

# ICEC Executive Committee Meeting

## Agenda

May 1, 2019

4pm

Via Zoom Video Conference

Call to order 4:00 pm– Lilly Jensen will chair this meeting.

- Tony Motioned to approve agenda
  - Barb seconded
  - Approve Agenda
- Introductions
  - Attendees introduced themselves

Attending:			
Mary Bulger		Linette Bernard	x
Lilly Jensen	x	Logan Roberts	x
Barb Gigar	x	Craig Edmondson	x
Tony Vorwald	x	Jerry Neppel	x
Emily Klein	x	Lisa Ralls	x
Beth Martin	x	Jenny Koska	
Jerry Neppel	x		

### Discussion Items

- Updates from Linette:
- Linette
  - a. Needs help and requests admins for ICEC’s Facebook, KinderNature, and Twitter accounts
  - b. Logan and Lilly will help admin ICEC Facebook account
  - c. A conversation on ICEC’s social media presence followed: All board members are to keep their eye out for quality and relevant information for ICEC to share through its social media platforms.
  - d. Twitter: The ICEC Twitter account has gone dormant. It is believed by some that Twitter is not a pertinent social media platform to reach and give information to ICEC’s membership. The ICEC Twitter account will remain dormant until it reaches a point where its activity is appropriate.
- Lilly goes over updates with what Linette is currently working on for ICEC
  - Updates from Linette:
    - a. Issues with PayPal account have been fixed AND PayPal Pro has been cancelled as of 4/9/19
    - b. Membership Works - all member and past due member info, Summit, and Winter Workshop 2019 registration info has been downloaded. Membership Works has been as of 4/12/19
    - c. Web pages that were built from Membership Works data have mostly been recreated. A new calendar plugin was installed. \*\*I still need to put up a password protected page and post membership info that folks are willing to share with others.
    - d. Thanks for the help with the April newsletter / email to membership.
    - e. ExCom Calendar created and shared for meetings, report dates, newsletters, events, and other items of interest to ExCom.
    - f. The old ICEC computer files have been verified to be copied to the new computer and to a portable hard drive.
    - g. What Linette will be working on next:
      - i. Survey and Summit - data unpacking and comparisons
      - ii. Game Jam assessments
      - iii. Organizing, scanning, saving for ISU archives, and purging two totes of documentation.
      - iv. Website updates
      - v. Ongoing WILD monthly emails, and KinderNature website weekly updates
    - h. Requests: assistance from ExCom:
      - i. someone to be an admin on ICEC Facebook
      - ii. someone to be an admin on KinderNature Facebook

- iii. someone to monitor and be responsible for ICEC Twitter account
  - iv. be on the look-out for appropriate and relevant content for an ICEC Facebook page, website and newsletter
- i. - member retention and re-engagement
- The old ICEC Dell Computer
  - Linette would like to wipe the hard drive and recycle the old Dell computer
    - A discussion of the current status of the Dell computer and what to do with followed.
  - Motion was made by Barb to destroy ICEC's old Dell computer's hard drive
    - Barb Motioned
    - Beth Seconded
      - A vote was called and passed unanimously
- Potential collaboration with IPTV/ email from Tiffany Morgan
  - Barb read email
  - Linette forwarded the email to meeting attendees
  - Barb- ICEC should look to start a conversation with IPTV for potential collaboration
  - Lilly- Mary and Linette are to move forward with communication with IPTV for collaboration with the proposed project and report back to ICEC EXCOM
- Affiliate Update
  - Linette- Alicia spent time working on ICEC's affiliate network
  - Linette forwarded email from Laura Downey, Executive Director Kansas Association for Conservation and Environmental Education (KACEE) to meeting attendees regarding status of ICEC being a affiliate member of NAAEE
  - Linette- Who is going to take on the contact responsibilities of ICEC's affiliate status with NAAEE
  - Lilly- Chair takes on affiliate role
  - Emails from NAAEE to be forwarded to EXCOM as they come
- Donor-Directed Contribution Application
  - Linette- ICEC is approved for donor directed funds through United Way of Central Iowa
  - ICEC has not yet seen any funds through United Way of Central Iowa
  - Potential donors will see ICEC on the potential donor list through United Way of Central Iowa
- Proposal from NE Iowa RC&D for phone interviews.
  - Barb is seeking board approval for contract with NE IA RC and D to supplement qualitative data for the REAP grant
  - Barb to work with Mary, and Lilly to finalize contract and form a list of expectations from NE IA RC and D
    - Motion to approve contract language
      - Beth Martin motion
      - Lisa Ralls 2<sup>nd</sup>
  - Lilly called a vote
    - All in favor
  - Friendly amendment
    - Board to grant permission to officers to negotiate the specifics of the contract with NE IA RC and D, finalize, and sign without approval of full board.
- ICEC's financial policies
  - Barb created a working document that details ICEC's financial policies. Please review and add thoughts. This will need added to Policies and Procedures manual. (find in Google Drive ICEC ExCom > Official Documents > PoliciesAndProceduresManual\_AdoptedApril2017)
  - Barb, Linette, and accountant will have the ability to write checks and make payments
    - a. Beth brought up financial transparency with ICEC ExCom

- Lilly- When an ExCom member leaves ExCom they will no longer have access to ICEC Google shared drive
- Linette requested that she becomes a signatory so she can make mobile deposits for ICEC
  - This action needs board approval
    - Beth motioned for Linette to become a signatory
    - Barb seconded
- Lilly- ExCom to look at Financial Policy document, comment, question, and vote on this document next meeting
- Other Items
  - Game Jam
    - 17 teachers involved
    - Over 80 teams submitted games
    - Games currently being reviewed by judges
    - The games will be presented a Friday May 11 at the Science Center of Iowa
    - There are 5 kids per team
    - ICEC offers a \$200 travel stipend for participants of the game jam
    - Teachers are to take pictures at the Game Jam and share with ICEC for press
  - Barb- Interested in having a conversation about having a workshop for teachers on how to run a project like the Game Jam
  - Barb asked for approval to pay schools travel stipend for the Game Jam
    - Beth motioned for approval
    - Emily seconded – Motion carried
- Schedule next meeting
  - Lilly proposed the 1<sup>st</sup> Wednesday of every other month at 4pm starting June 5th via zoom
  - Upcoming meetings
    - June 5<sup>th</sup>
    - August 7<sup>th</sup>
    - October 2<sup>nd</sup>
    - December 4<sup>th</sup>
  - Lilly moved to adjourn meeting
    - a. Meeting adjourned 5:05pm