

**Environmental Education Association of Illinois
Board Meeting minutes**

Friday, December 2016, 10am
Anita Purves Nature Center

Board Meeting Attendees: Janet Beach Davis, Kirsten Hope Walker, Stacey Clementz Peggy Doty, Jennifer VanDerMolen, Laura McCoy, Jame Holt, Pam Evans, Jason Haupt, Steve Gariepy, Teresa Vaughn, Mini Grants Chair

Committee Chairs and Liaisons: Sarah Livesay, Projects Coordinator; Heidi Vassel, Membership Chair; Savannah Donovan, PR Chair and Jenna Parks, PR committee;

Guests:

Not Present: Patti Brown, Tina Dawson Scott, Ann Townsend, Anna Marie Froeschle, Rebecca Laurent, Governmental Affairs; Richie Wolf, Awards Chair; Kristi Morris, EPA Liaison; Jo Fessett, Illinois Audubon Liaison; Judy Miller, NAAEE Representative; Jennie Bunde, EEAI Nominations and Elections Co-Chair;

Quorum present.

voted on - yellow

Items requiring Action-Underlined

Items moved to Ad-Hoc- blue

1. Call to Order – President Stacey Clementz called to order at 10:03am
2.
 - a. Additions/corrections to agenda- review/ vote motion to accept agenda with changes made by Kirsten Hope Walker; seconded by Jame Holt; passed by voice vote, no abstentions
 - a. 4d change to Heidi Vassel
 - b. 4e Remove regional newsletters
 - c. 4g remove vote on rewards slate
 - d. 4h remove need chair
 - e. 4i remove student recruitment liaison
 - b. 2017-2020 Strategic Plan – review/vote motion to accept Strategic Plan as submitted made by Jennifer VanDerMolen ; seconded by Kirsten Hope Walker; passed by voice vote, no abstentions
 - c. Annual Appeal- We have done an annual appeal for 4-5 years. We generally only make a few hundred dollars over our costs. After discussion, it was decided to have our major annual appeal closer to Earth Day, with a minor reminder around the holidays.
 - a. Through GiftTool- all donations will be through gift tools. We can also use Razoo.

- b. 100% Board Giving- Stacey reminds the board that we are a 100% percent giving board.
 - d. Google Drive backup- we will be backing up old documents offline
 - e. Fund Development-Immediate Past President will now be the chair of fund development. This will be added to the job description.
 - f. Membership brochure & ISTA Joint Membership- The MOU with ISTA to have a joint membership agreement will not be renewed, as it was not beneficial to us. New forms have been printed that have removed the ISTA text, and there is no longer a mail in option. All memberships will be done through the website.
- 3. Secretary's Report - Janet Beach Davis
 - a. September Meeting Minutes review/ vote motion to accept Meeting Minutes as submitted made by Jennifer VanDerMolen; seconded by Laura McCoy ; passed by voice vote, no abstentions
- 4. Treasurer's Reports – Kirsten Hope Walker
 - a. Treasurer's pre-submitted – review/ vote motion to accept treasurer's report as submitted made by Jason Haupt; seconded by Pam Evans; passed by voice vote, no abstentions
 - b. FY 2017-18 Budget Discussion – Region Directors need to be more aware of deadlines for budgets. Next year budgets will be completed at the September board meeting so that the Executive Committee can be around to answer questions. Kirsten will have specific instructions for deposits and dispersals on the google drive for everyone to use. Please don't just change the blank form on the drive. Download it and save each one as you submit them.
- 5. Committee/Chair Reports
 - a. Education – Laura McCoy- This committee has been consolidated, and will no longer meet.
 - b. Projects Update – Sarah Livesay- Laura has been doing many regional workshops for Sarah. Patti Brown was awarded a GreenWorks Grant. MPI grant money was awarded (\$9575)- and some of that grant money will be to create PLT More for regional trainings at MEEC. National PLT personnel will also be attending. CEE, the provider of G UW will be dissolving December 31, 2016 and the national Association of Fish and Wildlife Agencies- (made of all national DNR agencies) will now be the host for all WILD projects. They will be better funded, and will be maintaining the environmental focus of the guides. We also were awarded a grant from Whitetails Unlimited to buy guides for the coming year. There are a few more grant possibilities nationally, especially through NAAEE and National PLT that we can apply for.
 - c. EEAI Sales --- *(moving under Treasurer and regional directors in charge of the conference will be in charge of coordinating with treasurer)*
 - d. Membership –Heidi Vasel- Heidi will be taking a break, so Stacey has filled in. Heidi will be stepping back in this month.

- e. Public Relations --Savannah Donovan, - will be stepping back in and will be getting help from Jenna Parks at SIU and others around the state. Hannah Grant will be assisting with Constant Contact.
 - f. Nominations and Elections-Jennie Bunde/Jo Fessett/Janet Beach Davis
 - a. Slate of nominees-- review/ vote motion to accept slate of nominees as submitted made by Jason Haupt; seconded by Peggy Doty; passed by voice vote, no abstentions
 - g. Awards -
 - a. Mini-grants – Teresa Vaughan- There was a small group of proposals this year. The categories for the mini-grants will be changing to encourage formal educators to apply. For this year- Anita Purvis Nature Center for a teen adventure camp, Allerton Park for school programs, DeKalb County Forest Preserve for Bringing Bird Sounds Indoors. Teresa asked for anyone on the board who would like to help with the whole grant program to contact her.
 - h. Governmental Affairs-no report
 - i. Liaison reports – Jo Fessett, Kristi Morris, Judy Miller-no reports
6. Conferences
- a. 2016 NAAEE – October 18-22-Stacey shared the award we won for NAAEE Outstanding Affiliate of the Year.
 - b. 2017 MEEC – Jame Holt, Jennifer VanDerMolen and Laura McCoy (Ad-hoc)
 - c. 2017 Annual Meeting- in the spring at SIU before SEEEC.
 - d. 2016 Illinois Science Education Conference, Oct. 7-8, Peoria- Projects were there- G UW and PLT.
7. President’s Report
- a. EEAI 2016-17 Meeting Dates
 - Friday, Feb. 3 10am, Anita Purves Nature Center
 - Annual Meeting
 - Date to be determined (will be between March 10-12) at Touch of Nature at SIU.
 - Board Retreat
 - Saturday, June 3 or 10 Location & Time TBD
 - Saturday, September 9 10am, Anita Purves Nature Center
8. Regional Report Updates- Steve/Southern – flyers for the eclipse event in August 2017. SEEEC event in March starting to come together. 14 presenters and 7 more in the wings, Adler planetarium speaker will kickoff, and sessions on NGRECC, PLT, Field trip to cypress creek, bees, and sustainable gardening. Sessions will be multi-generational and as broad as possible. Steve will be filling committee spots soon.

9. Adjournment- motion to adjourn Peggy Doty, second, Kirsten Hope Walker, passed by voice vote, no abstentions. Adjourned at 12:24pm

Ad Hoc:
2017 MEEC

Motions for Consideration

Nomination Slate for 2017-18:

President: Jennifer Tariq, Douglas Hart Nature Center, Mattoon

President Elect: vacant

Secretary: Janet Beach-Davis

Treasurer: Kirsten Hope Walker

Northwest: vacant spot

Northeast: Jame Holt

West Central: Kim Petzing, Madison County Planning & Development, Tremont

East Central: Pam Evans

South: Steve Gariepy



Environmental Education Association of Illinois Strategic Plan 2017-2020

Mission Statement: To maintain a vital network that supports and advances quality environmental education throughout the state.

The Environmental Education Association of Illinois (EEAI) is a group of concerned citizens who are interested in educating people of all ages to the importance of understanding and protecting the environment.

Since its inception, EEAI has provided leadership at the local, state and national level within the environmental education community by providing and supporting professional development services to the formal and non-formal educator. As host to national, state-based and independent professional development events and curriculums such as Growing Up WILD, Project Learning Tree and the Midwest Environmental Education Conference, EEAI has set the professional standard to which educators have learned to depend on.

EEAI is governed by a board of directors. The state of Illinois is divided into five regions, each of which is served by two representatives-with the exception of the northeast region which is served by three representatives. The membership elects the regional directors and officers, i.e., president, president-elect, secretary and treasurer.

EEAI is the Illinois affiliate on the North American Association for Environmental Education (NAAEE). NAAEE is the world's largest association of environmental educators, with members in North America and 55 countries worldwide.

How does the Environmental Education Association of Illinois lead?

- Sponsors environmental education conferences in conjunction with EEAI's spring membership meeting. The EEAI Annual Meeting and Conference is held at different locations throughout the state of Illinois.
- Once every eight years, EEAI sponsors the Midwest Environmental Education Conference, which draws participants from throughout the nation.
- Sponsors Project Learning Tree® and Growing Up WILD™ in the state of Illinois.
- Publishes the Illinois environmental education Update newsletter; the only periodical in Illinois devoted to current information and ideas about environmental education.

- Reviews and makes recommendations regarding environmental education materials, trains workshop facilitators and locates funding sources to implement high quality environmental education programs.

As part of the Community Foundation of East Central Illinois' Center for Nonprofit Excellence program, information was gathered about current challenges and future opportunities from members of the Board of Directors and the community. The board reviewed the strengths and weaknesses internal to the organization and the opportunities and threats of external forces.

Based on those discussions, the Board has committed to a strategic plan that will provide a path for the organization over the next three years. The intent is that it will guide the way but provide the flexibility to react appropriately to changing community needs, financial challenges and opportunities and the long-term viability of the organization.

Staffing

Goal: Hire an executive director by end of fiscal year 2018

1. Establish job responsibilities for a paid staff member, initially focusing on at least a .50 FIE position
2. Establish hiring and supervision protocol

Governance

Goal: Review the structure, roles and responsibilities of the Board of Directors

1. Formalize roles and responsibilities of the Board
2. Review and consolidate committees
3. Provide additional training and support for board members
4. Formalize the development and orientation process for members of the Board
5. Research the possibility of establishing more regions to enable board members to better serve and represent the interests and concerns in their areas

Programming

Goal: Innovate and broaden the programs and services offered

1. Pursue opportunities for electronic communication of information and service delivery for the board and for members
 - a. Webinars
 - b. Interactive learning opportunities
 - c. New offerings
2. Review needed ISBE Clock Hours
3. Pursue National Accreditation opportunities
4. Expand member events locally and state-wide
5. Provide programming resources for school districts and establish greater collaborations

Membership

Goal: Increase membership by 20% by May 2018

1. Actively solicit new members to EEAI
 - a. Diversify membership
 - b. Offer EEAI members “rewards” or recognition for bringing in new members
2. Actively engage members and make it each Board member’s responsibility to do so, e.g. include it in the “Responsibilities of Board Members”

Goal: Increase membership incentives by April 2018

1. Further define member benefits
 - a. Add value to membership
 - b. Think creatively about “why be a member?” and expand on what it means to be a member

Financial

Goal: Review and consolidate the dues structure, ensuring it provides for the growing needs of the organization and allows for service delivery

1. Once the added membership value has been established, enact a reasonable membership dues increase

Goal: Actively pursue local, state, federal and nongovernmental grants to ensure the long-term financial stability of EEAI

Goal: Review amount of operational reserve and method of investment of funds



This work is part of the Community Foundation's
Center for Nonprofit Excellence program.

The Foundation is committed to increasing the
capacity of nonprofit organizations and their Boards of Directors,
thus enhancing the service provided to their constituents.