

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

Friday, February 5, 10am  
Anita Purves Nature Center

Board Meeting Attendees: Janet Beach Davis, Kirsten Hope Walker, Stacey Clementz, Natalie Marioni, Steve Gariepy, Jennifer Day Tariq, Tina Dawson Scott, Peggy Doty, Jennifer VanDerMolen, Laura McCoy, Pam Evans, Anne Townsend

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

Not in Attendance: Richie Wolf; Charlie Jacques, T-shirt chair; Allison Neubauer, Student Recruitment Chair; Linda Hauser, Patti Brown, Sarah Livesay,

Guests:

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 10:09am
  - a. Additions to agenda- Additions- Treasurer's report: Annual Appeal and Legacy email accounts. review/ vote- Motion made to accept agenda with additions made by Peggy Doty; seconded by Jennifer Day Tariq ; passed by voice vote, no abstentions.
  - b. GiftTools update- Gift tools will not be in service for the conference, but will be working for other items on the website.
  - c. Annual Appeal Committee- Treasurer and secretary will be on this committee. Stacey is connecting with other members to fill out the committee.
  - d. Strategic Plan- plan still in process.
2. Secretary's Report - Janet Beach Davis
  - a. December Meeting Minutes review/ vote Motion made to accept Meeting Minutes as submitted made by Kirsten Hope Walker ; seconded by Jennifer VanDerMolen ; passed by voice vote, no abstentions.
  - b.
3. Treasurer's Reports – Kirsten Hope Walker
  - a. Treasurer's pre-submitted – review/ vote Motion made to accept Treasurer's report as submitted made by Tina Dawson Scott ; seconded by Laura McCoy ; passed by voice vote, no abstentions.
  - b. FY 2016-17 Budgets – Executive committee reviewed the budgets for next fiscal year. The budget is online and will be approved at the annual meeting in March. Any adjustments can be done until the end of February.
  - c. New chart of accounts-Royal Bookkeeping- new account numbers distributed and explained.
  - d. Bank Accounts- as the CD matures, it will be moved over to Chase Bank.
  - e. Insurance- As of last week, we now have D &O insurance so the board is now covered as well as our workshops and conferences.

- f. Annual appeal 27 donations, 11 non-board members. \$1145 donated with a cost of \$600 for a net gain of \$545.
  - g. Legacy email accounts. It was suggested that each position have the email account to pass information to the next person who holds the position. Working on legacy emails will be tabled until the board retreat.
4. Committee/Chair Reports
- a. Education – Laura McCoy- no report
  - b. Projects Update – Sarah Livesay
    - a. Projects Coordinator Contract—review/vote Motion made to accept The Coordinator Contract as with additions made by Jennifer VanDerMolen; seconded by Jame Holt; passed by voice vote, no abstentions.
    - b. To meet new laws, we will need to adjust Sarah’s contract wording to stay within the definition of an independent contractor.
  - c. EEAI Sales -- Charlie Jacques- no report.
  - d. Membership –Heidi Vassel- Working on transferring all the information to GiftTools. Some returning members may appear as new members because they are being re-entered in the new system.
  - e. Public Relations --Savannah Donovan- Savannah will be leaving for maternity leave so Emily Henson will be taking over temporarily, along with Stacey. March 28<sup>th</sup> is the next UPDATE deadline.
    - a. Regional E-newsletters-
  - f. Nominations and Elections-Jennie Bunde/Jo Fessett- elections will be compiling the results after Feb 11.
  - g. Awards --Richie Wolf
    - c. Vote on awards committee recommendations as submitted -- review/ vote Motion made to accept Awards slate as submitted made by Jennifer VanDerMolen ; seconded by Natalie Marioni; passed by voice vote, no abstentions.
  - h. Governmental Affairs- Rebecca Laurent has accepted the position as GA.
  - i. Student Recruitment Liaison – Allison Neubauer- No report.
  - j. Liaison reports – Jo Fessett, Kristi Morris, Judy Miller- no report.
2. Conferences
- a. 2016 EEAI Conference – West Central- Discussion moved to Ad-HOC
  - b. 2017 MEEC – Jame Holt, Jennifer VanDerMolen and Laura McCoy Discussion moved to Ad-HOC
  - c. Student Summit-Steve Gariepy- The student summit be in the southern region in Spring 2017. Steve requested inputs for when would be the best days to hold the conference, and how can professionals and students network? Steve also asks for contacts for sponsors and support. Steve will be building a core student group and a marketing pack, along with application forms for mentors/mentees. Eventually the program will be shared with other states.
3. President’s Report- Stacey said fairwell to Jennifer Day Tariq and Natalie Marioni who are stepping down from the board.
- a. EEAI 2015-16 Meeting Dates
    - Annual Meeting
      - Friday, March 11, Spoon River Conference Center, Engle Hall
    - Board Retreat:

- |                      |                                  |
|----------------------|----------------------------------|
| Saturday, June 11    | Location & Time TBD              |
| ● Saturday, Sept. 10 | 10am, Anita Purves Nature Center |
| ● Friday, Dec. 2     | 10am, Anita Purves Nature Center |

4. Regional Report Updates Regional directors will be coming up with a general scholarship application form. That will be a discussion tabled for the Board Retreat.-
5. Adjournment: **Motion to adjourn made by Natalie ; seconded by Kirsten; passed by voice vote.** Meeting adjourned at 12:23pm.