

**Environmental Education Association of Illinois**  
**Board of Directors**  
**Friday April 3, 2020**  
**3:30-4:30pm**  
**Dial-in: (605) 313-5384, Access code: 745368#**

**Meeting Minutes**

Board Meeting Attendees: Jessica Prince-Sharrar, President; Jennifer Day Tariq, Immediate Past President; Janet Beach Davis, Secretary; Regional Directors: Tina Dawson Scott, Susie Ingram, Marvin Warner, Ramona Puskar, Rockette Jaros, Bryanna Blackburn, Ylanda Wilhite, Abby de Buhr, Margaret Gazdacka; Abbie Endlund, Executive Director; Meghan Bowe, Projects Coordinator;

Committee Chairs and Liaisons: Chelsea Prah, Membership Chair

Guests: Lara Sviatko, Rebecca Prui, Janet Dahlberg

Not Present: Teresa Vaughn, Mini Grants Chair; Kristi Morris, EPA Liaison; Jo Fessett, Illinois Audubon Liaison; Judy Miller, NAAEE Representative; Jennie Bunde, EEAI Nominations and Elections Co-Chair; Stacey Clementz, Treasurer; Richie Wolf, Awards Chair; Stacey Clementz, PR Chair;

Quorum present.

voted on - yellow

Items requiring Action-Underlined

Items moved to Ad-Hoc- blue

Quorum is present

- I. **Call to Order:** Meeting called to order at 3:30pm By President Jessica Prince-Sharrar
- II. **Additions to the Agenda. Addition- Plan of action by Tina Dawson Scott.** Motion to accept agenda as amended by Marvin Warner; Second by Rockette Jaros ; passed by voice vote; no abstentions.
- III. **Review and approval of March Meeting Minutes .** Motion to accept March meeting minutes as submitted by Marvin Warner; Second by Tina Dawson Scott ; passed by voice vote; no abstentions.
- IV. **Old Business**
  - a. Transition Plan of Project WILD, in review- Meghan went over the draft plan for transfer of WILD to EEAI. Facilitators are in the process of being notified about the change and zoom meetings are being planned to onboard everyone to the new process we use for existing projects.
  - b. Projects Coordinator 2020-2021 Contract. Meghan left the conference call for discussion. Motion to approve Projects Coordinator Contract as submitted by Tina Dawson Scott; Second by Jennifer Day Tariq; passed by voice vote; no abstentions.
  - c. MEEC – Interest and feasibility-Abbie Endlund met with our MEEC partners. After discussion, there seems to be an agreement to continue, but with an updated MOU and more state commitments. Abbie was asked to chair the MEEC steering committee. She needs board support to continue with the endeavor. After discussion the board decided to move forward with a new MOU and commit at a later time.

## V. New Business

- a. Outgoing members and introduction of new board members: Jessica, Margaret, Tina, Kelli, Brynn, Richie will be leaving their positions. Tina will be the new President, Rebecca Pruium, Lara Sviatko, Janet Dahlberg.
- b. 2020 Member Gathering – Fall- Due to our conference being cancelled, we would like to have some kind of membership gathering. The board decided to have a formal awards ceremony with a speaker and dinner. A fee will be charged to cover expenses. Abbie will ask for committee members to form an ad-hoc committee to plan this.

## VI. Executive Office and Staff Reports

- a. President (Jessica Prince)
  1. ED Annual Review – Scheduled for Tuesday April 7, 2020
  2. Board appointment of Jennifer Tariq to Immediate Past President, 2 yr term **Motion made to Appoint Jenn to continue as IPP for the following two years by Jessica second by Marvin; Jenn abstained. Motion passed by voice vote**
  3. On-boarding status, President Tina Tina and Jessica have met for a smooth transition of responsibilities
- b. President Elect (Tina Dawson-Scott)
  1. Board Job Descriptions – Tina would like the job descriptions completed. Make current on google drive. Assignment to finish this assigned to Tina.
  2. EEAI Constitution – Is May 2008 most current version? Assignment Janet and Jenn will complete this before the next board meeting
  3. New Board Meeting Schedule Next meeting is May 7<sup>th</sup>, July and September, Rockford November 6-7 Board retreat in person.
  4. Board Roster – Keeper of the most current version is on the google drive. Please check for accuracy.
  5. Plan of action-
    - Tina would like regional directors to look at the plan of action to have plans for the year for events. Please submit all your plans for the year. There should be 3-4 events planned in the region between May and November. Name date, time, location, cost and sign up information, so it can be advertised. It is due by the next board meeting.
    - RD's need to have split duties, one for email and one for social media. Every month RDs should be in contact with members. At least once a week there should be a social media post. Tina challenges each region to increase the numbers of facebook group members by 25, and that region will get a free membership to give away. 50 new members will get 2 free memberships.
- c. Executive Director's Report (Abbie Englund)
  1. MEEC Steering Committee –see above
  2. Open board positions, update on on-boarding of new board members- Abbie working on this, and discussing with Teresa Vaughn about coming on as an RD in South. One EC is still open.
  3. Leadership Summit – Status- Will be rescheduled due to Covid-19 to the end of August.
  4. Online PD Offerings- EE online speaker series started today with Grantwriting 101 session. More will be upcoming, and are free.
  5. Pop-Up COVID 19 Programing Discussion- Thursday mornings.
  6. As a year 3 leadership state we have become part of the leadership cohort with NAAEE. We can send 3 people to their next conference. We can also apply for a minigrant up to \$7000 to help with implementation of any associated projects.

7. NAAEE is wanting to develop a national EE certification program. Abbie needs to submit our position on becoming part of this. After discussion, the board agreed to move forward in support.
  8. Abbie thanked and recognized the southern region for all their work on the cancelled 2020 conference.
- d. IPP – Fund Development (Jennifer)-Abbie and Jenn have discussed fund raising, but because of the pandemic, we will be postponing the appeal until the fall.
  - e. Treasurer’s Report [Stacy]- no report
  - f. Project’s Report [Meghan Bowe]- MPI grant is going to be extended to give more time . We can apply for an EE 360 grant for PLT. This will allow Meghan to travel to each region to plan trainings.

**VII. Region Reports**

- a. South (Bryn, Rockette)  
2020 Conference Wrap-Up- There are a few leftover items from the conference we need to get them passed on to membership or for the next conference.
- b. Status of new RD East Central (Abby)  
2020 regional Events – no updates
- c. Northeast (Kelli, Margaret, Ylanda)  
On boarding Plan for Lara and Rebecca-Ylanda will be meeting virtually with the new RDs.  
2020 Regional Events- no updates
- d. Northwest (Tina, Susie)  
2020 Regional Events-no updates  
On boarding plan for Janet- Tina and Susie have emailed and working on a NW and NE meeting when it is possible.
- e. West Central (Ramona, Marvin)  
2021 Conference Planning. Status Update- Planning a meeting with SIU Edwardsville- they will be our host. We will have two facilities on campus. Lodging is being planned now.

**VIII. Committee Reports**

- a. Membership (Chelsea)- Still working on GiftTool to fix the glitch that allows differentiation between current and past members. That report should be coming soon
- b. PR (Stacy)- no report
- c. Awards (Richie) – New Chair Jennifer will be taking over for Ritchie.
- d. Mini-Grants (Teresa)- no report
- e. Elections (Jennie)-no report

**IX. Announcements**

Jenn thanks Jessica for stepping in as president for a year.

**X. Next Meeting**

May 7<sup>th</sup> 3:30-5:00pm, Video/Phone Conference-  
Pre-Subs due April 27, 2020

**XI. Call to Adjourn**

Motion to adjourn made by Jennifer Day Tariq; Seconded by Tina Dawson Scott; passed by voice vote.  
Meeting adjourned at 5:17pm.