



AEE October Monthly Board of Directors Meeting

October 3, 2017. 5:30 pm

AGENDA

Location:

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

Members Present: LoriAnne, Shawn, Tina, April (non-voting), Gabby, Meghan (joined after voting issues were done so not included in vote count)

Call to order: 5:36 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 board minutes from September (LA) – Approved; 4 in favor; 0 opposed
2. **Discuss and Vote** to approve the Treasurer's Report (Shawn) – Approved; 4 in favor; 0 opposed
 - a. Overall funds are remaining level since previous treasurer left in June 2017. Current balance is \$8,074.45 in Chase account plus \$3,188.88 in PayPal.
 - b. CPA was helping us with accounting processes to combine Quickbooks and Chase, and it's been really difficult. We can get Quickbooks through TechSoup for \$50 instead of \$350. TechSoup is out of stock for Quickbooks right now. Once we get it the Treasurer's Report will be back in the Quickbooks format.
3. Organizational, Organization (LA)
 - a. Where we are with document organization?
 - i. Shawn is taking inventory of current documents and planning to present an overview of what we have, what we should keep, what we should move. Then Gabby will lead the move.
 - ii. Would like for us to get through the website first major improvements before focusing on this project so we're not spreading ourselves too thin. "Phase 2" should be completed by end of October.
 - iii. We will start working on this project in November so that April can help us during her contract time.
 - b. Nominating committee should be convened in November based on the schedule we created so we will start promoting that we have available board spots then, with a deadline of mid-December and also take in applications on a rolling basis. If we don't get applications then we should work on a directed recruitment.
 - c. Need to review the existing policies and by-laws in December. The President should continue oversee the by-laws and board recruitment. Need to keep a focus on the structure and making sure committee

conversations are all happening in Basecamp in the right place. Need to add Executive Director responsibilities into the by-laws.

4. Strategic Plan (Gabby) –
 - a. Discuss document and comments added
 - i. We're comfortable with what is currently in the document as a starting point. Gabby will finalize the few remaining edits from current comments.
 - b. Decide on next steps
 - i. We will meet in person in November as a BOD to finalize the KPI's and timelines. Gabby will send out a doodle poll for possible dates.
5. NAAEE and Affiliate Network Updates (LA) –
 - a. Annual Conference Canceled. [See notes in Basecamp](#) RE retooling of the conference (it will now be virtual) and a tentative plan to host the Affiliate meeting in mid-January in person, redistributing the funds. April and LA will proceed with developing the planned presentation

New business:

Committee and Working Group Reports:

Reports:

1. Marketing and Recruitment (Chair: Shawn) –
 - [2017 Task Timeline.](#)
 - Newsletter sent; looks great
 - Finalizing the website. Everything from old site is on the new site.
 - Working on updating all of the content now.
2. Professional Development Committee (Dissolved for the moment)
 - [2017 Task Timeline.](#)
 - Meeting scheduled for Friday October 13 with folks who wish to be the first to contribute resources
3. Development (Grants) Committee (Chair: Shawn) –
 - [2017 Task Timeline.](#)
 - Combined with the marketing committee for now due to lack of committee members.
 - Will start focusing on funding once the website is fully updated.
 - Very close.
 - Went to Alliance for Arizona Non-profit meeting. They emphasized getting your foundation built so you can then help your members.
 - Learned about Sales Force for Non-profits to manage donors and sponsors and fundraising, including membership. Shawn and April are investigating integrating that into website and constant contact.
4. Environmental Literacy Plan Working Group (Chairs: Gabby and Auriane)–
 - [2017 Task Timeline.](#)
 - Still finalizing document to start doing outreach.

- Auriane will lead the charge while Gabby is out of the country.
- Gabby will also be updating the “one-sheet” so people can download it from the website

5. EE Certification Committee (Chair: Meghan) –

- [2017 Task Timeline](#).
- Discussed accreditation at national level and the development of the Master’s program, diversity and inclusion, and sharing examples of excellent past submissions with current students
- LA as project manager has been nudging participants
- Meghan is taking on mentoring two new reviewers from the committee. We need more reviewers.
- Start marketing for the next cohort but need more reviewers before we get too aggressive with marketing.
- Have a new committee member who was a previous board member and helped develop the certification program.
- Looking at scheduling time in the spring to create the Master’s level.
- Gabby attended national meeting on certification from NAAEE. Need to do a private pilot of the master’s course to certify the reviewers.
- Meghan has resigned from the board effective at the end of the year and would like to stay on as chair of the Cert committee.

Other business: none

Action Items:

Create and send out a doodle poll for in-person meeting - Gabby

Next meeting:

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

Parking lot:

1. Need to discuss a separate application for board members, Next board meeting we need to flush out what race categories we should track. Should mirror the ones we are tracking for EE Cert, which mirror the ones that the feds track (NAAEE grant funding)
2. Office space at ASU from Mo? (Gabby) – need to talk this through at another board meeting, include Mo in the conversation - Postpone this discussion until we’re ready.
3. State Agency MOU (Gabby) –
4. Apply for NAAEE Award for 2018

Adjourned: 6:41 p.m.