

**ICEC Executive Committee Meeting
Minutes**

21 Dec. 2018

10 AM

Via Zoom Video Conference

Meeting was called to order by Emily Klein at 10:02.

Mary Bulger moved to approve the agenda, seconded by Lisa Ralls. Motion carried unanimously.

ExCom members introduced themselves and welcomed incoming ExCom members Logan Roberts, Tony Vorwald, and Jenny Koska.

Attending:			
Emily Klein	x	Jerry Neppel	x
Beth Martin		Barb Gigar	x
Mary Bulger	x	Craig Edmondson	x
Lilly Jensen	x	Lisa Ralls	x
Karess Knudtson			
		Guests:	
		Jenny Koska	x
Staff:		Logan Roberts	x
Alicia Vasto	x	Tony Vorwald	x
		Jean Eells	x

Transition of duties with Alicia’s departure at the end of December was discussed.

1. IAN/ICEC Awards

- a. There is an award letter that Alicia created that provides options for where awardees will receive their award. She has press releases drafted that need to be finished soon after the new year and emailed out.

2. Winter Workshop Planning

- a. Planning Committee: Barb, Lilly, Craig, Sarah Derry, Peg Steffen.
 - i. Barb Ehlers has removed herself due to overcommitments.
- b. Status of sessions and speakers
 - i. Elementary – Linette, Kim Richman (Joshua Christian Academy), Barb.
 - 1. Next meeting January 10
 - ii. MS – Karen Koenig leading, Barb assisting
 - iii. HS – Peg Steffen, Dr. Maryann Huey, Sarah Derry
 - iv. Friday Plenary/Opening –
 - 1. Jerry suggested Camile Sloan Schroeder with ISU Extension or regional director for First Robotics
 - v. Saturday Keynote – Dr. Gabriele Villarini, Iowa Flood Center – Lilly is main contact.
 - vi. Externship Panel – Sarah Derry and Lilly handling
 - vii. Field trips:
 - 1. Urban Watersheds – Greenwood Park – in touch with Joel Van Roekel at Des Moines Parks and Rec but need another leader.
 - a. Barb suggested urban watershed staff with NRCS - she will reach out
 - 2. Urban Forests and Parks – need leaders
 - a. Leslie Berckes, Trees Forever in Des Moines
 - b. Paul Tauke, urban forester for Ames
 - c. Mark Vitosch, district forester for DNR Wildlife Bureau
 - 3. Climate Change – Jenny at Metro Waste leading
- c. Reception, silent auction, game jam at Jethro’s BBQ – reserved patio area
 - i. Silent auction could be hosted at reception. Unsure about space at Drake that could be used for silent auction.
 - ii. Game Jam - talk to Peg Steffen
- d. Status of logistics – rooms, food, field trip travel
 - i. Metro Waste field trip needs to be in 1 vehicle
 - ii. Need to figure out other transportation logistics - carpooling, rentals, etc.
- e. AEA credit - Barb submitting proposal for credit

- i. Direct email to teachers and through science consultants - need to schedule
- 3. **Annual Meeting – after first day of workshop**
 - a. FY20 budget - Alicia has drafted and will share
- 4. **REAP CEP 18-19**
 - a. Received extension- final report due April 15, 2019 (3 month extension)
 - b. Finishing lessons and edits
 - i. Alicia has finished hers and doing final edits
 - ii. Rebecca lessons - has drafted two - Alicia working on edits
 - 1. Subcommittee formed to finish review and finish lessons - Emily, Craig, Barb, Lily
 - 2. Alicia will get an update and we will determine best route to complete
 - c. Alicia willing to continue on contract basis to finish this project and submit final reports
- 5. **REAP CEP 19-04**
 - a. Jean taking over summit planning and facilitation on contract
 - i. Summit status
 - 1. Next advisory group meeting needs to be scheduled for Dec. 27
 - 2. Hoping to get representatives from NRCS, IDALS, and larger agencies
 - a. Will take multiple invitations to get the right people there due to their busy schedules; as personal as possible
 - b. Jean can track - we have 5 registered
 - c. Recruit middle administrators from diverse agencies - Please share ideas
 - 3. What are the goals/outcomes for the summit? - provide so people can recruit
 - a. What is the status of CE/EE? How can we work together? Where are the opportunities?
 - b. Alicia will put together a packet with agenda, outcomes, keynote presentation flyer, and form email so ExCom and Advisory Group can share
 - ii. Grant application is in shared ExCom folder with other grant applications
 - b. Entire project goes through end of 2019 (report due January 2020)
 - i. Jean will help through the summit and will provide guidance on the rest of the project, but ExCom will need to select a new lead on the rest of the project
 - ii. Grant application is in shared ExCom folder with other grant applications
 - c. Will need someone to analyze results, conduct interviews, put together final report
- 6. **REAP CEP 19-13**
 - a. Authentic Data Training Grant
 - b. Funded Nov. 27
 - c. Received grant agreement; needs to be returned soon or extension needs to be requested soon
 - d. Three options for future of grant
 - i. <6 month extension – submitted to Jerah Sheets
 - ii. >6 month extension – reviewed by REAP CEP board
 - iii. Forfeiture of funding
 - e. Need to discuss with DNR Wildlife Diversity (Steph Shepherd) and potential contractors to determine feasibility
- 7. **PW and GUW**
 - a. Emails scheduled through April
- 8. **Perseids on the Prairie – Summer Workshop with IAN – Mary**
 - a. Mary leading planning, on track
- 9. **Junior Duck Stamp Program – Barb**
 - a. The person doing currently will do in 2019 and allow us to work with her so we can determine role for 2020
- 10. **Aquatic Investigations Workshop – Barb and Jen Kurth**
 - a. Barb working with educators to plan - will be an advanced Aquatic WILD training
- 11. **Health Insurance**

- a. *Lilly moved to keep health insurance through January if Alicia pays the premium (cancellation date January 31), seconded by Mary. Motion carried unanimously.*

12. Guidance

- a. Alicia visited with Sarah Boder, Affiliate Relations at NAAEE
- b. Sarah would be willing to visit with ExCom as a resource moving forward.
- c. Sarah@naaee.org

13. Things Alicia is willing to do until you figure out the next step:

- a. Finish REAP CEP 18-19 Authentic Data project
- b. Deposit checks, keep budget updated
 - i. Have P.O. Box through May
 - ii. David and Lisa have their names on checking so can deposit checks if forwarding address is set up
- c. Send out IAN/ICEC awards press release
- d. Update KinderNature site
- e. *Barb moved to hire Alicia on a contract basis to complete grant projects, Lilly seconded. Motion carried unanimously.*

14. Members are encouraged to review documents and projects before our next meeting on January 15 so we can be prepared to make operational decisions moving forward.

Meeting adjourned