

Association for Environmental and Outdoor Education

Board Meeting Minutes - February 19, 2015

Type of Meeting: Video Conference Time: 7:00 pm

Attendees: Katie Andersen (notetaker-once able to join meeting at 7:15), Andrea Haley, Desiree Gant, Helen de la Maza (note taker until Katie joined), Reed Schneider, Steve Morris, Tom Drake, Tracey Weiss, Michael Charnofsky, John Oliver, Robb Stohlberg, Zayanne Thompson, (Amanda Martin joined around 8 pm)

1. Minutes from January Meeting – please make the following changes

- a. Helen both present and absent
- b. FR 2c ' Steve's goals is to have *transition* complete by spring conference
- c. ChangeScale (one word)

2. Financial Report

- Financial Report Nov, Dec, Jan, any questions for Zayanne
 - November one included everything from Nov. to Feb.
- Steve is working on QuickBooks – taxes. Zay is still doing financial reports. Breaking it clean at this fiscal year
- Robb had submitted a reimbursement a couple months ago. Zay didn't receive it.
- Transition during Spring Conf. / election period or at end of fiscal year (June 1 – July 31). Spring conf. is April. Usu. Expense reports, money from P.O. No way to transfer at that time due to software issues. With Steve's new program data is online – just need to transfer password over to new person and the new person can take over whenever. More than one person can look at the financial data (since it's online).

Zay: Will edit and resend the November report so it only includes November instead of multiple months.

ACTION ITEM- Zay send revise and send out November financials

3. Spring Conference

- Desire's report: Things going really well. Thanks to everyone for help. Angie Kemsley is the Volunteer Coordinator. John O. – entertainment coordinating. Steve & Bat – MC'ing. Entertainment is lined up. Des sent email to George to do the opening. Des talking to someone about doing the closing. Korena & Robb feel good about presenters.

John O. – photo contest. Skits – John Oliver. & Rideshare – ??? (need volunteer to coordinate this). Goal is to be 100% digital w/ photographs.

Angie K. said that if she can't find someone to manage Job Fair / Meet n' Greet she'll do it. Tom expressed interest in volunteering for Job Fair.

- Robb's report: He spoke with Korena today about workshops. They both feel good about the amount that have been submitted so far, now we need people to attend. John Oliver is going to be in charge of the photo contest.

Can we post photos to contest to website and have people vote via web? Or have people bring their own prints OR display digitally? Conference committee will give John info offline.

- Comp. volunteer jobs – Des & Robb talked about it. Not sure if Board should approve it? They have 8 or 9. Discount code will come from Helen.

4. Elections

2 rounds of elections:

Friday= returning board members Zay, Helen, John

Sunday= voting on Northern and Southern Council members

Katie should be getting email

5. Howard Bell Awards

- Katie: Send out email with deadline and voting instructions
- Katie will give names to Des/Heather who will purchase plaque

6. Conference Enhancers (BEETLES, ChangeScale, latinoutdoors?), and 'partner' exchanges (NAI?)

- TW: did we find out what ChangeScale wanted? mileage?
- Can be a conference committee decision – have on the conf. committee's radar for having people be invited to the conference vs. you scratch our back we scratch yours. Pass on to next conference committee?
- NAI: Let's send someone else in addition to Michael.

Michael has a table for free and will promote AEOE there.

7. Statewide EE Organization

- survey that was sent was just getting info to see if there was an interest (from CEEF (California Environmental Education Foundation))

- o Helen will email Bill with these 2 items:
 - Would CEEF be willing an AEOE person to sit at the table in this discussion?
 - What are the results of the survey?

8. Annual Reports

- 13-14- ACTION ITEM Katie- send it to Chas
- 12-13- Reed and Katie will work on this together

9. Letterhead/Business cards

- o - All the AEOE logos are outdated that are on the Google docs. Desiree sent Amanda sent the letterhead via email. She can use that. From the Fall 2014. Business cards – blueprint for business cards. Is there a way to get a handful of business cards to do networking events? Try vistaprint.com ? Do we have anything official to use? Could we use something generic so everyone can use it w/ lines on it that people can add their info.
- o Amanda wants something official w/ Tax-ID, letterhead, etc. for people donating for the auction. She wants to make sure she's "official" so she can network better!
- o Amanda will look into business cards.
- o Financial responsibility for the wknd. – reg. fee. No cost for Board mtg., lodging.

10. Budget- tabled until in-person

8:15 pm- Exec Session- John, Andrea 2nd

Exec Seeion Ended at 8:18

Other Stuff:

- We are tax exempt!!
- Zay: Budget for this year. We never looked at it at the start of the year. We should approve the budget each year.
- Robb: Request to put together a document of arrivals, how we're getting there.
- Amanda: Are we staying at Willow (teacher's lodge) the whole time? Des: Yes, we are staying at Willow Thursday – Sunday.
- Board will bring food for Friday. A couple volunteers will do it. Desiree can do it.
- Reed will make Google doc. w/ this info. incl. dietary preferences.

Motion to End Meeting Des, John 2nd. Meeting ended 8:19