heather Anderson	
Terrie Hoefer	x	Jane Shuttleworth	
Beth Martin	x	Linda Zaletel	x
Staff: Linette Bernard	x		

Linda Zaletel asked if there were any corrections to the minutes from the 20 October 2015 Executive Committee. Hearing no corrections needed, the minutes are approved as presented.

All reports listed in the agenda have been received by the board members via email.

### Reports

1. Financial Report from CPA
  - a. Profit and Loss October-December 2015
  - b. Balance Sheet as of 31 December 2015  
Profit and Loss Fiscal Year to Date
2. Executive Director's Report – 16 October 2015 – 8 January 2016
  - a. Grant updates
    - i. Fostering Networking REAP-CEP 15-11
    - ii. Integrating Best Practices... (AKA WILD/KinderNature) REAP-CEP 15-17 ; who will take this forward? DNR? ISU Extension
    - iii. Winter Workshop 2016 REAP-CEP 16-17: 58 registered

Beth Martin offered to help redo the ICEC brochure, to bring it more in line with ICEC's work with the new Iowa. Core Science Standards. Martha McCormick made a motion to approve revising and reprinting the ICEC brochure, the number will be determined by the Executive Director, and approve the expenditure of funds. Beth Martin seconded. All voted aye; the motion carried unanimously.

Linette Bernard reported that she had stopped using Constant Contact to email membership newsletters and it seemed to be working well. Terrie Hoefer motioned to discontinue Constant Contact to save money. Seconded by Martha McCormick. All voted aye; the motion carried unanimously.

Beth Martin made a motion to purchase 100 jump drives with the ICEC logo to be distributed at the Winter Workshop in February. Seconded by Terrie Hoefer. All voted aye; the motion carried unanimously.

Linda Zaletel noted that Executive Committee voting via Survey Monkey closed on 31 December 2015 and asked that Executive Director, Linette Bernard, report on results. Linette

reported that 44 members voted. Both candidates, Karess Knudtson and Linda Zaletel, were voted to be members of the Executive Committee.

#### Action Items

1. FY17 Budget presented by Linette Bernard. Linette reported that she and Treasurer, Lisa Ralls, met and worked on the new budget.  
Beth Martin moved to present the FY17 budget at the Annual Meeting. Seconded by Terrie Hoefer. All voted aye; the motion carried unanimously.
2. Chris Holt Scholarship: Linda Zaletel gave background information on the scholarship that Di Holt manages and ICEC supports. ExCom discussed ways ICEC can further assist. It was requested that Linda ask Di Holt for the application. ICEC will help publicize the scholarship and create a committee to help select winners, set deadlines, and help with workload. Linda will serve on the committee and we will ask for committee volunteers at the Annual Meeting.

#### Discussion Items

1. IAN-ICEC Awards: The organizations split the award costs 50/50. Current committee chair from IAN is stepping down and a new chair is needed. Linette Bernard already serves on the committee by virtue of position and Linda Zaletel was also on the committee last year. Committee volunteers will be recruited at the Annual Meeting.
2. ICEC By-laws: Linda Zaletel set up a committee including Linette and another ExCom member to re-write the by-laws to make them more appropriate to the current state of the organization. Linette will ask Lisa Ralls to help.
3. What does ICEC offer to members only? This will be discussed at Annual Meeting
4. Winter Workshop 2016: Please sign-up now if you plan to attend.
5. Spring Newsletter: This newsletter is for ICEC members. We should do a better job at highlighting what other members are doing? Beth tell us about the cool stuff in your classroom for example. Please email items to Linette by the end of March.
6. Set ExCom meeting immediately after 2016 Annual Meeting: Linette Bernard will poll ExCom members to get a majority / quorum on either Thursday immediately following the Annual Meeting or on Friday.

Future 2016 ExCom meeting dates are:

- April 12, 2016, 6:30 p.m. via Zoom
- July 20, 2016 hosted by Beth Martin, 10:00 a.m. at Jefferson Elementary, 2425 Watrous Ave DSM 50315, and
- October 11, 2016, 6:30 p.m. via Zoom

Beth Martin motioned to adjourn the meeting and Martha McCormick seconded. The motion passed unanimously and the meeting adjourned at 7:52 p.m.

Minutes respectfully submitted by Terrie Hoefer, Co-Secretary