



## AEE January Monthly Board of Directors Meeting

Saturday, January 21, 2017. 10:00 am

### Location: In Person

Phoenix Zoo

**Members Present:** LA, Gabby, Shawn, Tina

**Call to order: 10:09 am**

### AGENDA

#### ***Standing business:***

1. Call for Secretary to take minutes – LA
2. Record board and committee hours here: [NEW LINK FOR 2017](#) It just takes a minute. – Try to keep it up to date monthly.
3. **Vote** to reinstate Gabby as a BoD Member – approved; 3 in favor, 0 opposed
4. **Vote** to approve minutes from last board meeting – approved; 4 in favor, 0 opposed
5. Treasurer's Report (LA) –
6. Executive Committee Review – Exec committee is comprised of officers Per Bylaws, including President, Pres elect, Treasurer. The Executive Committee generally reviews the major issues facing the organization, weighing pros and cons and making preliminary decisions, to be ratified by the board as a whole at the actual board meeting.
  1. We do not meet regularly. The only time we've enacted the exec committee this year is when needing to consult about asking a BoD member to step down (as just occurred)
  2. **Exec committee should review all recruited candidates for the board before being presented for vote.**
7. Board member responsibilities – **please communicate if you can't make meetings. Recruiting from committees should help with recruiting board members that can make the commitment.**
8. NAAEE and Affiliate Network Updates (LA) –
  1. Had a great Affiliate Steering Committee Meeting before Christmas. Discussed certification, marketing messaging, and more. Marketing messaging is critical.
  2. We're listed on the certification site but not an accredited program. Network is in the process of reviewing the accreditation process. We can follow the guide for now as we create the master's course. Our basic will be a stepping stone toward the master's which, when accredited, will be transferable to other states.
  3. Hired a communication specialist and he took the committee through a marketing messaging exercise. We could use this for our work.
  4. New Mexico is interested in collaborating with us in some way.

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#### ***New business:***



1. The Exec Committee has accepted Kathy's resignation. Her letter is posted in the dropbox for reference.
2. Membership in the AZ Association for Non Profits: <https://arizonanonprofits.site-ym.com/page/Membership>
  - a. Annual dues \$85
  - b. Approved: 4 in favor, 0 opposed
3. **Vote:** Bylaw edit approval
  - a. Minimum number of directors shall be 9. BUT I do not think we should recruit warm bodies. This has been very problematic. **Added language to reflect that the board can still function and vote when numbers are less than the minimum as long as the board is actively seeking to fill the vacant positions. Adjusted the minimum number to 7. Update recruiting process to include an interview process facilitated by nominating committee or executive committee members. We'll create a profile on volunteer match to recruit for treasurer.**
  - b. **Vote:** Slate of candidates for Officer to be voted on today – LA President, Nadine (interim Treasurer), Meghan President Elect, Secretary Gabby – approved; 4 in favor; 0 opposed
  - c. Review and accept changes. Everyone should have reviewed these – **we discussed in October. Approved – 4 in favor; 0 opposed**
4. Annual Board of Directors Survey Results
5. Exit Interviews distributed. Only one returned so far.
6. Monthly Board Meetings this year – First Tuesday of the month at 5:30 pm, conference call
7. Set 3 more in person meeting dates, and one family camping event date
  - a. In person Mixers in April (Tucson) and July (Flagstaff)
  - b. In person meetings attached to those. Will each include activities to help us better identify our personalities, and work styles
  - c. In person strategic planning session in September on a Saturday
8. Nadine transition plan
9. Strategic planning review
  - a. I plan on inviting an outside consultant to help us rework our mission and strategic plan. I will say that I am seeking a good one. I have worked with several other people in this capacity over my years here in Tucson and you can wind up spinning your wheels if you do not have someone who is able to deliver a solid strategy at the close of a meeting. I have lead strategic planning sessions myself but would not do it for our organization b/c I would rather participate in the process. The leader should be someone external who does not have a stake in the game.
  - b. Today we should review the existing plan, check off that which we have accomplished, and start working on our action plans for the year. From that ideas will emerge to move us forward for a new plan for 2018 – 2022
  - c. Come to the Feb meeting with a list of Board Strengths and Weaknesses identified and ready for discussion
  - d. We reviewed the strategic plan to ensure it captures the work that we are currently doing.
  - e. Vote to approve the adjustments. Approved: 4 in favor, 0 opposed.
10. Committees need to work on updating their action plans. Deadline will be end of February 2017.
  - a. Align with existing strat plan
11. Recruitment

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### ***Committee and Working Group Reports:***

Reports:



1. Marketing and Recruitment (Chair: LA) –

- [Task Timeline, Approved.](#)
- [Meeting Minutes](#)
- Next newsletter in February
- Committee presented recommendation to engage Made Better Studio to rebuild the website, branding, email communication, phone number, plus monthly trainings. She can also design marketing collateral.
- The quote is \$4,460 with flexible options for payment. Monthly support fee is \$560. We'd like to pay for three months service to get us fully set up. The total cost is \$6,140.
- Development committee is writing a grant for Cox Communications that can be used to cover these costs.
- Vote: Approved: 4 in favor; 0 opposed

2. Best Practices-Professional Development Committee (Chair: Vacant) –

- [Task Timeline, Approved.](#)
- Meeting Minutes
- Mo Walters would like to Chair this committee. She is working on an action plan draft to present to the board. **VOTE:** to allow Mo to Chair this committee; approved; 4 in favor, 0 opposed

3. Development (Grants) Committee (Chair: Shawn) –

- [Task Timeline, Approved](#)
- Recommendation to take a Lodestar self-evaluation for boards. Takes 1.5 – 2 hours to complete in a meeting. \$50 fee. Tentatively scheduled a meeting on February 25 to go through the evaluation. Shawn will send an email to the board to confirm availability.
  - o Vote: Approved – 4 in favor; 0 approved
- Annual report is in progress. Plan to have it ready to send out in the first quarter.
- Committee is reviewing a past list of potential supporters to develop a plan for making asks.
- Katie is working on two grants to support website and certification.

4. Environmental Literacy Plan Working Group (Chair: Gabby and Auriane)–

- [Task Timeline, Approved.](#)
- Committee is organized now to move forward with developing the strategy with 11 full committee members. Gabby will send out the presentation to summarize the work to the board.
- Committee suggested that we consider purchasing a conference system to facilitate board and committee meetings. Would like to consider join.me. We'll use the free version for our next board meeting to determine if we'd like to move forward with it. It's less expensive than most other versions out there.

5. EE Certification Committee (Chair: Meghan) –

- [Task Timeline, Approved.](#)
- [Meeting Minutes](#)
- Had a problem with the insurance and Canvas – insurance policy for the course cannot cross years, so we need to think of a solution. Nadine is checking into us using Canvas outside of the Maricopa CC system – there may be a fee associated, but it might be better for us in the long run. Nadine did the research and discovered that we can use canvas for free as educators (can enroll up to 200 people without paying, I think). So we are going to migrate to this this year, freeing ourselves from the overhead of MCC



- We have 6 people ready to start in the Jan cohort. We need to figure out the system first, then can launch. Nadine has communicated with them and we will definitely start before the end of the month and allow them exactly a year as promised.
- Revisions to the course mostly complete
- Mo Walters is joining this committee as well. She would like to take the certification, become certified and then become a reviewer for us. Committee approved her membership

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***Other business***

**Next meeting: Details for meeting on Google Calendar – AEE Board. LA will also email a reminder.**

***Adjourned:*** 2:04p.m.

Working meeting agenda:

1. Personal Strengths and Weaknesses activity
  - i. What can we do to help each other succeed?
2. List of skills. I'd like to expand what we outlined in October, attach our names to it, and keep it as a reminder of what may be impeding our success.