

ICEC Executive Committee Special Meeting

2 February 2018
5:00 – 8:00 PM

Beerhouse (4810 NW 86th St, Urbandale, IA 50322) with call-in option

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

Meeting was called to order by Emily Klein at 5:28 PM

Agenda was unanimously approved by voice vote

Action Items

1. Select board positions
 - a. Chair / Vice-Chair or Co-Chairs

Beth Martin moved to elect Emily Klein as Chair with Mary Bulger as Vice Chair. Barb Gigar seconded. The motion carried unanimously.
 - b. Treasurer

Barb Gigar moved to retain Lisa Ralls as Treasurer. Beth Martin seconded. The motion carried unanimously.
 - c. Secretary

Lisa Ralls moved to elect Barb Gigar as Secretary. Lilly Jensen seconded. The motion carried unanimously.
2. New Ex Officio positions
 - a. IAN ExCom member

Discussion was tabled until April meeting. Alicia will make contact with IAN and explore this idea further with their Executive Committee.
 - b. REAP CEP board representative
 - i. Mary Bulger moved to make ICEC REAP CEP board representative a standing Ex Officio position on ICEC's board. Beth Martin seconded. The motion carried unanimously.
 - ii. Further discussion about IDALS Ex Officio member – Susan Kozak and Kate Bussanmas looking into possible switch of staff member that will serve in Ex Officio position.
 - iii. Discussion of NRCS or ISU Extension Ex Officio members. Alicia will continue exploring these possibilities and reach out to Judy Martinson at NRCS about her interest. Invite Adam Janke to join one of our meetings and talk with us.
3. Finalize and accept updated mission statement
 - a. Beth Martin moved to accept identity statement as written –
 - i. "ICEC is the professional membership organization for all environmental educators in the state of Iowa"
 - b. And combine mission and modified impact statement into one mission statement reading-
 - i. "The Iowa Conservation Education Coalition provides ways for Iowa's environmental educators to learn, build relationships, and creatively collaborate. Together, we help Iowans of all ages learn and make responsible environmental decisions in a changing world."
 - c. Lisa Ralls seconded. Motion carried unanimously.

4. Finalize and accept standing committee descriptions
 - a. Beth Martin moved to accept committee descriptions as written and reevaluate them at a future date. Lisa Ralls seconded. The motion carried unanimously.

Discussion Items

1. Activate standing committees
 - a. Choose committee assignments and chairs
 - i. Governance – Emily Klein will chair. Beth Martin, Mary Bulger, and Lilly Jensen will serve as members.
 - ii. Finance – as Treasurer, Lisa Ralls will chair. Alicia will ask Karess Knudtson and IDALS Ex Officio member to serve on the committee.
 - iii. Fundraising –Lilly Jensen will chair. Barb Gigar will serve as a member.
 - b. Set first meeting dates
 - i. Alicia will send out Doodle polls to schedule meetings.
 - c. Draft list of potential members to join committees
2. Updates from Affiliate Workshop
 - a. Alicia shared ideas she brought back from the NAAEE Affiliate Workshop in January. Ideas will be explored further.
- ~~3. Discuss 2018 workplan~~
 - a. Did not discuss due to time constraints. Look at during board retreat.
4. Set board retreat date and location
 - a. Board retreat set for July 13th, possibly at Walnut Woods. Cancelled July quarterly meeting.

2018 Meeting Dates:

- Tuesday, April 10 at 3:45 PM
- Friday, July 13 (all day retreat)
- Tuesday, October 9 at 3:45 PM

Meeting was adjourned at 8:04 PM.