



**Environmental Education Association of Illinois**  
**Board of Directors Meeting Minutes**  
**May 7, 2020 3:30 – 5:00pm**

**EXECUTIVE DIRECTOR**

Abbie Enlund

**PROJECTS COORDINATOR**

Meghan Bowe

**EXECUTIVE BOARD**

Tina Dawson Scott,  
President  
Jennifer Day Tariq,  
Immediate Past President  
Stacey Clementz,  
Acting Treasurer  
Janet Beach-Davis,  
Secretary

**REGIONAL DIRECTORS**

Northwest

Susie Grana Ingram  
Janet Dahlberg

Northeast

Ylanda Wilhite  
Rebecca Pruum  
Lara Sviatko

West Central

Ramona Puskar  
Marvin Warner

East Central

Abby DeBuhr

Southern

Rockette Jaros

**COMMITTEE CHAIRS**

Public Relations

Stacey Clementz

Membership

Chelsea Prahl

Awards

Jennifer Day Tariq

Elections

Jennie Bunde

Mini-Grants

Teresa Vaughn

Board Meeting Attendees: Tina Dawson Scott President; Jennifer Day Tariq, Immediate Past President; Janet Beach Davis, Secretary; Stacey Clementz, Treasurer; Regional Directors: Susie Ingram, Ylanda Wilhite, Abby de Buhr, Marvin Warner, Ramona Puskar, Rockette Jaros, Teresa Vaughn, Janet Dalhberg, Rebecca Pruum, Mariah Myers

Committee Chairs and Liaisons: Abbie Endlund, Executive Director; Meghan Bowe, Projects Coordinator; Chelsea Prahl, Membership Chair; Stacey Clementz, PR Chair; Teresa Vaughn, Mini Grants Chair; Jennifer Day Tariq, Awards Chair;

Guests:

Not Present: Lara Sviatko,

Quorum is present

voted on - yellow

Items requiring Action-Underlined

Items moved to Ad-Hoc- blue

Items tabled until next meeting- Green

- I. **Call to Order** Meeting called to order by President Tina Dawson Scott at 3:30
- II. **Roll Call** attendance as indicated above
- III. **Approve Agenda** review/vote Additions to agenda- updates from Abbie- Earthforce and other programs added to Executive Director's report. Motion made by Marvin Warner to accept the Agenda as amended; Seconded by Rockette Jaros; motion passed by voice vote. No abstentions.
- IV. **Approve Minutes** review/vote Motion made by Marvin Warner to accept the Minutes as submitted; Seconded by Ylanda Wilhite ; motion passed by voice vote. No abstentions.
- V. **Old Business**
  - a. Updated constitution is now on Google Drive (approved 3/23/19) Tina reviewed the google drive for new board members.
- VI. **New Business**

- a. Presidential Appointments – Teresa Vaughn, Mariah Myers- Teresa and Mariah introduced themselves to the board. Teresa will be appointed a Regional Director for the Southern Region. Mariah will be appointed a Regional Director for the East Central Region. *review/vote* Motion made by Jennifer Day Tariq to support the presidential appointments as submitted; Seconded by Rockette Jaros ; motion passed by voice vote. No abstentions.
- b. Updated BOD Job Descriptions *review/vote* Motion made by Marvin Warner to accept the updated BOD job descriptions as submitted; Seconded by Becca Pruim; motion passed by voice vote. No abstentions.
- c. Sign Job Descriptions – post by June 1- Everyone needs to sign and return these- please use an electronic signature- please download, use an electronic signature, save and email to Tina or upload to the board drive
- d. Fund Development Menu – sign & post by June 1- Each board member is required to do fund development. Please complete and submit the document in the board file by June 1. Any questions ask Jenn or Abbie. It should be uploaded into the appropriate google file or email to Tina.
- e. Strategic Goals for 2020/21 *review/vote* Tina reviewed the goals for this year. Motion to approve 2020 strategic goals by Susie Ingram, seconded by Rockette Jaros, passed by voice vote, no abstentions.

## VII. Executive Board Reports

- a. President – *President’s Challenge* – The winner of the President’s challenge is the Southern Region! Rockette will get a \$25 Amazon gift card for having the most new members on the Southern Facebook page. NE, WC, and South will also have 2 free memberships to give away. The next challenge for Regional Directors by the next board meeting:
  1. Get all board members as EEAI facebook members
  2. Get 1500 members for the main page,
  3. Join each other’s pages,
  4. Make an event on the region page.

If all these happen, everyone will get a DQ Blizzard from Tina.

- b. Immediate Past President- Jenn/Abbie- Fund Development: Giving Tuesday we brought in \$420 which should be matched.
- c. Secretary- Annual report with state filed.
- d. Treasurer- Stacey- nothing to add to presub.
- e. Executive Director- Abbie- We had 35 people in the online composting speaker series this week. There's one more in the series. There are grant updates: Denied EEAI Eco House EPA grant; Awarded EPA region 5 grant for \$40,215 (not 100% funded) for Earthforce workshops. We will start Earthforce Illinois over the next two years. Earthforce will be able to get FEMA funding for \$26,000 for a teacher workshop and student summit for us to use. There is a good possibility of more funding next year. **Motion to move forward with this project made by Marvin Warner; Seconded by Ylanda Wilhite; passed by voice vote; no abstentions. This does not cover an official MOU yet. That will be in June/July and the board will review and discuss an MOU at that time.**  
Other Grants: Illinois Prairie Convention for a program at Sugar Grove Nature Center this fall. EE360 NAAEE Leadership Grant for \$7000 for our board retreat. Funds to host Guidelines For Excellence Facilitator Training Program (\$1000). Abbie asks for board approval to advertise the training and to recruit facilitators for the training. **The board approved moving forward through a single voice vote.**  
**MEEC- The website has been updated and will be permanent. Iowa asking for \$70 for website support- tabled until July meeting.**
- f. Projects Coordinator – Additions to presubs- EE360 PLT grant applied for. We will be developing virtual trainings not only for the current situation, but ongoing.

**VIII. Regional Director Reports-Additions to presubs**

- a. Northwest- none
- b. Northeast- none
- c. West Central- none
- d. East Central- none
- e. Southern- none

**IX. Committee Reports**

- a. Conference Update- lodging options with SIU in the works **update at our next meeting**
- b. Public Relations- nametags will be ordered and mailed.
- c. Membership- Gift tool is still acting oddly- we are not able to get accurate reports. Ask Chesea if you need membership information and she can find it for you.
- d. Awards- Jenn- Reviewed the awards program for the new board members.
- e. Elections- Janet Beach Davis will reach out to make sure Jennie's contact information is current.
- f. Mini-Grants- Teresa- With a missed conference we may have to review the mini-grant program so see how we can fund it this year. Stacey, Rockette and Teresa will work on this.

**X. Action Items**

- a. Upload Signed Job Descriptions – June 1<sup>st</sup> (all board members)
- b. Upload Fund Development Menu – June 1<sup>st</sup> (all board members)
- c. Provide feedback to Abbie re: Orientation – July 1<sup>st</sup> (new RD's)
- d. Award free memberships – May 15<sup>th</sup> (winning regions)
- e. Award Amazon Gift Certificate – May 15<sup>th</sup> (Tina)
- f. Post approved Job Descr. to BOD Manual – May 10<sup>th</sup> (Tina)
- g. Post updated Board Roster to drive – May 10<sup>th</sup> (Tina)

**XI. Next Meeting – July 16<sup>th</sup> at 3:30pm via Zoom**

- XII. Call to Adjourn **review/vote** Motion to adjourn made by Marvin Warner; seconded Rockette Jaros; passed by voice vote, no abstentions. Meeting adjourned at 4:58pm .**