

ICEC Executive Committee Zoom Meeting

July 22, 2015 6:30 p.m.

Chair Emily Klein called the meeting to order at 6:40 p.m.

Attending:			
Emily Klein	x	Lisa Ralls	x
Martha McCormick		Heather Anderson	
Terrie Hoefer	x	Jane Shuttleworth	
Beth Martin	X		
Staff: Linette Bernard	x	Other: Linda Zaletel	x

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

Beth Martin made a motion to approve the 6 April 2015 Executive Committee Meeting Minutes as written. Lisa Ralls seconded. All voted aye. The motion carried unanimously.

All reports listed in the agenda have all been received by board members via email, including the revised June Profit and Loss from the accountant. Linette stated that if anyone has any questions about the reports to please ask or email.

Reports

1. Financial Report from CPA
 - a. Profit and Loss April 2014 – March 2015 (ICEC Fiscal Year)
 - b. Profit and Loss April through June 2015
 - c. Balance Sheet as of 30 June 2015
 - d. Profit and Loss June 2015
2. Executive Director's Report – January – May 2015, Linda's final report
3. Executive Director's Report – June - 15 July 2015, see separate document
 - a. Grant updates
 - i. Fostering Networking REAP-CEP 15-11
 - ii. Integrating Best Practices... AKA WILD/KinderNature REAP-CEP 15-17

Action Items

1. Heather Olsen has resigned from the ExCom and a replacement needs appointed to fill the remainder of her term. Heather O. was the current vice chair.
 - a. Beth Martin moved to nominate Linda Zaletel to fill the remainder of Heather Olson's term on the ExCom. Motion was seconded by Lisa Ralls, all voted aye, and the motion was passed unanimously.
 - b. Beth Martin moved that Linda Zaletel be appointed as Chair and Emily as Vice-Chair. Terrie seconded, all voted aye, and the motion passed.

Emily Klein turned the meeting over to Linda Zaletel.

2. Jester Insurance – The quote from Cincinnati Insurance was written with the intent of the board to authorize coverage of the Executive Director under the Directors and Officers Liability policy.
 - a. Beth Martin moved to include Linette Bernard as the executive director for coverage under policy while acting on behalf of this organization. Emily Klein seconded the motion, all voted aye, and it carried unanimously.

3. Jester Insurance Directors and Officers Liability Insurance and General Liability Insurance quote(s) – The board discussed altering the insurance quote to remove the coverage for property, the coverage of Crime including Employee Dishonesty, and discussed the difference in attorney fees and the rates of the insurance.
 - a. Beth Martin moved to accept the Jester Insurance quote from Cincinnati Insurance without the property coverage. Motion seconded by Lisa Ralls, all voted aye, and the motion carried unanimously.
4. Winter Workshop 2016 – The various workshop configurations and funding options were discussed. Linda Zaletel reminded the ExCom that we have \$1000 from the auction to help with scholarships.
 - a. A motion was made by Beth Martin to host a one-day workshop on Saturday 6 February 2016 with the annual meeting on the evening of 5 February and to apply for a REAP-CEP grant due 1 November 2015. The motion was seconded by Lisa Ralls, all voted aye, and the motion carried unanimously.
 - b. Beth Martin informed that school administrators earmark any available professional development funds to specific educators for specific opportunities early in the school year. Estimated costs for Winter Workshop would be helpful to have when announcing the dates.
 - c. Linette, with help from Linda Z and Jean Eells, will come up with an attendee workshop cost both with and without grant by 10 August for an early bird

Discussion Items

1. Newsletter – submission deadline is 29 July 2015.
 - a. Emily Klein volunteered to proofread the newsletter text in Word format.
 - b. Linda Zaletel listed topics for inclusion in the newsletter: DNR sponsored workshops, information about past and upcoming ICEC workshops including participant quotes, new books, NGSS, National Science Teacher information, relevant federal legislation, and items that have been shared on the Facebook page.
 - c. Please like and share ICEC Facebook page and share with peers and invite to the 2016 workshop.
2. Strategic Plan, review, modify as needed and move forward
 - a. Need to set date for a brainstorming session on the future of ICEC with ExCom members and other key folks from within and outside ICEC.
 - b. It was expressed that ICEC is the connection between conservation agencies and formal and informal educators. Lots of relationship-building happened at the workshop and can happen within the organization. Members agreed we need to have a meeting before school starts.
 - c. Beth Martin offered to host the meeting before school starts at Jefferson Elementary in Des Moines. Possible dates to meet are August 4, 8 10. Beth will check with her school to confirm availability.
 - d. Linette will work with Linda Z and Jean Eells to develop an invitee list beyond the ExCom and also questions to prompt conversation or to submit as feedback if unable to attend.
3. May I recycle the Gateway 2000 laptop?
 - a. The committee agreed that yes, Linette can recycle the Gateway.
4. Do you all feel that the Twitter Account is worth having, does the education and naturalist crowd use Twitter enough to justify devoting time to posting?
 - a. The committee felt that the Twitter account was worth having.

5. The managed WordPress site for MEEC was renewed through August 2016. Which other states comparable group do we bill for how much? See more info below.
 - a. Recommended that Linette bill ¼ to the Wisconsin group and ¾ to the Illinois group that is hosting MEEC 2017.

In Linette's director report she discussed MailChimp vs Constant Contact – Linette asked that any ideas or other mass-emailing products or services be sent her way.

Executive Committee Meeting dates were set for October 20, 6:30 p.m. via Zoom and Tuesday, January 12, 2016, 6:30 p.m. via Zoom.

Reminder that request for nominations will go out in fall newsletter, voting in December, and the new board takes over at the January meeting.

Emily Klein made the motion to adjourn, seconded by Terrie Hoefer. Meeting was adjourned at 8:21 p.m.

Minutes respectfully submitted by Terrie Hoefer, Co-Secretary