

**Environmental Education Association of Illinois**  
**Board Meeting Agenda**  
**September 8, 2012**  
**10am, Anita Purves Nature Center**

Board Meeting Attendees: Lara Darling, Elizabeth Hagen-Moeller, Janet Beach Davis, Erica Schneider, Patti Brown, Jennifer VanDerMolen, Jennifer Day Tariq, Cyndi Duda, Kate Hellgren, Betsy Irwin, Stacey Clementz, Peggy Doty, Sarah Livesay, Laura McCoy.

Committee Chairs (other than RD's): None

Liasons: none

Not in Attendance: Becky Stokes Lambert, Richie Wolf, Linda Hauser,

voted on - yellow

Items requiring Action-Underlined

Items moved to Ad-Hoc- blue

1. Call to Order – President Lara Darling Meeting called to order at 10:06am.
2. Secretary's Report - Janet Beach Davis
  - A. June 2012 Meeting Minutes review/ vote Patti Brown motioned to accept meeting minutes as submitted; Cyndi Duda seconded; passed by voice, no abstentions.
3. Treasurer's Reports – pre-submitted – review/ vote- Becky Stokes-Lambert Some 2012 conference bills have not been paid; otherwise, after discussion, Motion made to accept treasurer's report as submitted made by Cyndi Duda; seconded by Betsy Irwin; passed by voice vote, no abstentions.
4. Committee/Chair Reports
  - A. Education/Program
    1. Projects Update – Report Submitted by Sarah Livesay – IN PLT report added 2 workshops for preservice educators, and one G UW training for seniors. We were awarded the Illinois Tree Farm grant for two standing displays, and the Whitetails Unlimited grant for \$1000 for G UW guides. We are still waiting to hear on two other grants.
    2. Flying WILD – Jo Fessett- Each region has been challenged to hold a Flying WILD workshop in each region.
  - B. Conference
    1. 2013 EEAI Annual Meeting and Conference update – Richie/Peggy – Becky is working on a fundraising brochure. The conference theme will be academic with “degree” levels. Peggy is coordinating a keynote speaker from the Environmental Education department at NIU. The hotel has been arranged, and the call for proposals will be out soon. Richie has been working on a major donor. The conference is Thursday and Friday only, with the annual meeting on Friday at lunch. Registration fees will be in the \$70-100 range, and rooms will be \$65 per night. There may be a Master Naturalist Conference on the Wednesday before.

2. 2012 ISTA Conference, November 1-3, 2012 in Springfield-Friday exhibit hall, we will have a booth. Lara will be setting a schedule.

3. 2013 Midwest Environmental Education Conference – September 25-28, 2013 in Coralville, IA -

C. Finance Committee

1. T-Shirts- Erica – all t-shirts are out in the regions.

D. Nominations and Elections

1. Slate to be presented at the December Board Meeting for Board Approval.

Nominations need to be approved at the December meeting. There is an opening for President Elect, and the President, Treasurer, secretary and two RD positions will be up for election/reelection.

E. Membership – Caty Roland – no report.

G. Public Relations – Stacey Clementz/Savannah Hampson – We are going to move to an E-newsletter with Constant Contact. The format will change a bit, and we will be tracking which sections are more popular. For now the newsletter will be a members only list, but after discussion, the board will review options for wider distribution at the next board meeting. Since the new newsletter will be considerably less money, Stacey will be reallocating part of her budget from postage and printing to revamping the website. Stacey also distributed our new recycled denim pencils.

H. Awards – Richie Wolf

1. Nominations Due November 30, 2012- Please submit nominations.

I. Governance – Elizabeth Hagen-Moeller

1. Fund Development/Gift Policy and Criteria – review/vote a motion was made to accept the Fund Development Policy as submitted by Patti Brown; seconded by Kate Hellgen ; passed by voice vote, no abstentions.

A motion was made to accept the Gift Policy and Criteria as submitted by Cyndi Duda; seconded by Peggy Dody ; passed by voice vote.

J. Governmental Affairs – Lara reported on EEAI support for IDNR Illinois specific educational materials, especially Outdoor Illinois, directed to Marc Miller, Director of IDNR.

5. President's Report

EEAI 2012-13 Meeting Dates

Friday, December 7, 2012 – Board Meeting, 10am, Anita Purves Nature Center

Friday, February 8, 2013 – Board Meeting, 10am, Anita Purves Nature Center

April 25-26, 2013 – EEAI Annual Meeting and Conference, Northern Illinois University, DeKalb, IL

June 2013 – EEAI Retreat and Board Meeting - TBD

6. Regional Report Updates – Cyndi introduced our new NE Regional Director, Laura McCoy.

Motion made for adjournment by Jennifer VanDerMolen; seconded by Erica; Meeting adjourned at 11:55am.

Proposals for Consideration:

### **Fund Development/Gift Policy and Criteria (2 separate votes)**

#### **Fund Development Policy**

EEAI will accept funding from any source, so long as the funding meets the goals and objectives established by the EEAI board and committees in accordance with the policies of the EEAI Board of Directors and the mission and vision of the organization. EEAI reserves the right to have final management and operation of all programs and initiatives.

#### **Guiding Criteria for Review of Sponsorship/Gifts**

EEAI shall inform prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences.

EEAI solicits and accepts gifts that are consistent with its mission.

EEAI will not solicit gifts that would result in losing its status as a 501 (c) (3) status.

Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities without limitations.

In the course of its regular fundraising activities, EEAI will review and consider donations of money, tangible personal property, stock and in-kind services. Certain types will be subject to special review including real property, gifts of personal property, and gifts of securities.

#### **Contacts Responsible for Specified Gifts**

All matters relating to planned giving will be directed to the treasurer

Chair of committee is responsible for insuring acknowledgements of gifts.

#### **EEAI Grant Required Procedures**

Any EEAI Board Member, Committee Chair/Member, Liaison, or Contractual Employee wanting to submit a grant on behalf of, and/or using the EEAI name or logo or affiliation, must have approval from the President 30 days prior to the grant submission deadline.

Grants that require matching funds must have board approval.

#### **Fund Development/Gift Committee Acceptance considerations:**

Value- whether the acceptance of the gift compromises any of the core values of EEAI

Compatibility- Whether there is compatibility between the intent of the donor and the organization's use of the gift

Public Relations- whether acceptance of the gift damage the reputation of EEAI

Primary Benefit- whether the primary benefit is to EEAI, versus the donor

Consistency- is acceptance of the gift consistent with prior practice?

Form of Gift- Is the gift offered in a form that EEAI can use without incurring substantial expense or difficulty?

Effect on Future Giving- Will the gift encourage or discourage future gifts?

#### **Fund Development/ Gift Acceptance Committee**

Chair: President-Elect or Immediate Past President

Committee: President, 2 regional directors (1 being the EEAI Annual Conference Committee Chair), and the Project Coordinator

Charge: To implement, review and update the approved fund development plan and to adhere to the criteria set forth in the gift acceptance policy.

**Ad Hoc:**

Fund Development Presentation by Laura Huth following the board meeting