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Environmental Education Association of Washington
Board of Directors Meeting
April 20, 2010
MEETING MINUTES

Board Members Present:

Officers: Saul Weisberg (Past President), Brook Beeler (Co-Secretary), Tim Stetter (Co-Secretary)
At Large Members: Steve Dubiel, Justine Asohmbom, Jessica Aronson, Laura Tyler, Tom Carlson
Members absent: Nan McKay (President), Steve Robinson (President-elect), Kara Kaelber (Treasurer)

Quorum Present: Yes

Staff Present: Abby Ruskey, Executive Director

Guests Present: None

Brook Beeler called the meeting to order at 4:05pm.

I. Welcome & Agenda Review

Documents referenced: *April 20, 2010 Agenda* and *March 16, 2010 Draft Minutes*

MOTION Jessica Aronson moved and Saul Weisberg seconded that the draft Minutes of March 16, 2010 be accepted. The motion was approved unanimously.

II. Review financial statements

Documents referenced: *Cash Flow Projection, Statement of Activities March 2010*

Referencing the Cash Flow Projection, Abby Ruskey highlighted these upcoming grants or donations: \$4500 from OSPI to be received at the end of the student projects, \$10,000 from the Swinomish tribe, \$10,000 from an individual donor, and \$20,000 from Boeing for sponsorship of the website.

III. Update from Executive Director

Administrative Assistant Candice Holcombe started Friday, April 16, and Jennetta Nye finished up her position that same day. Candice has good experience with administrative support, events, fundraising, and communications. She is contracted through June 2010.

IV. Discuss Status of Fund-Raising and Communications

Abby Ruskey updated the Board on recent activity.

- EEAW / E3 Washington may be involved in two proposals to the U.S. Department of Education's Investing in Innovation (i3) Fund. A Washington school district, the SoL Education partnership, and EEAW/E3 are the collaborators on one grant proposal. The other proposal is a partnership between Pacific Education Institute (PEI), Northwest Indian Fisheries Commission, Puget Sound Education Service District and EEAW.
- The event at Sheri Flies' home on April 17 was well-received by the 50-60 people in attendance. Abby Ruskey and Board Members Nan McKay, Steve Robinson, Laura Tyler, and Jessica Aronson represented EEAW and E3. In addition, EEAW's new Administrative Assistant, Candice Holcombe attended. People in attendance showed great interest and took home donation envelopes. Abby expressed interest in the organization holding more of these events. Abby will be sending individualized thank you notes to all who attended who are targeted as potential donors.
- The North American Association for Environmental Education (NAAEE) provided \$2,500 grant funding to EEAW to develop a business plan for a coordinated state-wide professional development system including certification of non-formal environmental educators. The program is to provide a clear connection

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and increased training for nonformal educators to be highly effective in formal (preK-20 classrooms) education settings regarding environmental and sustainability education. In addition, the program would serve nonformal ESE practitioners who work outside of the classroom with adults, families and in community settings. This effort is headed up by EEAW staff and a statewide leadership group of formal and nonformal education representatives. Colleen Uureb, a 2009 EEAW Award Winner and her colleagues who have started a consulting business, Trillium, were contract by EEAW to complete a draft of the business plan that will be circulated statewide. More details on the program will be released for comment soon.

V. Update on Proposed Changes to Membership

Document referenced: *EEAW Membership Current*

Tim Stetter updated the board on recent and upcoming activity on membership.

- An ad hoc membership team of Jessica Aronson, Tom Carlson, Abby Ruskey, and Tim Stetter will be working on recommendations to the Board.
- Current work includes reviewing and revising membership benefits, levels, and fees.
- Laura Tyler noted the importance of avoiding group membership impacts on the 2011 joint conference. The membership team will follow up with Laura to address this issue.
- Other board comments, questions, and ideas on membership can be communicated to Abby Ruskey and Tim Stetter for the team to discuss.

Current membership stands at 55 individual memberships and 21 group memberships with 164 members. Memberships total 219. This is lower than our numbers preceding the 2008 conference (approx 650) but higher than the 90 members we had prior to opening our office in 2005. Our membership numbers have ebbed and flowed along with our conference offering as the conference discount generates a substantial number of members. Since we have not held a conference since 2008, our numbers have dropped, despite our membership renewal process.

VI. Update on Fundraising for WSTA/EEAW 2011 Conference

Laura Tyler and Jessica Aronson provided an update on the joint conference.

- A contract is in progress between WSTA, EEAW, and Fort Worden State Park. There is an issue regarding the upfront payment timing and amount that WSTA is addressing directly before forwarding the contract to EEAW to sign.
- The Board can sign up for specific committees as well as recommend EEAW members to help. Jessica reviewed open chairs, including for the committees on Budget, Program, and Auction/Entertainment. She will send a list to the Board and will ask for commitments.
- The working title for the conference is "Science Education: A Sustainable Future for All." Other ideas can be submitted to Laura and Jessica to share with the WSTA/EEAW conference committee.

VII. Discuss Board Retreat

Document referenced: *Board Retreat Potential Topics*

Brook facilitated a discussion on items to include in the agenda for the June 26 Board Retreat.

- Steve Dubiel recommended including time to reflect on the first six months of 2010: financial challenges, accomplishments, and progress.
- Justine Asohmbom added that the Board should also envision the next 3-6 months.
- Laura Tyler advised a review of tasks, roles, or committees that Board Members could be participating in.
- Saul Weisberg recommended taking advantage of the in-person meeting to reflect and celebrate.

The Executive Committee will consider these ideas in setting and prioritizing the retreat agenda. The Board Retreat is scheduled for Saturday, June 26. Tom Carlson is checking on availability at Jones&Jones (Seattle). If needed, Jessica offered to check availability at Puget Sound Energy (Bellevue).

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VIII. Review and Approve Policies on Leave and Holidays

Document referenced: *EEAW Leave Policies Draft*

Brook reviewed the recommended policy revisions by Nan McKay with approval of the Executive Committee.

MOTION Saul Weisberg moved and Justine Asohmbom seconded to approve the recommended policy revisions for leave and holidays in the Employee Handbook. The motion was approved unanimously.

IX. Executive Session

The Board went into Executive Session at 5:20pm.

Next EEA Board Meeting - *May 18, 2010 4:00-5:30* via conference call.

Minutes submitted by: Tim Stetter

Reviewed by: Brook Beeler, Nan McKay, and Abby Ruskey