

**Environmental Education Association of Illinois Board Meeting Minutes**  
**December 5<sup>th</sup>, 2008**

Board meeting took place at Anita Purves Nature Center in Champaign. Board members attending: Sarah Livesay, Angela Smith, Jennie Bunde, Stacey Clementz, Kate Lubchansky, Paula Edgar, Teresa Vaughn, Janet Beach-Davis, Jessica Prince, Elizabeth Hagen-Moeller, Becky Lambert, Cyndi Duda, Nikki Dahlin, Kate Hellgren, Richie Wolf Jennie Bunde,  
 Committee Chairs: Lara Darling (PR), Caty Roland(Membership)  
 Liaisons: Judy Miller (NAAEE)  
 Guests : Mike Krebill

Items voted on- yellow

Action items-Underlined

Items moved to Ad-Hoc- blue

Called to order at 10:08 by Sarah Livesay, President

1. Call to Order – President, Sarah Livesay

Sarah asked for approval of agenda Changes suggested: Hellgren and Cyndi misspelled  
 Motion made to approve as amended by Kate seconded Teresa approved by voice vote.

2. Secretary's Report – September Meeting Minutes review/ vote – Janet Beach Davis

A motion was made to approve meeting minutes as amended (change item 6 to "NW" before Richie's name) by Jennie Bunde , Stacey Clementz seconded; passed by voice vote.

a. \* NEW\* Federal Tax Exemption letter for Board manual- Sarah passed out to the board a copy of our new federal tax exempt letter for board member binders.

3. Treasurer's Report (pre-submitted by Becky Lambert) – review/ vote

Sarah asked for questions and clarifications of the budget reports. After discussion and clarifications motion to approved treasures reports as submitted by Cyndi Duda seconded by Teresa Vaughn; passed by voice vote.

a. Tax report status- Tax report was submitted and accepted.

b. Credit card inquiry- Becky has been investigating credit card usage and our ability to accept credit cards. Using past conference data, credit card fees would have been 3% of income, but would generate more income as people may be willing to spend more money on fundraisers. Becky recommended that we accept PayAmerica principal Leo Townsend as our agent for accepting credit cards with two virtual terminals and ask for a donation of a physical card reader. A motion was made to approve the recommendation by Jessica Prince seconded by Kate Lubchansky; approved by voice vote.

c. Vendor request letters- Sarah

If any member is asked for a "Vendor Request Letter" that is just for a request for our Illinois Number. All board members are authorized to write letters as requested.

**d. Tax exemption project status (AD-HOC) - Janet Beach Davis**

4. Committee/Chair Reports

A. Finance Committee- Elizabeth Hagen-Moeller

B. Conference

1. 2009 WC Annual Membership meeting; Will be March 20, 2009 in Springfield at the Audubon Center- Offering sessions in morning, 2 small field trips or one longer training available in afternoon. \$25 member \$55 nonmember for the day

a. Guidelines for Learning- NAAEE grant received! Workshop details- Elizabeth

2. MEEC 2009 Conference update –Stacey A brief update was given by each committee chair, with a welcome to everyone to stay for the MEEC meeting after the board meeting.
  - a. Fund Development; Reception; Grant Assistance (*AD-HOC*) - Sarah
  - b. PR/ Special Events- Lara
  - c. Program (CFP) –Angela
  - d. Auction- Cyndi/ Nikki
  - e. Exhibit Hall- Jessica
  - f. Volunteers-Janet Beach Davis
  - g. Food & Beverage/ “Eat-cology” meeting report-Kate & Sarah
3. NAAEE 2008 Conference Report- Jessica & Becky
4. ISTA 2008 Conference Report- Jennie

#### C. Long Range & Strategic Planning

#### D. Membership – Caty Roland

1. Membership Renewal Notices (electronic) began- great response! Caty reported that members responded positively to email reminders and many renewed right away. It was suggested that renewing members get the same information new members receive via email.

2. 100% Member emails collected for election

We have one new Sustaining member and two Friends memberships

#### E. Nominations and Elections- Jennie Bunde & Jo Skoglund

1. Proposal to accept slate of 2009-2010 Board of Director Candidates **review/ vote**

Motion made to accept slate of candidates by Teresa Vaughn, seconded by Paula Edgar; approved by voice vote.

NE Region: Cyndi Duda

NW Region: Jennifer Bunde, Sabinha Daudi

EC: Erica Schnieder, Kate Lubchansky

WC: Patricia Brown

South: Kate Hellgren

Treasurer: Becky Lambert

Secretary: Janet Beach Davis

2. Electronic ballot election status will be discussed later.

#### F. Public Relations – Lara Darling/ Megan Gavin

1. Proposal to formally adopt EEAI logo guidelines to EEAI by-laws (pre-sub.) **review/ vote**

After review and discussion a motion to accept logo guidelines as changed was made by Angela Smith, seconded by Jennie Bunde; passed by voice vote (Changes- change to contact Lara Darling to contact PR Chair; remove “please” from guideline #4; and under website #5 that it will be determined by the board if the company is in conflict.

#### G. Awards – Stacey Clementz

1. Educator award nomination status – award nomination received and review committee is formed.

2. Mini-Grant Report- Elizabeth- \$1300 in mini grants were awarded to 32 grantees. Teresa Vaughn will be taking this committee over next year.

#### H. Governance – Angela Smith

1. Proposal to adopt “Ex-officio Job Descriptions” to EEAI by-laws **review/ vote**

Job descriptions were discussed and motion to accept with changes was made by Stacey Clementz, seconded by Kate Lubchansky; passed by voice vote. Changes: Nominations-#6- remove "At Fall board meeting;" #13 change "unelected" to "not elected." Membership #2-separate jobs listed individually. Governmental Add bullet- when pertinent information is available it will be distributed in a timely manner.

#### I. Education/Program

1. Project WET- Several trainings have occurred. A one hour facilitator reactivation training will be at the Annual Meeting in March. Cyndi asked that a list of statewide facilitators be distributed to facilitators to assist partnerships. Sarah will ask Susan Herricks to email the list.

2. Project Learning Tree status-no forward momentum has been made to have PLT adopted by an organization.

3. Flying WILD Educator CD- Thank you Patti- Patti burned Flying Wild correlations and sent it to all facilitators.

4. EETAP Spring 2009 Online EE Courses; EEAI scholarship – all board members are eligible for this scholarship.

#### J. Governmental Affairs

##### 1. No Child Left Inside Coalition update-Jessica

a. NCLI – Chicago Wilderness/ ISTA/ EEAI meeting in Joliet- Several board members will attend to discuss timeline for passage. EL for IL will be rewritten to meet new guidelines when those are created.

b. NAAEE State Guide for Environmental Literacy Plan available

2. Children’s Outdoor Bill of Rights- Chicago Wilderness; Carol Fialkowski – Sarah reported on the children’s outdoor bill of rights made by Chicago Wilderness. Flyers about the Bill of Rights were distributed.

#### K. Liaisons

1. Illinois EPA Dive IN! Report- Paula (08) & Angela (09) very successful day and will be at Sugar Grove Nature Center next year on September 24<sup>th</sup>.

2. Illinois Audubon; Flying WILD correlations -Cyndi will share learning experiences and successes and challenges from their workshop with anyone else wanting to hold a workshop. Lara will have one January 15<sup>th</sup>.

#### 5. President’s Report

1. Award Recipients acknowledgement; Gary Swick NE past member won the 2009 Richard C. Bartlett Environmental Education Award from the National Environmental Education Foundation ; Lara Darling, PR Chair and past Regional Director, won the Toastmaster International Communication in Leadership Award.

##### 3. EEAI 2009 Meeting Dates

Fri. February 6, 2009

Fri. March 20, 2009

Fri. June 5 & Sat. June 6, 2009

Sat. September 12, 2009

Fri December 4, 2009

Board Meeting, Anita Purves Nature Center, Urbana

Annual Membership meeting, Springfield

Board Retreat and Meeting, Location TBA

Board Meeting, Anita Purves Nature Center

Board Meeting, Anita Purvis Nature Center

#### 6. Regional Report Updates-none

7. Adjournment: Motion to adjourn by Paula Edgar, seconded Kate Lubchansky. Meeting adjourned at 12:27pm.

### **Motions on Agenda for Consideration**

**Proposal from Public Relations Chair Lara Darling to accept the EEAI Logo Guidelines as presented and insert into the EEAI by-laws. The logo guidelines were originally discussed at the September Ad-Hoc meeting, were further researched and developed by Lara and edited/ reviewed by original committee members.**

## Environmental Education Association of Illinois

### Logo Guidelines and Rules

EEAI's name and logo are used to identify our organization and its activities. Other than board members and committee chairs, no one is to use the EEAI name and/or logo without written permission and only EEAI can grant authorization for the use of the name and/or logo. For written permission, please contact EEAI Public Relations Chair, Lara Darling at [ldarling@vccd.org](mailto:ldarling@vccd.org).

#### Guidelines for the EEAI Logo:

1. The preferred color application of the EEAI logo is "Environmental Education Association of Illinois" printed in standard black and the purple coneflower petals in PMS 514. PMS is the Pantone Matching System widely used by printers to designate and identify ink colors.
2. Only use the EEAI in black and white when you cannot reproduce the logo in its original color.
3. A clear zone must surround the freestanding logo of ¼ inch. You do not want the EEAI logo to be crowded.
4. The logo should always be easy to read, so please do not put the logo on a multi-colored background or over the top of a photo.
5. The logo should not be printed any smaller than 1½-inches in height.
6. The EEAI logo is available in EPS, TIFF, or JPEG formats.
7. Any reference to EEAI should be written as either "Environmental Education Association of Illinois" or "EEAI." It should not be written as "eeai" or "EE of Illinois" or "EE of IL."
8. When looking for a descriptive paragraph on EEAI, the preferred text is: "The purpose of the Environmental Education Association of Illinois is to maintain a vital network that supports and advances quality environmental education throughout the state." If you require additional information, please contact EEAI PR Chair, Lara Darling.

#### Improper Use of the EEAI Logo:

1. Do not alter the color, angle, or layout of the logo in any shape or form.
2. You cannot use the EEAI name and/or logo to refer to another organization or another organization's product or services.

3. You cannot use the EEAI name and/or logo in any manner that would confuse the viewer or could imply un-approved sponsorship or endorsement.
4. You cannot use the EEAI name and/or logo without crediting EEAI's ownership of the logo.
5. You cannot use the EEAI name and/or logo as a link separate from an attaching URL without written permission.

EEAI does not object to adding the EEAI website to any other website as long as the guidelines below are followed:

1. Please inform EEAI that you are adding our link to your site by contacting the Public Relations Chair, Lara Darling, at [ldarling@vccd.org](mailto:ldarling@vccd.org) with your web address.
2. We require that you place a disclaimer on your page, "The Environmental Education Association of Illinois does not endorse, review, or authorize the content stated on this site."
3. EEAI is a nonprofit and nonpartisan organization. No statement should be made that implies or suggests that EEAI is a partner of your organization without written approval from EEAI.
4. You cannot link to our site if your website harms or diminishes the mission of EEAI.
5. You cannot add our link to your site if it in any way endorses a product, service, individual, or organization.

**Proposal from Governance Chair/ Past President Angela Smith to accept the "Governmental Affairs", Nominations and Elections", and "Membership" Ex-Officio Board position job descriptions. These descriptions originated from a September Ad-Hoc meeting, were compiled by Angela and edited/drafted from committee members. These job descriptions will become part of the EEAI by-laws along-side the already existing Regional Director job description.**

## **Environmental Education Association of Illinois Nominations & Elections Chair Job Description**

In 1972, a group of committed and concerned environmentalists (both conservationists & educators) founded the Environmental Education Association of Illinois (EEAI). Since that time, members of EEAI have provided leadership at the national, state, and community levels. The strength of EEAI comes from its members. Their participation in events ranging from nationally to local levels helps to raise the profile of environmental education and challenges the decision makers to give environmental concerns a priority. Today, EEAI is made up of a group of concerned citizens who are interested in educating people of all ages to the importance of understanding and protecting the environment.

EEAI is governed by a Board of Directors. The state is divided into five regions, each of which is served by two directors (three in the northeast region). Regional Directors have responsibilities to both the members of EEAI and the board. Board members are required to attend all Board meetings and EEAI sponsored events as possible.

Ex-Officio Board Positions: Public Relations Chair; Membership Chair; Governmental Affairs Chair; Nominations and Elections Chair; Awards Chair; NAAEE/ Illinois Audubon/ Illinois EPA Liaisons. These Board positions are obtained through appointment by the Board of Directors and have no term limits. Ex-Officio Board positions report directly to the Board of Directors with responsibilities to ultimately serve the

general membership of EEAI through conducting organizational duties specified within the constitution. While these positions do not hold voting privileges, they are highly visible state seats and therefore allow Chair to have input on all matters of the organization, privileges of bringing matters before the Board for review and act as a consultant and leader of all issues pertaining to their committee. While not required of Ex-Officio Board members to attend all Board meetings, it is highly recommended.

### **Job Description: Nominations & Elections**

This Committee consists of Co-Chairs including one EEAI board member and 1 non-board member.

1. Promote and encourage nominations/ election at all times as EEAI representative.
2. Serve as EEAI information source to educate potential candidates about EEAI.
3. Ensure that the Nomination and Election mandates within the EEAI Constitution; Article VI; Sections 1-9 are upheld and obeyed.
4. Ensure a fair and impartial nomination and election process.
5. Keep track of current board positions and when positions are up for election.
6. Encourage current board members to recruit potential new board members.
7. Submit call for nominations to newsletter editor for inclusion in the Fall edition of the UPDATE.
8. Provide Call for Nominations announcement for public relations chair for list serve distribution.
9. Contact nominated individuals to determine interest in running and obtain biographical sketch.
10. Provide a slate of nominees for all elected positions to the Board of Directors at least 90 days prior to the annual meeting for approval.
11. Prepare one ballot for each of the five EEAI regions and electronically distribute to current membership list by region. (must be distributed 60 days prior to annual meeting).
12. Tabulate votes.
13. Notify the current Board of Directors and all elected/non-elected candidates of the election results no later than 15 days prior to the annual meeting.
14. Prepare formal announcement for annual meeting.
15. Encourage and be involved in recruitment events.

## **Environmental Education Association of Illinois Membership Chair Job Description**

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### **Job Description: Membership Chair**

1. Create, maintain and compile EEAI database of members on constant basis.
2. Follow procedures for new member/renewal additions including database entry.
3. Filing and timely deposit of membership funds to Treasurer.
4. Send electronic "Welcome Packet" to all new and renewing members.
5. Electronically notify members who qualify for renewal notices monthly.
6. Submit quarterly membership report for pre-submitted Board reports.
7. Submit database to Regional Directors on quarterly basis.
8. Submit quarterly "new member" listing for each Regional Director and UPDATE.
9. Submit and oversee annual membership budget; follow disbursement procedures as needed.
10. Act as an information source for general membership inquiries.
11. Assist in database requests for conference/ mailing/UPDATE/ ballot, etc. purposes.
12. Oversee membership incentive kit program committee.

## **Environmental Education Association of Illinois Governmental Affairs Chair Job Description**

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### **Job Description: Governmental Affairs**

1. Review information from both state and National legislative organizations (Illinois Environmental Council, No Child Left Inside Coalition, etc.) regarding updates and proposed changes to state funded environmental programs as well as national education legislation initiatives.
2. Write newsletter articles summarizing funding, policy, or legislative issues that are most relevant to EEAI members.
3. Assist the EEAI president with environmental education legislation issues which may include participation in conference calls, meetings or letter writing efforts to represent EEAI in governmental affairs.
4. Submit quarterly reports and an annual report to the EEAI Board.
5. Submit appropriate information for inclusion in the UPDATE and/or website.