

# ICEC Executive Committee Meeting Minutes

Friday, February 6, 2015

12:30 – 3:30 p.m.

Agenda

Attending:			
Martha McCormick		Jane Shuttleworth	x
Heather Anderson	x		
Lisa Ralls	x		
Heather Olsen			
Emily Klein	x		
Terrie Hoefler	x		
Staff: Linda Zaletel	x		

1. Approval of Agenda - Motion by Jane, seconded by Terrie.
2. Approval of Minutes from January 19, 2015 - Motion by Jane, seconded by Terrie
3. Treasurer's report
  - Linda presented the treasurer's report. Total Assets as of January 31, 2015 is \$100,782.60. This amount includes the three grants ICEC received totaling \$35,262.50
    - i. Heather made motion, Terrie seconded to approve the treasurer's report. Motion passed
    - b. Budget
      - i. Grants – Martha McCormick is shepherding the winter solstice grant
      - ii. We need a shepherd for the Project WILD and Kinder Nature grant – maybe Linda. Barb Gigar position at the DNR was dissolved but efforts are still under way to make it possible for her to continue with the DNR responsibilities of the grant
        1. Discussion of drop in teacher involvement in ICEC because of more in house teacher training, etc.
    - c. Yearly Budget
      - Linda presented the Year 2015 Projected Budget. Income includes membership dues, grants, auction and interest from accounts. Projected expenses included administration, contracted services (accountant, executive director), marketing, Chris Holt Scholarship, organization membership dues and expenses for Project WILD/Kinder Nature for a projected balance of (-\$2,322). In past years, the projected budget has been as high as \$20,000.
    - d. New treasurer- Lisa Ralls – need to visit with Veridian Credit Union

## Action Items

1. Job announcement
  - a. The board approved the job announcement for ICEC Executive Director. Linda will post the job announcements through several outlets including the IAN listserve, email blast, My county parks, ICEC website, Iowa Academy of Science etc.
  - b. Timeline – Linda is officially done on May 31. New director will start June 1. Job will be posted by next week, – applications will be due April 15 and we will offer the position to the selected candidate May 1. Applicants will email their resumes to Linda.
  - c. There was a discussion of desired qualities such as a passion for environmental education, knowledge of ICEC, etc.
2. Elections of board members

- a. Terrie and Heather Anderson will be co-secretaries
  - b. Emily Klein Temporary Chair until June
    - i. Linda would ask to be appointed to the board after she retires so she can help the new director transition.
  - c. Vice Chair Heather Olson
3. Survey of membership
    - a. Discussion included the future of the organization and direction, strategic plan (trends – the days of lots of teachers coming to workshops are gone. The REAP grant helped get some more teachers to the workshop. New members at meeting today how do we get them to return?
    - b. The evaluation for the conference done by E Resources can be helpful. It includes a level of interest for maintaining membership. E Resources will tabulate.
    - c. The Networking grant covers part of the director salary, email, Facebook, twitter, phone calls, etc.
    - d. Discuss data of survey via zoom meeting after April 15 Doodle poll
  4. Memberships from board members overdue – due January 31, 2015
    - a. There are no board memberships overdue

### **Discussion Items**

1. EPA Subgrant
  - a. Background: It was a nationwide initiative that created a fund for environmental education (EE) and had to have an EE literacy plan and people had to collaborate in regions. Federal grant disappeared. We have EE literacy plan. It isn't going anywhere. No one in the Dept. of Education is interested in EE literacy. Iowa law says EE has to be taught but it is not enforced or evaluated. How do you evaluate. It has been recommended by the state that we approve the NGSS. Linda will send out the Dept. of Education survey regarding NGSS
  - b. The subgrant – written by Kristin Simon with ECICOG (East Central Iowa Council of Governments) will have money for sub grantees. We would receive money. The theme is lowering the waste stream. Volunteers from ICEC would receive books on environmental topics and go read it at a library and donate the book or books to the library. The local librarian would need to schedule. We would need someone to keep track and send the hours for the grant. We can pick any books on waste. The grant will buy the books. No risk to ICEC we just volunteer and it is a good way to get our name out. There might be a stipend to the volunteer available. Keep track of the hours reading, the book read and the library or school we went to and number of people attending.
  - c. Cooperating with Iowa City and State Lib system ECO Iowa in Iowa City.
  - d. Any of our members could volunteer
2. Discussion about ICEC
  - a. Need to reinvent
  - b. Some bylaws have no function
  - c. Going over results of surveys – have a strategic planning meeting maybe mid-August maybe June
  - d. Hook into whatever individual districts are doing to try and increase membership
  - e. Service learning aspects for students. Some earn a silver cord and need hours; other high schools have service learning requirements. Maybe service learning is a hook, community, character development. Parents could become members of ICEC.
3. Planning for Next Year
  - Growing up Wild/ Project WILD & KinderNature
    - Barb Gigar is still with the DNR but her old position was eliminated – moved them. The grant is with the DNR and we are responsible to administer the money and press releases. Barb sends the books and postage, schedules the programs and the

workshops. ICEC collects the money. Need web person to help with KinderNature web site. Blue water might be a possibility? Terrie knows someone who could also possibly do this.

- Date and discussion on the next winter workshop
  - Ideas – Wildlife, Soil, other issues?
  - Talk with administrators above the science consultants, meet and show importance of networking. They could help get the science consultants who did not want to come to come
  - Wildlife being possible next topic of workshop
  - Meeting in February, we can piggyback on a previous conference and save some money with food planning
  - Feb 5-6 2016
- Strategic plan - summer retreat for board members

4. Other

5. Lisa moved to adjourn Heather Anderson seconded adjourned 2:12 p.m.

Respectfully submitted Terrie Hoefler.