

Environmental Education Association of Illinois
Board Meeting Minutes

Friday, December 4, 2015,
10am Anita Purves Nature Center

Board Meeting Attendees: Janet Beach Davis, , Kirsten Hope Walker, Linda Hauser, Stacey Clementz, , Natalie Marioni, Sarah Livesay, Patti Brown, Steve Gariepy, Jennifer Day Tariq, Tina Dawson Scott, Peggy Doty, Jennifer VanDerMolen, Laura McCoy,

Committee Chairs (other than RD's): Heidi Vasel, Membership Chair; Savannah Donovan, PR Chair.

Not in Attendance: Kristi Morris, Jo Fessett, Betsy Irwin, Richie Wolf, Charlie Jakes, T-shirt chair; Pam Evans, Jame Holt, Allison Neubauer, Student Recruitment Chair;

Guests: Rebecca Laurent, Green LYFE; Bryanna Blackburn, SIU.

Quorum present.

voted on - yellow

Items requiring Action-Underlined

Items moved to Ad-Hoc- blue

1. Call to Order – President Stacey Clementz Meeting called to order at 10:07 am. Board introductions for visitors.
 - a. Guest Presenters: Rebecca Laurent with the Green LYFE Network (Leading Youth For the Environment) Rebecca described the history of Green LYFE network and asked to partner with us to help reach teachers. Stacey suggested that they put in a proposal for our conference. It was also suggested that Rebecca contact Allison to connect with students. There were several board members willing to make connections with programs for high school students.
 - b. Additions to agenda- review/ vote Motion to accept agenda as submitted made by Jennifer Day Tariq; seconded by Linda Hauser; passed by voice vote; no abstentions.
 - c. GiftTools – Fees as costs broken down by yearly fees. review/vote Motion to move forward with GiftTools made by Kirsten Hope Walker; seconded by Tina Dawson Scott; after discussion passed by voice vote; no abstentions.
 - d. Annual Appeal-need committee – Was suggested that Past-President chair that committee. Anyone who is interested in being on the committee, contact Stacey.
 - e. Updated board position descriptions- Stacey has been updating board position descriptions. They are on the google drive. Stacey asked for members to review them for additions and corrections. We will be approving these in February.

2. Secretary's Report - Janet Beach Davis
 - a. September Meeting Minutes review/ vote Motion to accept as submitted made

by Natalie Marioni; seconded by Kirsten Hope Walker; passed by voice vote; no abstentions.

3. Treasurer's Reports – Kirsten Hope Walker

- a. Treasurer's pre-submitted – Royal Accounting is now keeping our books, and Kirsten has been working with them. The board financial reports are not current, but we'll have a new procedure up soon. We will be using account numbers to help organize the budget. There will be a master list of all accounts on the google drive. The new report format is much easier to read.

We have successfully changed all of our money to Chase Bank, except for two investments (Money Market and CD) will be transferred when they mature.

review/ vote Motion to accept Treasurer's Report as submitted made by Jennifer VanDerMolen; seconded by Peggy Doty; passed by voice vote; no abstentions.

- b. FY 2016-17 Budget Discussion – Only a couple budgets are still out. Executive Committee will review them.

4. Committee/Chair Reports

- a. Education – Laura McCoy- Reached out to other organizations about a climate workshop- NISTA gave no reply from any board member; ISTA gave no reply; Laura will be meeting with other agencies as well. Tina is organizing a meeting to see how they can collaborate for a northern Illinois professional development opportunity for organizations that are seeing reduced budgets for PD.
- b. Projects Update – Sarah Livesay-Sarah applied for the MPI grant, and we were awarded a full grant. There will be a PLT organizational conference that we will not be financially supporting, but Sarah will attending. We got a grant to help fund native wood displays from a local forestry organization. EEAI awarded grants for Green Schools to two schools funded by Green Schools.
- c. EEAI Sales -- Charlie Jacques- Stacey for Charlie
Update on sales tax- We can only sell logo items at the conference for now.
- d. Membership --Allison Jones- Heidi Vassel is taking over.
- e. Public Relations --Savannah Donovan- Stacy has someone who will perhaps take over for Savannah and then assist her later.
 - a. Regional E-newsletters- UPDATE open rate was good. Submissions due for the January UPDATE is January 4th. Savannah asked for one item from each regional director. Savannah asks that any regional newsletter are not sent out at the same time as the UPDATE.
- f. Nominations and Elections-Jennie Bunde/Jo Fessett
 - a. Slate of nominees-As listed below- review/ vote Motion to accept slate as submitted made by Linda Hauser; seconded by Jennifer VanDerMolen; passed by voice vote; no abstentions.
- g. Awards --Richie Wolf
 - a. Vote on awards as submitted awards not submitted. Vote on winners tabled until the next meeting.—
- h. Minigrants- Four grants were chosen to receive \$350 grants.
- i. Governmental Affairs
 - a. Need chair- Lara has stepped down. There is a candidate under consideration, but any other interested persons should contact Stacey.

- j. Student Recruitment Liaison –Kirsten for Allison Neubauer- Report form on the google drive for contacts for student events. Please add to the list for Allison to use for recruitment.
- k. Liaison reports – Jo Fessett, Kristi Morris, Judy Miller- no reports

5. Conferences

- a. Future Business Leaders of America State Leadership Conference, Springfield, IL at the Crowne Plaza Hotel, April 1-2, 2016
- b. 2015 ISTA Conference – Jame Holt and Jessica Prince represented EEAI.
 - a. 2016 ISTA/ICTM Science and Math Conference, October 7-8, 2016-- Peoria Civic Center, Peoria, IL
- c. 2015 EEAI Conference- South- Linda Hauser and Steve Gariepy
 - i. Final numbers- no report- should be available soon.
- d. 2015 MEEC- high attendance at MEEC.
- e. 2016 EEAI Conference – West Central- AD-Hoc
- f. 2017 MEEC – Jame Holt, Jennifer VanDerMolen and Laura McCoy-AD-Hoc
 - i. Update on Meeconference.org website

6. President’s Report

- a. EEAI 2015-16 Meeting Dates
 - Friday, Feb 5, 2016 10am, Anita Purves Nature Center
 - Annual Meeting, March 11-12, 2016, Spoon River
 - Board Retreat: Saturday, June 11, 2016 Location & Time TBD
 - Saturday Sept 10, 2016 10am, Anita Purves Nature Center
 - Friday Dec 2, 2016 10am, Anita Purves Nature Center
- b. Strategic Plan
 - Friday, Dec. 11 1-4:30pm
Heartland Community College

7. Regional Report Updates- Steve would like to organize a student conference at Touch of Nature. It was suggested that there be a pre-conference day for students at our conference. More information to come.

8. Adjournment Motion to adjourn made by Kirsten Hope Walker; seconded by Natalie Marioni; passed by voice vote; no abstentions. Meeting adjourned at 12:37pm .

Ad Hoc:

Stuff annual appeal letters

2017 MEEC

2015 EEAI Conference

Motions for Consideration

GiftTools

GiftTool is an online registration software that includes several different modules including membership, event registrar and donations. Each of these modules are in charge of different things; see below for more information on each of the modules we are interested in for EEAI.

Membership:

- Automatic renewal notices
- Members log-in page (**extra fee**): they can change their contact information, password, and view documents/videos that only members can see
- Can import old members (can't do this through event registrar)

Event Registrar:

(Conference Registrations/Professional Development Workshops)

- Can do multiple pricing, registrant types and other variables
- Real-time reporting
- Set early bird registration savings, group discounts, session capacity, member and non-member pricing
- Can set capacity how many spots are left in workshop
- Can create name badges
- Can set up conference sponsorship and exhibitors as an event
- Each event is assigned an event coordinator that can log in to see who is signed up, etc.
 - They suggest having a gmail account for events like if we have our conference on here we would have a EEAIConference@gmail.com account so that multiple people can check out who is registered, etc. *You can only have one email down as an event coordinator for each event.*

Donations:

I think this is a great module but not sure if we should get it right away. I think we should stick with Membership and Event Registrar and then get this later if needed.

- Appeal letter/form
- Payments can be made monthly, quarterly or one time
- Can do "in tributes/honorariums"
- Can set up gift donations where people would purchase a donation for a relative/friend and it would send them a customized e-card

Fees:

GiftTool		First year fees:
One time set up fee	\$250 per module: Would like three modules and they give a 20% discount Total: \$600	All 3 modules=\$600 2 modules (event registrar and membership)=\$450
<i>Donation</i>	<i>\$25 monthly</i>	<i>\$300</i>
Membership	\$40 monthly	\$480
Event Registrar	\$40 monthly	\$480
Transaction Fee	\$0.99 per transaction (average transaction per year=~1000)	\$1000
Credit Card Fee	\$0.24 per credit card transaction (average transaction per year=1000)	\$240

	TOTAL	\$3100
Internet Merchant (Chase)		
Fees: depends on type of card but these are the higher end pricing	3.08% per transaction= \$3.80 for every \$100 <i>Minimum \$25 fee if the total of all the above Internet Merchant fees are less than \$25. Includes the authorization fee.</i>	If \$50,000 in transaction for first year = \$1,540
Authorization Fee	\$0.20 per transaction Average transaction per year =1000)	\$200
Payment gateway (Chase)		
Setup Fee	\$50	\$50
Monthly Fee	\$10	\$120

	Cost for first year	Revenue
One time set up fee	\$450	
Membership	\$480	
Event Registrar	\$480	
Transaction Fee (estimated)	\$1000	
Credit Card Fee (estimated)	\$240	
Internet Merchant Fees (estimated)	\$1,540	
Internet Merchant Authorization Fees (estimated)	\$200	
Payment Gateway Setup Fee	\$50	
Payment Gateway Monthly Fee	\$120	
MPI Grant		\$1860
TOTAL	\$4,560	\$1860

Total Cost to EEAI: \$2700

For each transaction made on GiftTool it will cost:

\$0.99 – GiftTool transaction fee

\$0.24 – GiftTool credit card fee

\$0.20 – Internet Merchant Authorization Fee

3.08% of transaction – Internet Merchant Fees (*this percentage might be less depending on what type of card they are using*)

Example:

So, if someone signed up for a training that cost \$100 we would pay the Internet Merchant and GiftTool:

\$4.51. We would end up making \$95.49 for that training.

We could recover these costs by bumping up our prices; membership, conference, trainings, etc.

Nomination Slate for 2016-17:

President Elect: *open*

Northeast Regional Director:

Jennifer VanDerMolen

Laura McCoy

East Central Regional Director:

Jennifer Tariq

Northwest Regional Director:

Tina Dawson

West Central Regional Director:

Jason Haupt, Extension Educator, Energy and Environmental Stewardship,
(Fulton/Mason/Peoria/Tazewell Unit), Lewistown

South Regional Director:

Anne Townsend, Outdoor Program Manager for the Girl Scouts of Southern Illinois, Mt.
Vernon