

California Association for Environmental and Outdoor Education (AEOE)

Board Meeting Minutes February 13, 2020

Type of Meeting: Computer Conference via Zoom

Time: 7:00pm

Attendees: Katie Andersen, Andrew Boyd-Goodrich, Leah Callan, Tom Drake, Sarah Foglesong, Ryan Mayeda, Kat Montgomery, Kelly Prendiville, Reed Schneider (Presiding Officer), Nathan Taxel, Tracey Weiss, and Estrella Risinger (Executive Director),

Absent: Angie Kemsley

1. **Approval of [Jan 9th Meeting Minutes](#)** Katie
 - a. Motion to approve by Katie 2nd by Tracey. Motion carries unanimously.

2. **Committee discussions:**
 - a. Finance
 1. [Spending Policy](#)
 - a. Suggestion to change deadlines to make the policy more universal
 - b. Intent of first paragraph is that the individual responsible for the budget item is responsible for the spending within the budget
 - c. Suggestion to remove items that specify “if it’s in the budget, you can spend it,” and make it more “If you need to go beyond your budget, here’s the process...”
 - d. Andrew will bring back a new document with board suggestions at next month’s meeting.
 2. [Grant Policy](#)
 - a. Standard language, no questions from board
 - b. Motion to accept the policy as submitted by Andrew, 2nd Kat. Motion carries unanimously.
 3. [Scholarship Policy](#)
 - a. Add bullet point about process
 - b. Suggestion to add deadlines formal guidance with a timelines (to be included in the procedure of scholarship disbursement, rather than the policy)
 - c. This policy focuses only on how the money is distributed, not the source of the money given
 - d. Motion to approve policy as present by Andrew, 2nd Sarah. Motion carries unanimously.
 4. [Refund Policy](#)

- a. move to strike the clause “Any refunds issued will be paid by check.” by Andrew. Board unanimously agreed.
- b. Note, Conferences Chair Angie Kemsley was consulted on the revisions of this policy, and was in agreement.
- c. Clarify- is there a “registrar@aeoe.org” email account?
- d. Motion to accept the Refund policy as revised by Andrew. 2nd by Tracey. Motion carries unanimously.

a. Governance and Nominations

1. [Board member responsibilities](#)

- a. Remove “regional and statewide” in item 13
- b. Motion to accept the new policy as revised, 2nd by Leah.
 - i. Question about adding staffing and board relationship to...
 - ii. Motion to table to review and revise until next month by Katie. 2nd by Nathan. Motion tabled.
 - iii. ED may share draft form in the interest of recruiting new board members

b. Conferences

- i. Next step: Clarifying who from the board is also attending the spring conference
- ii. Conference committee will review volunteer positions and ask board if they can fill needs

c. Communications

- i. Discussions around creating a style guide
- ii. New brochures printed to hand out at upcoming events

d. Membership

1. [Membership Tiers Proposal for FY21](#)

- a. Question and answer session. Committee plans on bringing document for approval at next month’s meeting.
 - i. Committee will spend time formalizing the Tier 4 concept
 - ii. Marketing as a “value add” rather than a “raise in price”

e. Professional Development/EOSM

- i. No discussion or questions on report

f. Awards

- i. Only 1 Organization of the Year nominee so far. Please help promote the award. Deadline to nominate is the end of this month.

g. Executive Director

- i. New Facebook group created for OE researchers

3. AB5 - What this means for AEOE (5’)

- 1. Ongoing operations that support the organization will have implications on how we operate.
- 2. Andrew and Estrella will be meeting to come up with a proposal for a solution
- 3. Any expertise you have is welcomed

4. Spring Board Meeting Reminder (5')

1. Thursday lunch, PM - Friday mid-afternoon
2. Looking into independent accommodations Thursday night + meeting space on Friday @SCICON

5. Strat Plan goals - Estrella

Expand AEOE's organizational capacity to implement its mission and address future opportunities and challenges.

Establish a statewide certification program to professionalize the field and build a uniform foundation in effectively teaching about the environment in California.

Pursue strategic outreach efforts to reach a wider audience to better represent the diversity of programs and program providers across the state.

6. Executive session- Katie

Due to time constraints, the board voted to forgo executive session.

Meeting adjourned at 8:43 pm

Read by: AK, ER, RM, SF, AMB-G, RS, KA