

**ICEC Executive Committee Meeting  
Minutes**

11 October 2016

6:30 p.m.

Via Zoom Video Conference

The meeting was called to order by Beth Martin at 6:32 pm

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

Linda Zaletel moved to approve August 22, 2016 minutes and Lisa Ralls seconded. The motion passed unanimously.

Karess Knudtson joined the meeting at 6:38 p.m.

**Reports**

The following reports were received by ExCom:

1. Financial Report from CPA
  - a. Profit and Loss
  - b. Balance Sheet
2. YTD Budget vs Actual
3. Executive Director’s Report – 1 July – 11 October 2016

No questions were asked about the Executive Director’s report. ExCom reviewed financial information from the accountant and provided by Linette Bernard.

**Action Items**

1. Terrie Hoefer was excused from the meeting and the Executive Committee went into Executive Session at approximately 6:40 p.m. to discuss the executive director interviews and the next steps to take. The meeting resumed at 6:55 p.m.
2. Recommend Restatement of Bylaws to go to membership for approval  
Linda Zaletel made a motion that we recommend the bylaws for a vote from membership. Emily Klein seconded the motion. Motion passed unanimously. Linette Bernard will send a link to the bylaws document on the website on 12 October 2016. The Board requested to send the bylaws vote to membership via email as it was felt that would get more membership involved. The voting email needs to be sent at least 30 days from 12 October.

Emily left the meeting at 6:58 pm

<b>Attending:</b>			
Emily Klein	x	Lisa Ralls	x
Martha McCormick		Karess Knudtson	x
Terrie Hoefer	x	Linda Zaletel	x
Beth Martin	x	Adam Puderbaugh	x
Staff: Linette Bernard	x		
Others:			

## Discussion Items

### 1. Duties for the Board after 12 October 2016

The following was agreed upon for the interim:

- Linda Zaletel has access to Facebook, the email account, and to workshop registrations.
- Lisa Ralls agreed to assist with deposits and work with the accountant on getting invoices paid.
- Beth Martin will be WILD Network Partner Meeting grant contact and collect approval from Board and submit by Nov 1.
- Debit card will be left in Linette's name until new director starts
- Linda Zaletel agreed to do the November Newsletter and requested that Beth Martin write the chair article. She also requested that Karess Knudtson and Adam Puderbaugh write about themselves as well. Articles and any other items for the newsletter are due by Oct 20.

### 2. Soil Conservation Teacher of the Year Award

Linette Bernard has asked the admin assistant with Conservation Districts of Iowa to have printed recognition that ICEC is a co-sponsor of these awards. Linette also proposed that award winners receive a one-year membership to ICEC beginning in 2017. That idea was received well and Linette will follow-up with CDI admin.

### 3. REAP-CEP grant proposal for next steps in WILD Training and Resources

Beth Martin will send a request to ExCom to approve this application and will if approved will submit by the 1 November 2016 deadline.

### 4. Policies and Procedures Manual

The ExCom needs to review the document. Approval of this manual will be placed on a future agenda.

### 5. Set ExCom dates for remainder of 2017

Linda Zaletel will send a Doodle poll to set a November or December meeting date with new director.

With no further business, Beth Martin adjourned the meeting at 7:21 pm