

ICEC Executive Committee Meeting

Agenda

9 January 2018

5:30 p.m.

Via Zoom Video Conference

Barb volunteered to record minutes for this meeting.

Alicia called the meeting to order at 5:35 PM.

Introductions –

1. Name, profession/affiliation
2. What personal or professional hopes or goals do you have for 2018?

Lilly moved to approve the agenda with additional item added by Alicia. Mary seconded. Motion carried.

Approval of minutes from 17 October 2017 ExCom Meeting was postponed until the next meeting when more members that were in attendance at the October meeting could vote.

Executive Director's Report – Oct-Dec 2017

Action Items

1. Karess moved to accept the ExCom election results. Barb seconded. Motion carried.
2. Alicia went over the financial report from the CPA. Lilly moved to accept the financial report. Mary seconded. Motion carried.

Discussion Items

1. Alicia provided an overview of the planning work that occurred during the November 18, 2017 meeting with Anita O'Gara. The work products are shared in the ICEC ExCom Google folder.
2. Winter Workshop 2018: February 2nd at Jester Park Lodge
 - a. 17 registered as of Jan 2, 2018; up to 25 as of Jan. 9.
 - b. Spread the word! Registration deadline is Jan 15. Ideas for direct emails to school administrators, nonformal educators, and AEA listservs.
 - c. Please register if you haven't already. Discount code: excom2018
3. Agenda items for upcoming Annual Meeting at WW2018 –
 - a. Approvals: Annual Meeting Agenda, 2017 Annual Meeting Minutes, destroy voting survey
 - b. Introduce ExCom to membership, including new members
 - c. Review FY18 (current) budget and approve FY19 budget
 - d. Will need 1/5 of current membership to hold the meeting. If not a quorum, that time will turn into extra break time.
4. Agenda for post-workshop ExCom meeting: February 2nd, 5-8pm at Beerhouse (4810 NW 86th St, Urbandale, IA 50322)
 - a. Elect board positions: chair, vice or co-chair, secretary, treasurer
 - b. Will build on November 18th meeting with Anita.
 - c. Finish updated mission statement, ExCom job description, activate committees, discuss 2018 workplan, set strategic planning meeting for later in 2018
5. OLE Conference with Prairie Rivers update
 - a. Will be held June 18-19 at the Gateway Center in Ames.

Attending:			
Emily Klein		Lisa Ralls	
Beth Martin		Karess Knudtson	x
Mary Bulger	x	Barb Gigar	x
Lilly Jensen	x	Kate Bussanmas	
Staff:		Others:	
Alicia Vasto	x	Craig Edmondson	x

- b. New OLE coordinator started with Prairie Rivers last week. Alicia will be working with her on planning and sponsors.
 - c. Alicia will apply for recertification credit for formal educators
 - d. Prairie Rivers want these to be any sort of space that is open/accessible.
 - e. Conference tracks will include education track and tracks for gaining community support and putting in a site.
6. REAP CEP update
- a. Insights from November REAP CEP board meeting
 - i. Positive feedback on the authentic data project
 - ii. Other report/assessment proposal for state of CE in Iowa ranked low but feedback from board was generally positive – project is necessary and important but we need more partners and supporters.
 - iii. Craig reported that the general consensus among the board is to look for partnerships, the educational connection and connection to Iowa Core Science Standards if appropriate, and clearly defined need. Importance is also placed on how assessment of impact is measured – be creative, don't just use surveys.
 - b. Alicia has started working with Rebecca Christoffel and Stephanie Shepherd on grant 18-19.
 - c. Need participants for March focus groups
 - i. Need 1-2 naturalists and 10 teachers per focus groups - 1 in Des Moines, 1 virtual via Zoom. Need middle and high school teachers; currently have 5-6 people already committed.
 - ii. Alicia will put together PDF of info and commitment statement to share with listservs - IAN, Science Leadership, AEA Listserv; Barb with past online course participants
 - d. May application round: reapply for assessment and report project and/or something different?
 - i. Can re-apply for the one we did in November or do something different
 - ii. Alicia will send out info and get feedback
 - iii. Next ExCom meeting is April - need to think about application by next month
 - iv. Barb mentioned discussion at the November meeting about the needs assessment/planning grant helping to meet need that used to be filled by "Governor's EE Conference."
7. Set 2018 quarterly meeting dates: 2nd Tuesday at 5:30; April 10, July 10, October 9
8. Addition to agenda- Duane Toomsen Fund –
- a. Email from Larry Stone about the potential to have a "Duane Toomsen" fund –
 - i. Ideas include an "innovation fund" to help gear up some new concept or initiative- but make it flexible to be used whenever ExCom decides;
 - ii. Other idea is a "reserve fund" or "nest egg" that can be used for a rainy day.
 - iii. Barb suggested calling the fund "Big Trees" to honor all of ICEC's past leaders, including but not limited to Duane. That would create wider interest in the fund and more sustainability in the future.
 - iv. Alicia will send ExCom a survey to decide on purpose and name, and then announce the fund at the Winter Workshop.
9. Alicia will schedule meeting with Mary and Lily to do orientation before Winter Workshop.
10. Meeting was adjourned at 6:37

Adjourn

Iowa Conservation Education Coalition
 Budget vs Actual
 Fiscal Year April 2017 – March 2018 (FY18)
 Through 22 December 2017

Income	FY18 Budgeted	FY18 Rec'd
Membership	3,750.00	990.00
Other Income – interest income, donations, sponsorships, merchandise sales	2,835.00	0.00
Other Income—Veridian CD Maturation	16,200.00	16,214.76
Other Income – Scholarship	2,110.00	0.00
Other Income – Chris Holt Scholarship	325.00	0.00
PW-AW-GUW Training Income	0.00	4,910.00
REAP-CEP 17-10 Workdays & Winter Workshop 2017	3,128.50	0.00
Unrestricted Grant Requests	5,000.00	0.00
REAP-CEP 18	15,000.00	0.00
Workshop and Conference Registration	5,000.00	570.00
<i>Total Income</i>	<i>\$53,348.50</i>	<i>\$22,684.76</i>

Expense	FY18 Budgeted	FY18 Spent
Administration	6,522.00	2,793.80
Contracted Services	40,000.00	26,049.49
Member Services – Plaques	525.00	162.00
Member Services – Scholarships	1,000.00	0.00
Organizational Memberships	450.00	200.00
Professional Development	650.00	50.00
PayPal Fees	360.00	270.00
WILD/Kinder Training Expenses/Book Fund	0.00	193.26
Chris Holt Scholarship	325.00	200.00
REAP CEP 17-10	0.00	5,102.59
REAP-CEP 15-17 Overpayment	0.00	72.87
Workshop and Conference Programming	3,000.00	0.00
<i>Total Expenses</i>	<i>\$52,632.00</i>	<i>\$35,094.01</i>
<i>Net Income</i>	<i>\$ 666.50</i>	<i>\$(12,409.25)</i>

Bank Accounts	As of 6/26/2017
Checking	949.89
Savings	48,031.84
PayPal	180.54
<i>Total Current Assets</i>	<i>\$49,162.27</i>