

ICEC Executive Committee Meeting

20 July 2016
10:00 a.m. to 3:30 p.m.
Jefferson Elementary, 2425 Watrous Ave,
Des Moines, IA 50315

The meeting was called to order by Beth Martin at 10:10 a.m.

Attending: (X in person, Z via Zoom)			
Emily Klein	X	Lisa Ralls	
Martha McCormick	X	Karess Knudtson	Z
Terrie Hoefer		Linda Zaletel	X
Beth Martin	X		
Staff: Linette Bernard	X		
Others:		Barb Gigar	X
Jerah Sheets	X	Jean Eells	X
Adam Puderbaugh	x		

Beth Martin asked if there were any additions or corrections to the agenda. Hearing none the agenda is approved as sent.

Beth Martin asked if there were any additions or corrections to the 12 April 2016 meeting minutes. Hearing no additions or corrections, the minutes are approved.

Introductions were done around the table. Karess Knudtson joined via Zoom at 10:15 a.m.

Linette Bernard noted that the agenda would be taken a bit out of order to allow one guest to speak and return to work.

Action Item

1. Appoint member to fill unexpired term of H. Anderson
Martha McCormick moved to appoint Adam Puderbaugh to fill the unexpired term of Heather Anderson through 2017. Linda Zaletel seconded. All voted aye, motion carried.

Presenters

1. Jerah Sheets, REAP-CEP Coordinator, Iowa Department of Natural Resources
Jerah Sheets gave the ExCom some background on the Resource Enhancement and Protection Conservation Education Program (REAP CEP) and the next steps that he and REAP CEP board are working on to streamline the process to be more efficient.

Reports

1. Financial Reports from CPA – Linette Bernard asked if there were any questions about the financial reports. No questions noted.
2. YTD Budget vs Actual – Linette Bernard noted that the budget varies based on grants received.
3. Grant updates and budget reports
 - i. Integrating Best Practices in Conservation Education Professional Development (AKA WILD/KinderNature) REAP-CEP 15-17 – Linette Bernard noted that this grant will be covered later in the meeting.
 - ii. Winter Workshop 2016 REAP-CEP 16-17 – Linette Bernard informed the group that the final report has been approved and final warrant has been received and deposited.
 - iii. Summer Workdays and Winter Workshop 2017 – REAP-CEP 17-10 – The signed agreement for this grant was just received and hope to receive the first warrant soon.

4. Executive Director's Report, 1 April – 30 June 2016 – Linette Bernard asked if there were any questions. No questions noted.

Action Items

2. Renew contract with Peggy Kuda Tax and Accounting
Linda Zaletel made the motion to approve the contract with Peggy Kuda Tax and Accounting. Emily Klein seconded. All voted aye and motion carried.
3. Approval to use ICEC purpose from Articles of Incorporation, Article III as letterhead and email tagline, use prominently on website
Adam Puderbaugh made the motion to use the ICEC purpose as stated in the Articles of Incorporation as the organization tagline. Linda Zaletel seconded. All voted aye and motion carried.
4. Review and sign conflict of interest policy
Linette Bernard asked members to review the policy for any questions. Linette also explained that this is a best practice that all members review the policy and sign annually.

Karess Knudtson left the meeting at 11:28 a.m.

Presenters

2. Barb Gigar, Iowa Department of Natural Resources – WILD / KinderNature grant update and discussion of future plans for supporting PW-AW-GUW trainers and trainings
Barb Gigar presented the history of the program and the why behind the grant that included a down-cycle in outreach / education staff within the department. The WILD / KinderNature grant is the best opportunity to critically relate science practice to resources outside the classroom. Barb mentioned that trainers have been contacted for their input into streamlining the entire training process from request to actual event to follow-up evaluation. The next goal is to house resources for both trainers and trainees on the ICEC and KinderNature websites. Before this grant closes out in March 2017, a decision will need to be made if ICEC is willing to be the lead on training oversight.

The meeting recessed at 12:06 p.m. for lunch.

The meeting was called to order again at 12:36 p.m.

Martha McCormick left the meeting at 12:45 p.m. during the discussion items.

Discussion Items

1. Jean Eells, agency liaisons to ExCom: Jean explained the origins of ICEC and that agency representatives were at the table. Over time, due to budget cuts and agency staff turnover this has changed. Jean asked the ExCom to consider adding ex-officio positions to the board for agency representation. Jean mentioned that several agencies are ready for this opportunity. Agency liaisons could come from Iowa Department of Natural Resources, Iowa Department of Agriculture and Land Stewardship Division of Soil Conservation and Water Quality, Natural Resource Conservation Service, Iowa State University Extension and Outreach, and Iowa Department of Education or Area Education Agencies.
2. ICEC Bylaws Committee report: Linette Bernard explained a proposed timeline for finishing the restatement of the bylaws by mid-August and then have the Drake Nonprofit Legal Clinic review the bylaws. ExCom will vote on recommending these bylaws be voted on by membership before the start of the holiday season. Ex-officio language will be added to the bylaws.

3. Feedback on website: Linette Bernard showed the new site to the group and asked for feedback on a few items as requested by web developer. The group discussed and provided feedback that for the member's only membership directory to show name, title, organization, county, and email address. Other feedback was given and recorded by Linette to be discussed with web developer, including discussion or message board capabilities.
4. Continuation of the conversation, "What does ICEC offer to members only?" The discussion about the website included items that add value to membership including the discussion board, but also that the website needs to promote networking. Other value added ideas suggested was money off workshops and having monthly topics with tips and tricks.
5. Principles and Practices of Charitable Nonprofit Excellence from the Larned A Waterman Iowa Nonprofit Resource Center: Linette Bernard noted that the organization listing needs updating and she will start this process. Action item for October meeting to include a resolution to adopt the Iowa Principles and Practices for Charitable Nonprofit Excellence. This would be a good document to link to for procedure manual.
6. Set ExCom dates for January and February 2017: ExCom will meet via Zoom on 12 January 2017 starting at 6:30 p.m., the Annual Meeting will be 3 February 2017 with a brief ExCom meeting immediately following the Annual Meeting.

The meeting went into Executive Session at 2:50 p.m. with guests Jean Eells and Barb Gigar asked to stay.

The meeting resumed at 3:05 p.m.

An ExCom Meeting was scheduled for 2 August 2016 at 6:30 p.m. via Zoom to discuss Executive Director position description and duties.

Beth Martin said that with no further business, the meeting is adjourned at 3:07 p.m.

FYI, Upcoming ExCom meeting dates are:

- 2 August 2016, 6:30 p.m. via Zoom
- 11 October 2016, 6:30 p.m. via Zoom
- 12 January 2017, 6:30 p.m. via Zoom
- 3 February 2017 immediately following the Annual Meeting at the Conservation Education Center