

## ICEC Executive Committee Meeting

### Agenda

10 April 2017

6:30 p.m.

Via Zoom Video Conference

The meeting was called to order by Emily Klein at 6:36 pm

Attending:			
Emily Klein	x	Lisa Ralls	x
Adam Puderbaugh	x	Karess Knudtson	x
Terrie Hoefer		Barb Gigar	x
Beth Martin		Kate Bussanmas	
Cindy Thompson	x		
Staff: Alicia Vasto	x	Others:	

Emily Klein asked if there were any additions or corrections to the agenda. There were none. Adam Puderbaugh moved to approve the agenda. Lisa Ralls seconded and the agenda was approved unanimously by the board.

Barb Gigar moved to approve January 12, 2017 minutes and Adam Puderbaugh seconded. The motion passed unanimously.

Barb Gigar suggested creating a Google folder to contain all meeting documents so it was easily accessible by members.

#### Reports

1. Financial Report from CPA
  - a. Profit and Loss
    - i. Barb Gigar suggested looking at including PayPal fees in membership charges so ICEC doesn't absorb the cost of the fees
  - b. Balance Sheet
2. YTD Budget vs Actual
3. Executive Director's Report – January-March 2017
  - a. Alicia has scheduled an ICEC Member Day at Reiman Gardens on May 20<sup>th</sup>. ICEC members will receive free admission and be able to attend an educational program with Reiman Gardens staff.

#### Action Items

1. Adoption of Iowa Principles and Practices for Charitable Nonprofit Excellence
  - a. Lisa Ralls motioned to adopt the Iowa Principles and Practices for Charitable Nonprofit Excellence. Karess Knudtson seconded and the motion passed unanimously.

The Board of Directors of the Iowa Conservation Education Coalition, in a regular meeting at which a quorum was present, reviewed the Iowa Principles & Practices for Charitable Nonprofit Excellence. We, the Board of Directors, hereby affirm that our organization is committed to being guided by the Principles & Practices and is actively engaged in good faith efforts to meet each of them.

This resolution was passed by a unanimous vote of the Board of Directors at its regular meeting on April 10, 2017 and this Resolution has been recorded in the permanent minutes.

2. Policy and Procedures Manual approval
  - a. Barb Gigar motioned to adopt the updated ICEC Policy and Procedures Manual. Adam Puderbaugh seconded and the motion passed unanimously.

3. Updated FY18 budget adoption
  - a. Alicia presented an updated FY18 budget which included anticipated grant funding and reflected a positive end-of-year balance.
  - b. Barb Gigar requested an increase to the contracted services line. The amount was increased to \$40,000.
  - c. Adam Puderbaugh motioned to accept the updated FY18 budget. Karess Knudtson seconded and the motion passed unanimously.
4. \$500 membership level category name
  - a. Since the lifetime membership was removed, a new membership level name was discussed for a \$500 membership
  - b. Ideas included Visionary, Steward, Conservationist, Runkel, Leopold, and Benefactor.
  - c. Barb Gigar moved to rename the membership level Visionary. Lisa Ralls seconded and the motion was passed unanimously.

#### Discussion Items

1. OLE Partnership Project with Prairie Rivers
  - a. REAP-CEP application due May 15
  - b. ICEC will provide the networking and education component of the program.
2. Martha McCormick resignation from ExCom
  - a. ExCom discussed ideas for possible appointed replacements for the rest of Martha's term (till end of 2017). Hopefully these members would stay on for the rest of Martha's term and then want to be reelected for another term.
  - b. Teachers or post-secondary education (teacher trainers) would be a valuable addition to ExCom to maintain a formal/nonformal balance in perspective.
  - c. Phyllis Anderson comes from a formal education background and has done teacher training. Alicia volunteered to discuss the idea with her.
  - d. Mike Todd of Ames High School attended WW17 and has a passion for EE. Adam Puderbaugh volunteered to discuss the possibility with him.
3. Scholarship funds
  - a. ICEC previously provided scholarship funds for professional development opportunities to members.
  - b. Alicia would like to bring this back as a member service since there are funds in the budget to do this-- \$2100 set aside for scholarship fund.
  - c. Barb Gigar suggested capping it at 10/year to assure that funds were available for at least two years of the program.
  - d. Should have at least 3 people look at each application.
  - e. Alicia will pull the application together and Barb Gigar and Lisa Ralls volunteered to proof it.
4. Annual Report for FY17
  - a. Alicia will be working on this after the final financial reports are received from the accountant.

Adam Puderbaugh leaves meeting at 7:37 pm.

5. WILD and KinderNature transition
  - a. Now that the REAP-CEP 15-17 grant has ended, it must be decided who will continue to do the updates for WILD and KinderNature.
  - b. After discussion, it was decided that Linette Bernard will be asked to contract to continue to do this while also using that time to train Alicia.
  - c. We will contract with Linette in 3 month increments until Alicia feels comfortable taking this on.
  - d. Will reconvene on the subject during the July meeting to decide on whether another 3 months with Linette is needed.

- e. Barb Gigar also asked if it was ok for Linette to help with updated fall online course materials. Funds from the previous fall course will be used at no additional cost to ICEC.
- 6. Strategic planning meetings
  - a. Alicia spoke with Penny Brown Huber about dates for Strategic Planning sessions.
  - b. There will be three 3-4 hour sessions.
  - c. Must have a quorum at each session (preferably with all ExCom officers) and will reconvene in between each session with full ExCom to discuss and make changes if necessary.
  - d. Alicia will send out Doodle poll to find dates that will work.
- 7. Set ExCom dates for July and October
  - a. Next meeting: July 11<sup>th</sup> at 6:30 PM
  - b. Scheduled: October 17<sup>th</sup> at 6:30 PM

Karess Knudtson moved to adjourn the meeting, seconded by Barb Gigar. The motion was approved unanimously. The meeting was adjourned at 7:58 pm.

Iowa Conservation Education Coalition  
Budget vs Actual  
Fiscal Year April 2016 – March 2017 (FY17)  
*Through 24 March 2017*

Income	FY17 Budgeted	FY17 Rec'd
Membership	3,700.00	3,340.00
Other Income – interest income, donations, merchandise sales	385.00	1,443.09
Other Income – Scholarship	1,610.00	551.00
Other Income – Chris Holt Scholarship	325.00	0.00
PW-AW-GUW Training Income	8,325.00	7,185.00
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	0.00
REAP-CEP 16-17 Winter Workshop 2016	10,685.00	8,979.14
REAP-CEP 17-10 Workdays & Winter Workshop 2017	28,156.50	28,156.50
Winter Workshop 2017 Registration	4,200.00	5,221.00
Winter Workshop 2017 Lodging	1800.00	950.00
<i>Total Income</i>	<i>\$59,536.50</i>	<i>\$56,175.73</i>

Expense	FY17 Budgeted	FY17 Spent
Administration	8,452.00	5,059.29
Contracted Services	12,900.00	18,620.44
MEEC Expenses	200.00	84.48
Member Services – Plaques	525.00	393.00
Member Services – Scholarships	1,610.00	0.00
Organizational Memberships	835.00	635.00
Professional Development	650.00	186.40
PayPal Fees	100.00	179.93
Chris Holt Scholarship	325.00	0.00

REAP-CEP 15-17 Project WILD / Kinder other expenses (general, labor, trainers, website)	16,780.00	11,726.06
Training Expense / Book Fund	4,000.00	4,347.50
REAP-CEP 16-17 WW 2016	6,000.00	6,000.00
REAP-CEP 17-10 WW 2017 (includes workdays)	26,441.00	16,393.88
Winter Workshop 2017 Lodging	1800.00	1,690.00
Winter Workshop 2017 Food	3570.00	4,282.25
<i>Total Expenses</i>	<i>\$84,188.00</i>	<i>\$69,598.23</i>
<b><i>Net Income</i></b>	<b><i>\$ (24,651.50)</i></b>	<b><i>\$( 13,422.50)</i></b>

<b>Bank Accounts</b>	<b>As of 3/24/2017</b>
Checking	1,312.40
Savings	57,117.08
15-month CD	16,149.49
PayPal	3,506.30
<i>Total Current Assets</i>	<i>\$78,085.27</i>