



AAEE June Monthly Board of Directors Meeting

June 6, 2017. 5:30 pm

AGENDA

Location:

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

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

Call to order: 5:37 p.m.

Hours Log:

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

Logging hours-can be done monthly as well as daily. Please remind committee members.

People don't need to respond to the weekly reminder from Basecamp.

Standing business:

1. **Vote** to approve minutes from last board meeting (LA) – Moved to next month due to technical issue.
2. Treasurer (Shawn) – New Treasury report format – Motion to approve the report. Approved; 4 in favor, 0 opposed.
 - 2017 AAEE Budget-Building in Quickbooks however we are having technical issues that the CPA is assisting with and it will take a few more weeks for me to distribute to the BOD. In summary, we only have a bank balance of \$9,000 ish, and with no secured income currently, there should be no spending other than what we have already approved in 2017. **Budget freeze.**
 - May YTD financial report: *Note this report is directly from Chase Bank and PayPal as our CPA team is still working on updating the links and data in Quickbooks.
 - Need to discuss whether left over revenue from EE cert can be applied to the general fund. We'll need to have the same conversation for the conference. **LA will add it to the agenda for next month.**
3. NAAEE and Affiliate Network Updates (LA) –
 - No meeting yet this month because some of the affiliate leaders are at a workshop at NCTC. Meeting is next week
 - LA and Regional rep from New England are working on an affiliate talk – topic TBD
 - Our affiliate talk was accepted!
 - Shawn reached out to NAAEE web staff to get data on social media usage. They sent information on their posting frequency, etc. Also gave us an affiliate logo and multimedia resources for the new website about EE. They also have an online "intro to EE" course that we may be able to offer.
4. Statewide Meeting/Conference
 - We are locked in for 9/23/17 at Boyce Thompson. Next steps for the PD committee is to draft the tentative agenda. LA and Mo hatched a timeline of events for registrations, etc. and will add notes to basecamp soon. Lecture hall is \$25/hour and that's the only rental cost. We will need to cover discounted admission and we can include that in the participant fee. May need to charge for lunch too.

- Thinking about a call for presentations. Will send out a save the date in the newsletter.
 - We need to be careful that when we seek out sponsorships we are fulfilling our true vision of a conference.
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New business:

1. 2017 AAEE Budget-Building in Quickbooks however we are having technical issues that the CPA is assisting with and it will take a few more weeks for me to distribute to the BOD. In summary, we only have a bank balance of \$9,000 ish, and with no secured income currently, there should be no spending other than what we have already approved in 2017. Budget freeze.
 2. Volunteer updates from Roster - Who has filled out application, and who has not, VolunteerMatch status. Remind committee members. **Need to discuss a separate application for board members.** Need to add race categories to the application. **Next board meeting we need to flush out what race categories we should track.**
 3. Would the BOD like to recruit new board members through Alliance of Arizona Nonprofits website? Description here: Cost: free for members. We could advertise for the treasurer there. Shawn will determine what we need for this.
 4. GSuite training tomorrow evening at 530 on Join.me. LA will record. Will discuss migrating files from dropbox to gdrive.
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Committee and Working Group Reports:

Reports:

1. Marketing and Recruitment (Chair: LA) –
 - 2017 Task Timeline.
 - Made Better Studio Updates
 - o Website going live June 15 (early version with membership payment options, and old content)
 - o New content assignments due June 15
 - o Invoices See Attached (April spent 30+ hours on the report. Does the BOD approve paying her for 5 hours at \$95/hour? Her original estimate was 2 hours.) Approved.
 - June eNewsletter update
2. Professional Development Committee (Chair: Mo Walters) –
 - 2017 Task Timeline.
 - Monthly meetings scheduled. Working on potential plan for Sept. Conference
 - Looking into offering accredited seat time for PD offerings
 - Would like for us to be in contact with all the state coordinators for Project Wild, etc so we can help promote the trainings and be a conduit
3. Development (Grants) Committee (Chair: Shawn) –
 - 2017 Task Timeline.
 - Chair Summary Report-This committee is moving along. The first phase of the Development Strategy was to professionalize AAEE. We have an annual report, business cards, received verified status on Facebook, organizational email addresses, donation and membership portals are being established, an eNewsletter is regularly published, PayPal, Guidestar, and Amazon Smile accounts have been updated, and soon we will have a new website. The second phase is to begin fundraising. We created the content for the donation page of the

new website. The size of the committee is down to three (Shawn, LoriAnne ex-officio, and volunteer Arianna). This is actually okay with Shawn because of her new role of interim Executive Director. Traditionally fundraising is part of the ED's job in a non-profit org. Next up on our action plan is to refine our fundraising pitch and create stories that illustrate impact. We will be filling out grant applications throughout the year.

- Vote: Grants- List of grants we would like to apply for. Need approval from BOD per our grant procedure. Cardinals, International Paper Company Foundation (Tolleson), Keen Effect, Harley Davidston (Yucca or Mohave Counties, Arizona), Cox Community, Freeport McMoRan (capacity building), APS and Waste Management for 2018 Conference. Does the BOD have other recommendations for grants? I would like to focus and apply for funding that supports 1) Diversity and inclusion outreach (to fulfill the promise of a more diverse environmental education force through our existing programs) 2) Capacity Building Salary so we can pay staff 3) 2018 Conference. Does the BOD approve?
- Updated Development Action Plan
- Fundraising account updates:
 - o PayPal verifying charity status (this had not been done), we are now getting a better rate 2.2%.
 - o AmazonSmile (we were listed as a day care, this has been updated)
 - o GuideStar-Updated BOD, and other info. We now have a verified Bronze status. Add logo to new website.

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

- [2017 Task Timeline](#).
- Still plugging away on the draft strategy document and will be working soon to organize stakeholder outreach.
- Have two new people interested in joining the committee.

5. EE Certification Committee (Chair: Meghan) –

- [2017 Task Timeline](#).
- LA invited all 35 participants to the May cohort, wound up with 19 enrolled.
- We took in \$4750 for this cohort! Mo recruited 12 and paid for \$150 per student. We charged \$25 per student in her group. Our committee decided that we'd allow her to pay for her students this time at ½ price. If we can find scholarship funding to distribute for future students and groups that would be super.
- It took 11 hours worth of work to prep the invites, manage the emails, payments, enrollment, and get the canvas course started.
- They are started, with 4 of us reviewing.
- LA still has 4 students from the Feb start. One is likely to be dropped b/c she hasn't even turned in one assignment yet. The other three are on their way.
- Lisa Parce and Staci Grady are shadowing the reviewers this summer to become reviewers in the future.

Other business

Adjourned: 6:50 p.m.

Next meeting:

Details for meeting on Google Calendar and in Basecamp– AEE Board. Reminder in Basecamp.