

California Association for Environmental and Outdoor Education (AEOE)

Board Meeting Minutes –August 9, 2018

Type of Meeting: Computer Conference via Zoom

Time: 3:39 pm-5pm

Scheduled Attendees: Katie Andersen (note taker), Sarah Angulo, Tom Drake (joined at 3:55), Leah Callan, Angie Kemsley, Ryan Mayeda, Steve Morris, Reed Schneider (Presiding Officer), Tracey Weiss, Kat Montgomery joined at 4:10 pm

Absent: Nathan Taxel

1. Committee reports, Q&A
 - a. Secretary Report
 - i. Please do not log in to AEOE Google drives
 1. Use your own drive, and add to AEOE's folders. All board members have access to a shared folder titled "AEOE Board Documents."
 - ii. Please see email sent by Katie requesting information on Annual Report. Deadline to submit information is September 1.
 - iii. Kat and Katie will be researching AEOE Swag
 1. Add promotional goodies to that research (stickers, etc.)
 - b. Membership
 - i. Transition from Helen to Gabe
 1. Gabe is taking on role as Membership Committee Chair
 2. We need to recruit a registrar for conferences
 3. Helen may be willing...
 - ii. Has there been a conversation about a stipend for registrar?
 1. Something to consider and explore
 - iii. Is there a need for the person before the conferences?
 1. Yes. Most definitely
 - iv. EECF (Certification)
 1. Reed sending out a thorough report soon
 2. Steering committee has firmed up the structure, and moving in to content
 - v. NAAEE
 1. Tracey applied for and waiting to hear if AEOE was awarded scholarships
 2. We need to decide who we are sending
 - vi. Resource and Development
 1. MPA
 - a. Ocean Institute is going to start piloting a program soon

- b. Humboldt--- also getting started. Partnering with Humboldt County Office of Education
 - c. Camp Sea Lab is up and running
 - 2. Kat and Angie have things running smoothly
- vii. ED Hiring Committee
 - 1. Job Description
 - a. Emailed to board
 - b. Leah will convert to a PDF when ready for mass distribution
 - 2. Working on a timeline
 - a. Here is our suggested timeline of events in the hiring process and who would be involved at each step:
 - b. We are aiming to get the job posting out by August 1, close by Labor Day
 - c. 1) initial screening based on basic qualifications only- Search committee
 - d. 2) candidates scored based on a standard rubric- Full board
 - e. 3) Initial interviews- search committee + reed
 - f. 4) Second interviews (if needed)- search committee + reed
 - g. 5) Final job offer- full board vote
 - 3. Route to Pay Someone
 - a. PayChecks
 - i. Less expensive, Payroll \$50, Workers comp \$500
 - ii. Pay a la carte for other services
 - b. KTime HR
 - i. KTimeHR
 - 1. Rates: \$250 per month. This is an all inclusive rate that includes quarter tax filings with State and Federal agencies, W-2's and other needed reports.
 - ii. Recommendation would be that we utilize KTimeHR for the initial year of the AEOE ED Employment. While more expensive, it is an all inclusive option that provide us with the resources and support unique for Nonprofits. For the initial year while we are creating HR Handbooks and developing policies - I think this is going to be our best route.
 - iii. We do not have to have this piece in place prior to the hiring of the ED.
 - c. MOTION Tracey: To move forward to work with KTimeHR for one year. 2nd Leah Yes: 9 No: 1 Motion Carries
- 4. Questions
 - a. Is there a number of applications we are aiming for before we close the posting?

- i. If initial postings did not return quality candidates, we may re-post on other sites
 - viii. Conferences
 - 1. Falls are on board
 - 2. Need site for Spring
 - a. Needs to be a Northern site
 - b. Reed has contacts @ SOS
 - c. Tracey will poke Walden West
 - ix. EOSM
 - 1. Confirmed Nov 10-11 Camp Ocean Pines
 - a. Ryan will email T0m description for marketing purposes
 - b. Need Free Reg Code from Gabe for Institutional Members
 - c. Jen Ortega doing workshop on EEI (grant from NAAEE)
 - 2. North, Oct 5
 - 3. South, Reschedule due to Fall Conference
 - x. Awards
 - 1. Sara researching methods for awards
 - 2. Goal- Have something to bring to board by end of August
2. Budget Tool
 - a. Created to help see more detail in working budgets, have accountability
 - b. Spreadsheet in Google Drive
 - c. QuickBooks Capabilities
 - i. Can do a chart
 - ii. Quickbooks can export budget into Excel
 - 1. Changes can be made and submitted during budget development sessions
 - iii. Categories can be titled differently, but does not have the detail of the excel worksheet tool
 - d. Next steps
 - i. In Person- engage board in budget building
 - ii. Goal is to do this in the spring, but we will begin in the fall 2018
3. Fall in-person board meeting
 - a. Sept
 - b. Update: September 14-16 is our only available weekend that month,
 - c. we can have a private suite of I think 4-5 rooms that sleep about 20+ and a meeting room.
 - d. Free if we can reciprocate with a few free spring conference attendances,
 - e. I think a little extra \$ per person if we want meals. Please let me know if this sounds good as soon as you can and I'll lock it in! Happy summer!! (Leah)
 - f. Reed sent a Doodle Poll at the beginning of this meeting. Please fill it out. Can you make it? Yes/No
4. News/Updates

- a. Tom will be Webmaster liaison

Meeting ended 5 pm.