

ICEC Executive Committee Meeting

Agenda

20 August 2018

3:45 p.m.

Via Zoom Video Conference

Call to order – Emily Klein will chair this meeting.

Approve Agenda

**Moved by Beth and seconded by Lilly to approve.
Motion carried.**

Approve Minutes from 10 April 2018

Moved by Lilly and seconded by Barb. Motioned carried.

Attending:			
Emily Klein	x	Lisa Ralls	x
Beth Martin	x	Karess Knudtson	
Mary Bulger		Barb Gigar	x
Lilly Jensen	x	Jerry Neppel	x
Craig Edmondson	x		
Staff:		Guests:	
Alicia Vasto	x		

Discussion Items

1. Insurance
 - a. Renew insurance through Jester Insurance.
 - i. Recommendation to remove crime and terrorism coverages.
 - ii. **Action Item: Vote on insurance renewal with recommendation.**
Moved by Lilly, seconded by Beth to approve purchase of insurance without crime and terrorism coverage. Motion carried.
2. Vision statement
 - a. Vision statement written at ExCom retreat on July 13th
 - b. “Environmentally literate Iowans who make responsible choices to support healthy land, water, and wildlife.”
 - c. Recommendation to drop second sentence of Mission statement if Vision statement is approved (so it reads “The Iowa Conservation Education Coalition provides ways for Iowa’s environmental educators to learn, build relationships, and creatively collaborate.”).
 - d. **Action Item: Vote on Vision statement with recommendation.**
Moved by Beth, seconded by Lilly to approve the new vision statement with recommendation. Motion carried.
3. Governance Committee Report
 - a. Meeting frequency
 - i. Recommendation to increase meeting frequency to every other month.
 - ii. **Action Item: Vote on Governance Committee recommendation**
Moved by Beth to increase frequency of meeting to bi-monthly. Seconded by Lisa. Motion carried.

New meeting schedule will be January, March, May, July, September, and November.
Will set date of September meeting at end of meeting.
 - b. Ex Officio positions
 - i. Recommendation to establish Ex Officio positions as voting, non-obligated members of ExCom.
 - ii. **Action Item: Vote on Governance Committee recommendation**
Currently have ex-officio positions for REAP CEP representative and IDALS representative. Description provided so everyone understands roles and obligations.

Non-member ex-officio can vote, but not counted as part of quorum; can serve on committee, but cannot be an ExCom officer. Does not have same level of obligation as a member ex-officio position, which would be under same obligations as regular, elected ExCom members. See ex-officio description document for more information.

Lilly moved to accept the Governance Committee recommendation, seconded by Beth. Motion carried.

Jerry left meeting.

- c. Upcoming ExCom election
 - i. Send nominee suggestions to Alicia

ExCom nominations will be open by October 1 and due in by October 31. Looking for specific recommendations of individuals to invite to run for the ExCom. Alicia can start a list on our Google Drive folder along with nominating materials.

- ii. Recommendation to create two new Future Leader Ex Officio positions.

- 1. **Action Item: Vote on Governance Committee recommendation.**

Governance Committee recommends creating two new Future Leader ex-officio positions. Positions would be open to current students or recent graduates to join the ExCom as Ex-Officio members (1 formal, 1 nonformal). Discussed 1-year terms with the ExCom selection of Future Leader seats, as they would be competitive positions. Term will run from April - March; use Winter Workshop to promote opportunity and recruit, with applications due in March.

Future Leaders would help plan the next Winter Workshop as part of their position on ExCom. Position would be non-voting but with meeting attendance obligation (must attend 75% of meetings) and participation in discussion and debate.

ICEC will work with student/college if they would like to create a practicum or independent study credit opportunity - if student sets it up, we will sign off on it. Available to current students or recent graduates [up to three years post-graduation].

Lilly moved to authorize Alicia to prepare a description for review; seconded by Beth. Motion carried.

4. Winter Workshop Committee

- a. Who wants to be on it? Chair?
- b. Who should we invite to join?

First Advisory Group meeting for REAP CEP 19-04 grant will be Friday. Theme for the workshop is connecting to STEM, business, industry, etc. Craig, Lilly, Barb volunteered to assist. Alicia will reach out to Peg Steffen, Sarah Derry at the STEM, and Lynne Campbell as well.

5. IAN

- a. Possible joint workshop in summer. What should be ICEC's portion of the workshop? What would teachers want out of meeting with naturalists?

Alicia has been talking to Emily Herring about doing a cooperative workshop in summer 2019 with Mary in Iowa County. We will be getting on a call with IAN hopefully next month. Alicia, Emily, Barb and whoever else would like to join in the discussion are welcome.

b. IAN/ICEC Awards

- Alicia has concerns that the current awards and presentations are not benefiting ICEC as they could. Would like to discuss what ExCom would like to gain from awards, etc. so that we can present a single viewpoint about how best to move forward with discussion about award categories, presentation, etc. For example, the summit would be a great venue to present and it could be a better opportunity to get the word out about environmental education in Iowa.
- Critical to get information out about the awards at events, through press releases, etc.
- Broadcast winners at multiple events - display, video, photos, etc.
- Varies because of the spectrum of the awards, so it makes it challenging. Do we have a general presentation, as well as individual presentations at the site/locale of the winner?
- If we opt to do at an ICEC event, we can plan that. IAN may also recognize at another event.
- Alicia would like to invite all winners to summit and invite media, also hoping they cover other portions of the summit. Also provide press release that individuals can provide to their local media. Wants to maximize benefit from the awards.
- Potentially provide a joint press release before presentations, then IAN and ICEC can each recognize at "their" selected event.
- Improve communication between IAN and ICEC on selection of awardees and publicity; develop joint press release that goes to all mediums at the same time.

6. Co-working space at Gravitare

a. \$150/month and no contract

b. <http://www.gravitaredsm.com/>

c. **Action Item: Vote on spending through February**

Alicia would like to have a space through the Winter Workshop; area provide copiers, scanners, conference room, etc. Cost would be \$900 for 6 months. We can do flat 10% for indirect administrative expenses for REAP CEP grants.

Lilly moved to allow Alicia to rent a space at Gravitare through February at a total cost up to \$900. Seconded by Beth. Motion carried.

7. NAAEE Conference Oct. 10-13

a. Received \$1000 scholarship

b. **Action Item: Vote on conference expenditures**

Conference is October 10-13 in Spokane. Estimated total cost may be up to \$1600.

Beth moved to allow expenditures up to \$600. Seconded by Lisa. Motion carried.

8. ICEC Finance Tutorial coming soon

a. Via Zoom, sometime in September with accountant David

b. Will record meeting for those who can't make it

Alicia will set up Doodle poll for meetings. Next meeting will be a financial tutorial in September.

Meeting adjourned at 5:18 PM

Iowa Conservation Education Coalition
 Budget vs Actual
 Fiscal Year April 2018 – March 2019 (FY19)
 Through 31 July 2018

	<u>UNRESTRICTED FUNDS</u>			<u>RESTRICTED FUNDS</u>			<u>TOTAL</u>	
	<u>General</u>	<u>Winter Workshop</u>	<u>Scholarship Fund</u>	<u>Big Tree Fund</u>	<u>Wild Resources</u>	<u>REAP CEP 18-19</u>		<u>REAP CEP 19-04</u>
Income:								
Donations	\$ 604.41	\$ -	\$ -	\$ 4,087.92	\$ -	\$ -	\$ -	\$ 4,692.33
Memberships	190.00	-	-	-	-	-	-	190.00
Program Revenue	1,225.14	260.00	-	-	2,170.00	-	-	3,655.14
Grants	-	-	-	-	-	7,902.00	-	7,902.00
Interest Income	-	-	-	-	-	-	-	-
TOTAL INCOME	<u>2,019.55</u>	<u>260.00</u>	<u>-</u>	<u>4,087.92</u>	<u>2,170.00</u>	<u>7,902.00</u>	<u>-</u>	<u>16,439.47</u>
Administration:								
Director Salary & Benefits	8,539.63	-	-	-	-	1,762.50	-	10,302.13
Trainers & Leaders	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-
Office & Computer	287.75	-	-	-	-	-	-	287.75
Travel & Mileage	352.33	-	-	-	-	-	-	352.33
Legal & Professional Fees	4,149.96	-	-	-	-	-	-	4,149.96
Education, Training, Meeting	-	-	-	-	-	-	-	-
Memberships & Advertising	<u>316.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>316.00</u>
TOTAL ADMINISTRATION	<u>13,645.67</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,762.50</u>	<u>-</u>	<u>15,408.17</u>
Program Expense:								
Labor	-	-	-	-	250.00	2,500.00	-	2,750.00
General	-	-	-	20.00	-	-	-	20.00
Scholarship	-	-	200.00	-	-	-	-	200.00
Grants Paid	-	-	-	-	-	-	-	-
TOTAL PROGRAM	<u>-</u>	<u>-</u>	<u>200.00</u>	<u>20.00</u>	<u>250.00</u>	<u>2,500.00</u>	<u>-</u>	<u>2,970.00</u>

TOTAL EXPENSES	<u>13,645.67</u>	<u>-</u>	<u>200.00</u>	<u>20.00</u>	<u>250.00</u>	<u>4,262.50</u>	<u>-</u>	<u>18,378.17</u>
CHANGE IN NET ASSETS	<u>\$ (11,626.12)</u>	<u>\$ 260.00</u>	<u>\$ (200.00)</u>	<u>\$ 4,067.92</u>	<u>\$ 1,920.00</u>	<u>\$ 3,639.50</u>	<u>\$ -</u>	<u>\$ (1,938.70)</u>