



AEE April Monthly Board of Directors Meeting

APRIL 4, 2017. 5:30 pm

AGENDA

Location:

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

Members Present: LoriAnne Barnett, Shawn McCrohan, Meghan Dorsett, Tina Salata, Gabby Hebert

Call to order: 5:33 p.m.

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>
(need to update the link)

- Recording hours (Shawn)
 - o Shawn made a shorter form for us to use. Need to merge data from last year. During website development the link can be added to a volunteer page on the website.
- Automatic reminders through basecamp - what will help you? Gabby can set these up for you. will be setting one up for tracking volunteer hours
 - o Gabby will set this up

Standing business:

1. **Vote** to approve minutes from last board meeting (LA) – Approved; 5 in favor, 0 opposed
2. Treasurer update (LA) – Nadine resigned from being the treasurer and is helping us for a little bit during transition time. Will need to use the volunteer recruitment to get a new treasurer.
3. **Vote** – Shawn has offered to operate as an Interim Executive Director as we reorganize in the absence of Nadine (LA). Vote to approve this interim move. – Approved; 5 in favor, 0 opposed
4. Committee budgets – Here is our [full budget](#) wish list. Note that this is a wish list until we have money coming in, but that we are going to use this as a baseline for moving forward (Shawn)
 1. Committees should bring funding requests to the board for approval and we'll modify the full wish list each December.
5. **Vote** – final policy binder for this year (LA) –
 1. We are accepting the policies as they are right now. They are all in the 2017 dropbox. We'll review them each year as new board members join and ongoing as changes are needed.
 2. The existing policies include:
 - AAEE Bylaws (2017 copy approved)
 - 2016 Financial and Control Policies (approved)

- 2016 Gift Acceptance Policy (approved)
- 2016 Non-discrimination Policy (approved)
- 2016 Travel Expense and Reimbursement Guidelines Policy (approved)
- 2016 Job Description (approved)

6. NAAEE and Affiliate Network Updates (LA) –

- Conference proposal approval (LA) – LA will look at the call for proposals to see if it makes sense to submit one about rebuilding organizations. She will be able to attend on her work budget and can represent us if no one else can attend.
- Several other affiliate steering committee members made donations for us for the AZ Gives campaign. They are a great group. I can tell you who they are when today is complete.
- Had the most signatures ever on the house letter for EPA and almost surpassed record for NOAA letter. Appropriations campaign page on the website. Advocacy calls will be webinars going forward. NAAEE to consider developing a tool in the future with a basic webinar about how to do advocacy.

New business:

1. Please commit to using basecamp so we can track our work.
2. Update on Strategic Plan (Gabby) – Gabby hasn't been able to make it a priority yet but will continue working on it with an update for next month.
3. Update on mixer. [Notes in Basecamp on the event](#)
4. Please verify your email address for the business cards
 - LA is president@arizonaee.org

Committee and Working Group Reports:

Reports:

1. Marketing and Recruitment (Chair: LA) –
 - [2017 Task Timeline.](#)
 - [Meeting Minutes - March](#)
 - Website update, phone number, etc
 - [Volunteer policy update](#)
 - Special edition of Newsletter this month – for national EE week
 - Annual report
 - **Vote:** [Marketing plan?](#) marketing plan items that we need assistance with (Gabby)
2. Professional Development Committee (Chair: Mo Walters) –
 - [2017 Task Timeline.](#)
 - LA got the group organized. They are meeting on April 10 at 5 p.m.

3. Development (Grants) Committee (Chair: Shawn) –
 - [2017 Task Timeline](#).
 - Annual report-Feedback due ASAP
 - Fundraising plan and funders list is built and in the development section in basecamp. Will start setting up meetings once the annual report is done
 - Grants

4. Environmental Literacy Plan Working Group (Chairs: Gabby and Auriane)–
 - [2017 Task Timeline](#).
 - Shared job descriptions with all members
 - Working to distribute leadership across the committee
 - Set tentative deadline for flushing out goals and objectives for public comment April 30
 - Will ask board to review draft document and outreach plan prior to launch
 - Would like to share the join.me login information with committee members who are facilitating discussions

5. EE Certification Committee (Chair: Meghan) –
 - [2017 Task Timeline](#).
 - Recruitment for 2017 cohort 2 underway. Please advertise. Deadline for enrollment is May 15th.
 - LA did an online meeting with her cohort to get them started.
 - Reviewers managing the recruitment and enrollment process in place of Nadine
 - Staci Grady has offered to keep track of people who contact us and get them the info they need

Other business

Adjourned: 6:35 p.m.

Next meeting:

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

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.