

**ICEC Executive Committee Meeting  
Minutes**

12 January 2017

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.

The agenda was amended to include Susan Kozak with Dept of Ag & Land Stewardship and was approved unanimously by the board. Susan represents IDALS as an Ex Officio member of the board.

Linda Zaletel moved to approve October 11, 2016 minutes and Emily Klein seconded. The motion passed unanimously.

Welcome to Susan Kozak IDALS Ex Officio member on board. IDALS would like a field representative to be an Ex Officio member of the board, but Susan is familiar with ICEC from having attended Winter Workshops in the past. She is the Bureau Chief of the Division of Soil and also works with monarchs. Woman Land and Legacy also. IDALS may send a different Ex Officio member for the next ExCom meeting.

6:36 Karess Knudtson and Martha McCormick and Adam Puderbaugh joined the meeting.

**Reports**

1. Financial Report from CPA
  - a. Profit and Loss
  - b. Balance Sheet
    - i. Linda Zaletel motioned to move the CD into the savings account. The motion was seconded by Adam Puderbaugh and was approved unanimously.
2. YTD Budget vs Actual
3. Executive Director’s Report – December 2016
  - a. Grant updates and budget reports
  - b. REAP-CEP grant application not received – due in May
  - c. Alicia presented to the board the idea of producing a hard copy newsletter and she is actively looking for a grant to pay for the newsletter. She wants to do a spring and fall newsletter. She will email more information before she submits a grant proposal. After some discussion, an option to go paperless will be included and it will be printed on post-consumer waste paper with soy ink.

<b>Attending:</b>			
Emily Klein	x	Lisa Ralls	x
Martha McCormick	x	Karess Knudtson	x
Terrie Hoefer	x	Linda Zaletel	x
Beth Martin	x	Adam Puderbaugh	x
Staff: Alicia Vasto	x	Barb Gigar	x
Others:			
Susan Kozak	x		

**Acknowledge the Executive Committee Voting By The Membership**

Emily Klein and Lisa Ralls ran for another term on the ExCom and were approved by the membership and Barb Gigar was elected as a new board member as well. Emily and Lisa will begin their second terms on the

board while Barb will be starting her first.

Linda Zaletel will be stepping off the board after many years and her dedication and passion is appreciated and her presence on the ExCom will be missed.

#### Action Items

1. New Board members and election of chair at Workshop
  - a. According to the by-laws chair and co-chair (and other officers) is elected after the annual meeting. The Ex-Com will vote on officers after the annual meeting at the workshop.
  
2. Accept membership vote on the Restatement of the Bylaws
  - a. The membership voted as follows: 31 Yes and zero No votes.
  - b. Linda Zaletel moved to accept the restatement of the bylaws as voted on by the membership. Lisa Ralls seconded and the motion was approved unanimously.

#### Discussion Items

1. Greet new Executive Director Alicia Vasto. Warm welcome to our new director!
2. Winter Workshop 2017 REAP-CEP: 55 are now registered
3. ExCom jobs at workshop

Emily is heading up the silent auction along with Jean Eels and an ICEC member who has experience with these events.

Thursday night set up – Alicia, Linda, Jean, Phyllis, Emily

Beth and Terrie offered to help with any assigned jobs during the workshop. They are available Friday and Saturday

4. Integrating Best Practices/WILD and KinderNature – what's next?

Linda will send something that Jean sent. We have very low numbers for the workshop. ICEC is not drawing in the teachers. We need to try new ideas; tap in more with the Dept of Ed etc. More questions for ICEC to look at. WILD is self-sustaining now for books and KinderNature is running well. Next year's workshop needs to be planned, REAP grant deadline is May. Putting off the strategic planning meeting until June is after the May deadline. Discussion about the costs to school for substitute teachers, registration fee, travel costs and justifying how the workshop agenda fits into one's curriculum can all be barriers to teachers. Ideas which need to be discussed at the strategic planning meeting included: Switch to summer? Mini-workshops across the state? Does it need to be overnight? Early August workshop to plan with naturalists and naturalists learn what teacher's needs are? Professional credit for teachers? IDALS project leaders would be another local person to get to workshops.

Alicia and Jean will do a survey about the local workshop idea at the Winter Workshop as well as send it out to the membership.

5. Discuss strategic planning meeting

Alicia would like to do this. It would be like a board retreat. When would the ExCom like to do this? Would spring break be better, as Alicia is anxious to get more direction from ExCom members sooner

rather than later. Maybe have a second day with hike, invite the membership, have a potluck picnic. Alicia will send out a doodle poll for dates for this.

6. Agenda items for upcoming Annual Meeting

a. Approvals: Annual Meeting Agenda, 2016 Annual Meeting Minutes, Destroy voting survey  
Bring a few paper copies of the agenda and budget, and power point of minutes and budget

b. Introduce ExCom to membership, including new members

c. Treasurer’s Report: Review FY17 (current) budget and approve F18 budget

d. Updates to membership: bylaws, membership numbers, new director.

7. Set ExCom dates for remainder of 2017

April 10, 2017 at 6:30 pm

Adjourn

Linda Zaletel moved to adjourn the meeting, seconded by Adam Puderbaugh. The motion was approved unanimously. The meeting was adjourned at 7:35 pm.

FYI, Upcoming ExCom meetin dates:

- February 3, 2017, Annual Membership Meeting at 7:00 p.m. with ExCom immediately afterward

Reports

1. Financial Reports from Accountant sent as separate document
2. FY17 YTD Budget vs Actual, below.

Iowa Conservation Education Coalition  
Budget vs Actual  
Fiscal Year April 2016 – March 2017 (FY17)  
Through 31 December 2016

<b>Income</b>	<b>FY17 Budgeted</b>	<b>FY17 Rec’d</b>
Membership	3,700.00	1500.00
Other Income – interest income, donations, merchandise sales)	385.00	86.09
Other Income – Scholarship	1,610.00	0.00
Other Income – Chris Holt Scholarship	325.00	0.00
PW-AW-GUW Training Income	8,325.00	5,050.00
REAP-CEP 15-11 Fostering Networking	350.00	350.00
REAP-CEP 15-17 Project WILD / Kinder (grant funds rec’d 1/2015 and 1/2016)	0.00	0.00
Training Expense / Book Fund	0.00	780.00
REAP-CEP 16-17 Winter Workshop 2016	10,685.00	8,979.14
REAP-CEP 17-10 Workdays & Winter Workshop 2017	28,156.50	15,642.50
Winter Workshop 2017 Registration	4,200.00	1032.00
Winter Workshop 2017 Lodging	1800.00	230.00
<i>Total Income</i>	<i>\$59,536.50</i>	<i>\$33,649.73</i>

<b>Expense</b>	<b>FY17 Budgeted</b>	<b>FY17 Spent</b>
Administration	8,452.00	4,405.36
Contracted Services	12,900.00	7388.71
MEEC Expenses	200.00	84.48
Member Services – Plaques	525.00	186.75
Member Services – Scholarships	1,610.00	0.00
Organizational Memberships	835.00	575.00
Professional Development	650.00	0.00
PayPal Fees	100.00	59.93
Chris Holt Scholarship	325.00	0.00
REAP-CEP 15-17 Project WILD / Kinder other expenses (general, labor, trainers, website)	16,780.00	9,527.73
Training Expense / Book Fund	4,000.00	3,897.50
REAP-CEP 16-17 WW 2016	6,000.00	6,000.00
REAP-CEP 17-10 WW 2017 (includes workdays)	26,441.00	8,888.96
Winter Workshop 2017 Lodging	1800.00	0.00
Winter Workshop 2017 Food	3570.00	0.00
<i>Total Expenses</i>	<i>\$84,188.00</i>	<i>\$41,014.42</i>
<b>Net Income</b>	<b>\$ (24,651.50)</b>	<b>\$( 7,364.69)</b>