



## AEE March Monthly Board of Directors Meeting

March 7, 2017. 5:30 pm

### AGENDA

#### Location:

- Video Conference
- <https://join.me/arizonaee>

**Members Present:** LoriAnne, Meghan, Shawn, Katie, Tina, Gabby

**Call to order: 5:34 p.m.**

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#### Hours Log:

Please fill this out as often as you can. Bookmark it on your browser, even.

<https://docs.google.com/forms/d/e/1FAIpQLSeAokeJxqZahy3yhaY-vweMzMzSFRW4UTTyQikPI0cahTly2w/viewform>

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#### Standing business:

1. **Vote** to approve minutes from last board meeting (LA) – Approved; In favor – 6; Opposed - 0
2. **Vote** to approve January Treasurer's Report (LA) – Approved; In favor – 6; Opposed - 0
3. Committee budgets – We are still in need of budgets from Professional Development and Certification committees. Certification will include the conversation in the next committee meeting. LA and Shawn will work on putting together a master budget based upon all the committee feedbacks. We may be asked to approve via email before the next board meeting; Shawn and LA will review and determine.
4. NAAEE and Affiliate Network Updates (LA) –
  - We are probably going to lose some of the \$5Mil grant that NAAEE received last year. Advocacy Committee on eePRO has updates; money is committed through October, 2018.
  - EPA Funding cuts
  - Conference is still happening for 2017. Call for presentations is out right now. Do we want to present anything as an affiliate? Think about ideas in the next two weeks. Gabby will set up a discussion thread on the project management software.
  - LA is going for sure as part of the steering committee and is submitting a talk for NPN.
  - Perhaps we can share about the POE results and how we're working without paid staff.

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## New business:

1. Basecamp or other project management software for keeping track of everything instead of emails (LA) – Basecamp Cost \$500 annual, ASANA free for 15 users – Marketing Committee has been trying out both. Basecamp has unlimited users for the \$500 fee which would be more helpful as committees grow. General support for the software but concern for bringing in longer-term funds to cover our administrative costs. LA – It seems to be time to spend a little to get us organized so we can work in a timely fashion.

Motion: Purchase for one year to get us going and re-evaluate after that year based upon overall budget and income. Approved: In favor – 6; Opposed: 0

2. Policy updates – approval of all policies with few edits (LA) – LA will revise all the policies based upon recent feedback and send them out for review. LA will add them to Basecamp
3. Volunteer procedures and accountability (Shawn) – Shawn has created draft policies and LA is working on the application. As we're working on building docs we'll link to a google doc in basecamp until we have a final document so people can work on it simultaneously. LA will make a google doc of what Shawn sent her. Will have different application form for each category (see Shawn's document). Should all categories be required to be members? Please add your experience from your work while reviewing the document. Need to investigate insurance and liability. LA will share what she has learned from Master Naturalist research. We may need to add to our current insurance plans. Committee members may be covered by the professional liability. Shawn will post a due date on the basecamp. We updated our membership on VolunteerMatch and are uploading job descriptions and have already gotten interest (from out of state people).
4. Strategic Planning (Gabby) – Gabby will take a first stab at drafting metrics from current strategic plan, make notes of what we would be doing if we had greater capacity and tie the POE results into it. This can be used to help with our next strategic plan process. Gabby will check into a facilitator and target September with the idea of maybe moving it to over the summer.
5. Principles of Effectiveness results – They came in. We are considered a Level 2 Basic organization. We should all review the results to understand what we can work on.

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## Committee and Working Group Reports:

### Reports:

1. Marketing and Recruitment (Chair: LA) –
  - 2017 Task Timeline.
  - Meeting Minutes - January
  - April is working on the website – Maybe we can obtain an update. Going to be migrating email accounts from GoDaddy to Google non-profit. We'll be able to have individual emails and our domain housed there too with google voice account. \$12/month. It's about the same as what we are currently paying.
  - We are testing basecamp at the committee level. Testing ASANA with April as well
  - Indigenous Member Campaign (Shawn) – NAAEE is doing similar work to engage indigenous communities. Shawn participated in NAAEE webinar; it was great, got lots of tips, sent a follow up email regarding our strategy in Arizona. We're in pre-strategy mode and will need to reach out to get help for building a strategy.
  - Progress on general marketing plan (Gabby) – Will make it a priority over the next week.

2. Professional Development Committee (Chair: Mo Walters) – LA will follow up with Mo this week.
  - [2017 Task Timeline](#).
  
1. Development (Grants) Committee (Chair: Shawn) –
  - [2017 Task Timeline](#).
  - Annual Report (Shawn) – Almost done, just need to figure out how to print and if we want to spend the money. AlphaGraphics \$723 for 100 copies plus digital file. O’Neil is \$547 for 100 copies plus April’s design work for \$190 for a total of \$737. Shawn will look into how much it would cost for smaller batch if we need less. These will be distributed as we meet with different organizations face-to-face. Can leave them at events that we have tables at. We will vote on the final cost when we’re ready to print; we still have a few more sections left to develop.
  - Lodestar (Shawn) – discussed above
  - Arizona Gives (Shawn) – we missed the deadline however it may have not been successful for us because you need a lot of visuals and impact stories to make it work; better for next year after we get the annual report and other things done.
  - Grant updates (Katie) – Guidelines for Capacity grant for NAAEE we didn’t receive. Looking at two others: Walton Grant and a corporate (APS or Wells Fargo). Still waiting to hear from Cox and will check in.
  
3. Environmental Literacy Plan Working Group (Chairs: Gabby and Auriane)–
  - [2017 Task Timeline](#).
  - Update on monthly meeting and progress toward goals
  - Working to finalizing goals draft via sub-groups
  
4. EE Certification Committee (Chair: Meghan) –
  - [2017 Task Timeline](#).
  - Met with Mo, discussed different options. Mo is working on the course and Meghan is reviewing her so she can become a reviewer. Only one assignment turned in so far from new cohort so may need to review deadlines. We have a few new volunteers on our committee that went through the program. Lots of interest in reviewing; need them to shadow someone for a year so we can be sure we’re consistent.
  - Need to discuss management of the course; we are paying a large amount of money to Nadine to manage Canvas (\$1,500 - \$2,000). Reviewers receive \$85/student. Will discuss in committee meeting and make a recommendation.
  - Should Meghan be paid to review Mo? YES. Should Mo be paying? YES. Need to chat with her about it. If Mo is reviewing her students should she get paid? Students would pay to take the course or Mo get grant funding. So she should get paid to review them. She’ll need to check with ASU whether it will be a conflict of interest.

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## Other business

**Adjourned:** 6:54 p.m.

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## Next meeting:

Details for meeting on Google Calendar – AAEE Board. LA will also email a reminder.

- Saturday, April 1, 2017 in Tucson. Location still TBD
  - o We'll miss you at this meeting Shawn!

## Next Board meeting topics:

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.