

# Environmental Education Association of Illinois

## Board of Directors

Saturday, November 2, 2019

12:00pm – 1:00pm, In-Person

Peoria, IL

### Meeting Minutes

Board Meeting Attendees: Jessica Prince-Sharrar, President; Jennifer Day Tariq, Immediate Past President; Janet Beach Davis, Secretary; Stacey Clementz, Treasurer; Regional Directors: Tina Dawson Scott, Susie Ingram, Kelli Parke, Ylanda Wilhite, Abby de Buhr, Marvin Warner, Ramona Puskar.

Committee Chairs and Liaisons: Abbie Endlund, Executive Director; Meghan Bowe, Projects Coordinator; Stacey Clementz, PR Chair;

Guests: None

Not Present: Teresa Vaughn, Mini Grants Chair; Kristi Morris, EPA Liaison; Jo Fessett, Illinois Audubon Liaison; Judy Miller, NAAEE Representative; Jennie Bunde, EEAI Nominations and Elections Co-Chair; Richie Wolf, Awards Chair; Chelsea Prah, Membership Chair; RDS: Margaret Gazdacka, Rockcat Jaros, Bryn Blackburn.

Quorum present.

voted on - yellow

Items requiring Action-Underlined

Items moved to Ad-Hoc- blue

- I. **Call to Order-** Meeting called to order by President Jessica Prince- Sharrar at 12:00 . **Additions to the Agenda, Vote with any changes** Additions to Agenda: under treasurer- Debit card for the ED, and Fund Development should be under IPP (IPP added to agenda). Under President- Discussion of a new employee position. Typo on calendar review- November-December.
  - a. **Motion made by Stacey Clementz to accept the Agenda as amended; Seconded by Tina Dawson Scott; motion passed by voice vote. No abstentions.**
- II. **Review and approval of July Meeting Minutes** Motion made by Marvin Warner to accept the Meeting minutes as submitted; Seconded by Tina Dawson Scott; motion passed by voice vote. No abstentions.
- III. **Old Business**
  - a. Congressman Peters Opportunity (Abbie/Jess)-Jess and Ylanda- Jess is looking for opportunities to introduce the Congressman at events.
- IV. **New Business**
  - a. Coordination of Project WILD (Abbie)- We will be bringing WILD back into the Projects in EEAI. The impact of bringing WILD in will have minimal impact if done in tandem with GUW. Abbie and Meghan will investigate funding for textbooks. Jenn asked that she cover current facilitators until

we are fully prepared to take it over. Vote on this will be scheduled for the March board conference call.

## V. Executive Office Reports

### a. President

**Advocacy Guidelines-** Jessica has researched how much advocacy EEAI can do, and what those guidelines are. These were passed out and discussed. Stacey will put them on the website. Jess encouraged all of us to follow these guidelines and advocate in our state, as our members have indicated they would like us to do. If there is someone in the membership who would like to be the governmental affairs person, that could be reactivated. This will be reviewed every three years to be sure we are staying within the law.

**Position change for Projects Coordinator-** Changing the contractual position to a part time employee position. The hours and payrate would stay the same, but this would allow more flexibility. This position would report to the Executive Director. We will need to create a new job description by March. The current contract expires in May, so that would be the time frame for the change.

### b. Executive Director

**Earth Force-** First Earth Force workshop went very well. Abbie is working on drafting a manual for regional coordinators. We could become the first pilot for this model with Earth Force. There is a grant available to help with this.

**Pisces and other Grant updates-** The PISCES grant is done and submitted. Douglas Hart will be the financial agent for this. We should hear in late November.

NAAEE is encouraging affiliates to submit community guidelines for excellence trainings which includes sub awards for attendees.

Abbie will be working on the planning meeting for the Vital Lands Network Summit in January. They are wanting an education component, including climate change.

### c. Secretary- No report.

### d. Treasurer

**Budget Report and Fund Development-** The board reviewed budget and money issues.

**Debit card for Executive Director.** -We need to make an addendum to the employee manual that required the ED to get approval from the Executive Board any purchase over \$400, excepting grant moneys or any budgetary funds already approved. There is also an agreement that outlines usage and abuse of the debit card that would warrant withdrawing the access to the card if violated. **Kelli Parke motions to approve a debit card with a \$400 limit unless preapproved, seconded by Tina Dawson Scott, Motion passed by voice vote, no abstentions.**

### e. Projects Coordinator- Green Jobs unit is now available and Tina will be hosting a workshop. Ag in the Classroom is paying to prep all their facilitators to be ready for Earth Day. Meghan will be at several conferences.

## VI. Region Reports

Member offerings per Region

### a. East Central- September there was a PLT family based event that brought in \$40. Abby sent out a needs survey to everyone in the region. She will use that to help plan for the future. Dive-In was successful. And there is the Birding Event coming up November 16th.

### b. Northeast -NE will be having an event at Red Oaks Nature Center in Batavia.

### c. West Central Guidance for excellence workshop - There will be a Bring and Share in Nov 10th. June 8th Marvin will be presenting the projects at an ROE Conference

- d. North West. Thursday is the Climate change roundtable with NE. There are 22 people registered. A holiday sharathon at Burpee Museum on December 4th. There will be a nature inspired white elephant exchange.
- e. South- no report-  
2020 Conference Update, Areas needed for support- Abbie and Jess will be connecting with the Southern Region to see what we can do to support the team. The board is asked for leads on sponsors.

**VII. Committee Reports**

- a. Membership- no additional report
- b. PR- Ramona will be joining the PR committee. The tabletop banner are eventually coming.
- c. Awards- No additional report
- d. Mini-Grants- No additional reports

**VIII. Announcements-no new announcements**

**IX. Calendar Review**

November-December

**X. Next Meeting**

January 9th 2020, 3:30-4:30 pm, Video/Phone Conference  
Pre-Subs due Jan 3rd, 2020

**XI. Call to Adjourn** Motion made by Marvin Warner to adjourn; Seconded by Kelli Parke; Meeting Adjourned at:1:28pm.