

Environmental Education Association of Illinois Board Meeting Minutes  
December 7, 2012  
Anita Purvis Nature Center, Urbana, IL  
10am-12pm

Board Meeting Attendees: Lara Darling, Elizabeth Hagen-Moeller, Janet Beach Davis, Erica Schneider, Patti Brown, Jennifer VanDerMolen, Jennifer Day Tariq, Cyndi Duda, Betsy Irwin, Peggy Doty, Sarah Livesay, Richie Wolf, Linda Hauser.

Committee Chairs (other than RD's): Caty Roland, Stacey Clementz

Liaisons: none

Not in Attendance: Becky Stokes Lambert, Laura McCoy, Kate Hellgren

voted on - yellow

Items requiring Action-Underlined

Items moved to Ad-Hoc- blue

1. Call to Order – President, Lara Darling 10:04 am. Introduction of guests, meeting called to order. Lara announced that a friend to EEAI and Liasion Steve Kolsto is retiring, and she will be distributing a card during the meeting for the board to sign.
2. Adoption or Amendments to Agenda **review/vote** One amendment: Lara added a vote and discussion about the Green Star award. **Motion to approve amended agenda made by Patti Brown, Seconded by Erica Schneider, passed by voice vote; no abstentions.**
3. Secretary's Report – September 2012 Board Meeting Minutes **review/ vote** – Janet Beach Davis **Motion to accept as submitted made by Peggy Doty, Cyndi Duda seconded, approved by voice vote, Richie Wolf abstained due to non attendance last meeting.**
4. Treasurer's Report– **review/ vote** – Becky Stokes Lambert –Lara for Becky. Sarah Livesay reminded that per our by-laws we need to have an audit when we change treasurers. We need to decide how to deal with this requirement at the next board meeting as Becky is not running for re-election. **After discussion and clarification of treasurer's report, motion to approve Treasurer's Reports as submitted made by Richie Wolf; seconded by Betsy Irwin; passed by voice vote; no abstentions.**
  - Our 990 has been completed and will be mailed today.
- a. FY 2013-14 Budget Discussion – Lara passed out the budget worksheets for the board. These need to be returned to Becky Stokes Lambert by Jan 18<sup>th</sup>, and the Executive Committee will review the budgets at the February Meeting. The final budgets will be voted on at the Annual Meeting. Becky can send to electronic workbook to anyone who would rather submit electronically.
5. Committee/Chair Reports
  - a. Education/Program
    - i. Projects Update – Sarah Livesay – Sarah is asking for assistance for the Pre-Service Facilitator Committee. She would like names of people at community colleges and universities willing to make PLT part of their curriculum.
    - ii. EEAI Projects Coordinator Proposal-**review/vote** After asking Sarah to leave the room, the Proposal was discussed. The contract is the same as last year. There is a

typo of the omission of the word "days" in section 2.f. **Motion to approve Projects Coordinator Proposal as amended made by Richie Wolf; seconded by Cyndi Duda; passed by voice vote; no abstentions.**

iii. Flying WILD Update – Jo Fessett – Lara for Jo- Jo has challenged each region to have a Flying WILD training by this spring.

iv. Project WET Update – Patti Brown- The first facilitator refresher will be Feb 1, 2013 in at National Great Rivers Education Center. Patti asked everyone to spread the word to past facilitators as there are no records from IDNR and Water CAMPWS with contact information or even names of past facilitators. There will be a facilitator refresher at the conference, and perhaps an educator training. There is a new Project WET portal you access after training with resources and worksheets online.

#### b. Conferences

i. Illinois Science Education Conference, Springfield – November 2 – Sarah Livesay, Lara Darling, Laura McCoy- We were given a free booth at the conference per our reciprocal agreement.

ii. Illinois ASCD Pre-K/Kindergarten Conference – Schamburg, IL – March 7-8, 2013 – Sarah Livesay, Lara Darling- They will be offering session at the conference.

iii. 2013 EEAI Annual Meeting and Conference – April 25-26, 2013 – Richie Wolf, Peggy Doty – **ad hoc meeting** – Richie and Peggy- An article will be coming for the UPDATE. Lodging will be onsite-\$65 per night for single or double. Please reserve before April 4<sup>th</sup>. Thursday will be 5 field trip options; Thursday night will be bowling and billiards and the silent auction; Friday- Keynote speaker at breakfast, concurrent sessions during the day, Lunch with awards and annual meeting. The conference registration will be \$70 for members \$100 for non members (includes membership). Exelon will be sponsoring with a \$3000 grant.

iv. 2013 Midwest Environmental Education Conference, Hosted by the Iowa Conservation Education Coalition – September 25-28, 2013 – Marriott Hotel & Conference Center, Coralville, IA; Theme: "Seasons of Plenty" – Call for proposals have been extended to December 14, 2012.

#### c. Membership – Caty Roland

i. Renewal of ISTA/EEAI Membership Agreement Discussion- 22 new members and 79 renewals since the beginning of the fiscal year. Caty has been purging expired members, and she asks RD's to contact those members to encourage them to re-join. Lara asked for a general consensus from the board concerning renewing our reciprocal agreement. Caty and Stacey will be working on wording for the new membership brochure.

#### d. Nominations and Elections – Jo Fessett, Jennie Bunde

Slate of Nominees for 2013 – **review/vote** Change to Nominations, Remove Kate Hellgren from the Nomination for Southern region, as she has taken a new position and will not be able to devote as much time to EEAI as she feels she needs to. **Motion to approve Slate of Nominees as amended made by Jennifer Day Tariq; seconded by Patti Brown; passed by voice vote; no abstentions.**

#### e. Public Relations – Stacey Clementz, Savannah Donovan

i. EEAI Webmaster/Newsletter Editor Contracts completed –Stacey and Savannah have been working up a written contract. We will have to renew the contracts in April. With the new UPDATE software, Stacey is considering moving the Graphics design duties to the PR chair, as it is much easier to do in the new software. The new UPDATE has gone out electronically. Stacey asked for the RD's to let the members know to look for the UPDATE as an email now.

f. Awards – Richie Wolf

i. Mini-Grants Report – 6 Grants awarded out of 12 submitted. All submitters have been notified.

ii. Awards Report – Annual awards- nominations in all three categories have been received. Richie will be forming a review committee today. Winners will be announced at the Annual Meeting at the conference.

g. Long Range Plan – Elizabeth Hagen Moeller – no report

i. do good Consulting – MPI PLT Grant- will continue.

h. Governmental Affairs – Lara has someone under consideration for the GA position.

## 6. President's Report

A past president , Michael Schneider, has become gravely ill. Bob Carter suggested a scholarship in his honor. Lara suggests that EEAI will be happy to coordinate a scholarship, but the funding would have to come from elsewhere, as EEAI is not able to fund a scholarship at this time. Several suggestions for recognition from the board were offered.

NAAEE- Green star awards and green school policy- NAAEE is modeling an award on the green ribbon school award program. The Green Star award is to reward states for supporting green ribbon schools. They are going to award to the top three states. They would like state and national partners to sign on. Several national and state organizations have signed on. Lara asked if EEAI should sign on as a state supporter, which will not require any time or money on our part. We would be listed as a supporter and we could add a link to our website. **A motion was made to allow Lara to sign for EEAI as a state supporter for the Green Star Program by Richie Wolf; seconded by Jennifer Van Der Molen passed by voice vote; no abstentions.**

a. EEAI Board Meeting Dates and Locations

Friday, February 8, 2013 –	Board Meeting, 10am, Anita Purves Nature Center
Friday, April 26, 2013 –	Annual Meeting, Northern Illinois University, Dekalb, IL
June 2013 –	EEAI Board Retreat and Board Meeting, TBD
Saturday, September 14, 2013 -	Board Meeting, 10am, Anita Purves Nature Center
Friday, December 6, 2013 -	Board Meeting, 10am, Anita Purves Nature Center

8. Regional Report Updates – additional WC presub items were sent separately by Patti Brown. Sarah asked to be able to sign the board names to Christmas cards for project facilitators. The board agreed, Sarah asked to know who gets a fundraising newsletter from PLT.

9. Adjourn: Motion **to adjourn made by Richie Wolf; seconded by Linda Hauser; passed by voice vote; no abstentions.** Meeting adjourned at 12:01pm.

Ad Hoc Meetings:

**2012 Annual Meeting and Conference**

## Regional Director Meetings – preliminary budget discussions, outline plans for 2013

Motions approved (amended):

1. Slate of Nominations:

Nomination Slate for 2013-2015

President: Patti Brown ([pbrown@pisanet.com](mailto:pbrown@pisanet.com))

President-Elect: Open

Secretary: Janet Beach-Davis ([janet.beach-davis@heartland.edu](mailto:janet.beach-davis@heartland.edu))

Treasurer: Kirsten Hope Walker ([walkerkirstenhope@gmail.com](mailto:walkerkirstenhope@gmail.com))

NorthEast RD:

Jame Holt ([holtj@rbhs208.net](mailto:holtj@rbhs208.net))

Cheryl Vargo ([c.vargo@yahoo.com](mailto:c.vargo@yahoo.com))

NorthWest RD:

Peggy Doty ([psdoty@illinois.edu](mailto:psdoty@illinois.edu))

East Central RD:

Pam Evans ([pevans@charleston.k12.il.us](mailto:pevans@charleston.k12.il.us))

West Central RD:

Open -- WOULD LOVE TO HAVE A NAME BY THE DECEMBER BOARD MEETING, PLEASE!!!

South RD:

OPEN

2. EEAI Projects Coordinator Proposal

### **EEAI Projects Coordinator**

#### **Contract for Services**

This Independent Contractor Agreement (the "Agreement") is made and entered into by and between the Environmental Education Association of Illinois (EEAI) located at 1505 N. Broadway Ave, Urbana, IL 61801, and Sarah Livesay herein referred to as the "the Contractor", 1803 Apple Tree Ct. St. Joseph, IL.

WHEREAS EEAI requires a Projects Coordinator to serve as administrator, facilitator trainer and general representative for both EEAI adopted Projects, Growing Up WILD™ (GUW) and Project Learning Tree® (PLT) as well as those projects EEAI is affiliated with through partnerships, Project WET and Flying WILD™

NOW, THEREFORE, the parties hereby agree as follows:

### **1. Duties and Responsibilities**

The Contractor will be retrained to fulfill the responsibilities of The EEAI Projects Coordinator. This position will report directly to the Executive Committee.

Responsibilities include, but are not limited to:

- Encourage and promote facilitation and participation in Project workshop throughout Illinois.
- Increase accessibility and visibility of EEAI hosted Projects by serving as information hub able to respond to phone/ email communication through established office hours.
- Design and implement facilitator trainings for G UW and PLT.
- Design, plan and instruct a maximum of four trainings (facilitator and/or educator annually).
- Create facilitator recruitment, training and management program.
- Maintain database of EEAI-certified facilitators.
- Ensure appropriate workshop forms are created and provided to all facilitators.
- Ensure required reporting activity/ forms are received from Illinois facilitators in order to create required annual reporting summaries.
- Manage master annual calendar for all Projects events, as submitted by facilitators.
- Manage G UW guide supplies, submit orders, maintain guide inventory.
- Submit G UW guide invoices to workshop facilitators.
- Serve as a liaison between EEAI Board of Directors and EEAI-certified facilitators. Submit quarterly status reports on all EEAI-hosted projects to the EEAI Board of Directors.
- Create and submit annual required activity reports to both the Council for Environmental Education (G UW) and the American Forest Foundation (PLT).
- Serve as direct liaison between EEAI-certified facilitators/ EEAI Board of Directors and National hosts, American Forest Foundation and Council for Environmental Education.
- Submit grants, as requested by EEAI Board of Directors, in relation to the maintenance and advancement of G UW/ PLT for Illinois.
- Assist in public promotion and advertisement of Project workshops working in association with EEAI Public Relations/Newsletter contacts.
- Assist EEAI webmaster in maintaining, updating and ensuring accuracy on the EEAI Projects webpage for access to facilitator forms as well as general Project information.

## **2. Payment of Services**

- a. In consideration of the Services to be performed, EEAI agrees to reimburse the Contractor for hours of professional service at a rate of at \$13.00/ hour. For the duration of this agreement, total expenses not exceed to \$2,340.00 or 180 total hours. Compensation exceeding this amount will require approval of the EEAI board.
  
- b. Contractor will also allocate 20 additional hours for PLT activity to be funded with the National PLT MPI Grant.
  
- c. EEAI will reimburse the Contractor up to \$500 for Direct Expenses including but not limited to hotel, mileage, parking, tolls, meals, registration fees, office administration supplies/equipment, and minor copy services incurred while this agreement is in effect. Mileage will be reimbursable at the federal mileage rate for private automobile use. Compensation exceeding above amount will require approval of the EEAI board.
  
- d. Trainings conducted by Coordinator will be compensated through a \$25.00/person facilitator fee paid as part of registration costs by participants.
  
- e. Registration fees will be waived for EEAI sponsored events that include Coordinator-instructed workshops.
  
- f. The Contractor shall submit written, signed reports of the time spent performing Services and receipts for Direct Expenses incurred along with a disbursement request to the EEAI President and Treasurer. Reports will itemize, in reasonable detail, the dates on which services were performed or expenses were incurred, the number of hours spent on such dates and a brief description of the services rendered. EEAI shall pay the Contractor the amounts due pursuant to submitted reports within 30 days after such reports are received by the Treasurer.

### **3. Independent Contractor**

Nothing contained herein or any document executed in connection herewith, shall be construed to create an employer-employee partnership between EEAI and the Contractor. The considerations set forth in section 2 shall be the sole consideration due the Contractor for services rendered. It is understood that EEAI will not withhold any amounts for payment of taxes from the compensation of the Contractor. Any and all sums subject to deductions, if any, required to be withheld and/or paid under any applicable state or federal laws shall be the Contractor's sole responsibility and the Contractor shall indemnify and hold EEAI harmless from any and all damages, claims and expenses arising out of or resulting from any claims asserted by any taxing authority as a result of or in connection with said payments.

### **4. Conflict of Interest**

Contractual employees are obligated to always act in the best interest of EEAI. This obligation requires contracted employees, in the performance of EEAI's duties, to seek only the furtherance of EEAI's mission. At all times, contracted employees are prohibited from using their position or EEAI's name for private profit or benefit. The EEAI Conflict of Interest Statement will be an addendum to this contract.

### **5. Terms of Agreement**

The agreement shall commence on January 1, 2013, and continue until December 31, 2013, unless earlier terminated by either party. Either party may terminate this Agreement upon Thirty (30) days prior written notice.

### **6. Adoption**

This agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of this Agreement shall be binding unless in writing and signed by both parties.

---

EEAI President  
da

date

Contractor