

Meeting Notes – Executive Board and Advisory Council Meeting
Alliance for New Jersey Environmental Education (ANJEE)
Sunday Afternoon, March 11, 2007
Lighthouse Center for Natural Resource Education, Waretown, New Jersey
(Part of ANJEE Annual Leadership Retreat)

Present: Michele Bellinger, Elizabeth Faircloth, Sondra Flite, Maria Grace, Diane Hewlett-Lowrie, Rick Lear, Tanya Oznovich, Carmen Pirotte, Nicholle Rahman, Janice Reese-Berardo, Sandy Sandmeyer-Bryan, Jerry Schierloh, Pat and Mike Skelly

Guest: Sue McGuire, Wyoming Association for Environmental Education, Facilitator

Opening Remarks – Janice Reese-Berardo, President

- Meeting called to order at 1:30 p.m.; Janice provided welcome and group introductions
- Request for new business and changes to agenda (none)
- **Motion: Rick L., to approve agenda; Pat S. provided 2nd; all in favor**
- Group review of meeting notes from 11/28 and 1/9
- **Motion: Rick L., to approve ANJEE board meeting notes for 11/28 (no corrections) and for 1/9 (no corrections); Maria G. provided 2nd; all in favor**
- Janice will develop outline of highlights made during facilitated Saturday session of the retreat

Communications (Upcoming Events) – Janice R.

- ANJEE received invitation to exhibit and present at annual history conference sponsored by NJ Historic Preservation Office – decision was to not participate this year
- ANJEE received invitation to exhibit and present workshop at NJ science teacher’s convention – it was agreed to continue to pay to exhibit there (and offer ANJEE “sampler” workshop) – Maria G. agreed to submit the exhibitor application and payment
- ANJEE received invitation to exhibit and present workshop at environmental education forum at Stockton University, sponsored by the NJ Community Water Watch – Pat S. agreed to look into her availability (or availability of others) to attend as ANJEE representative

Upcoming ANJEE Board Meetings – Janice R.

- **Special Meeting of Executive Board, Committee Chairs and Advisory Council**
Monday, April 16, 2007, 6:00 – 9:00 p.m.
Location – TBA (looking into central location)
Format: Special meeting
 - o Committee action plans are needed from Committee chairs (either from retreat or meeting on own)
 - o Plans should include tasks, what’s needed, objectives, deadlines, who will do what or people needed to assist with the tasks; this would be an “action plan” for July, 2007 – June, 2008
 - o Plans should include names of people serving on the committee
 - o Pat S. needs committee volunteer needs so that she can direct her membership activities
- **Executive Board and Advisory Council Meeting**
Tuesday, May 15, 2007, 6:00 – 9:00 p.m. (potluck dinner at 5:00 p.m.)
Location – TBA (looking into northern location)
Format: Business meeting

Treasurer/Finance Committee Report – Rick Lear, Treasurer and Elizabeth Faircloth, Chair

- ANJEE cash flow is doing well, overall
- Rick L. has ANJEE letterhead and envelopes and any person or committee who needs for mailing should obtain a quantity from him; he can also e-mail ANJEE letterhead to interested persons
- NJ Commission on Environmental Education still has payment to be made to ANJEE (\$1,000, annual) to be used for conference as well as for printed newsletter issues

- **Copies of ANJEE financial report for March 11, 2007, were distributed (for FY7/1/06 – 6/30/07).**

Highlights are as follows:

Expenses - Budget:	61,944.00
Expenses – YTD:	25,453.07
Income – Budget:	75,625.00
Income – YTD:	28,459.80
Net – Budget:	13,681.00
Net – YTD:	3,006.73

Checking Account Balance:	\$35,743.55
Governor’s Grant Balance*:	\$20,417.58
WPNJ Grant Balance*:	<u>\$201.49</u>
Total:	\$56,362.62

Endowment Balance*:	<u>\$25,953.88</u>
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* Limited access funds

- **Elizabeth F. provided report for the ANJEE endowment activity for 2006. Highlights are below:**

Initial deposit (July, 2002):	\$13,166.61
Total (to present) from deposits:	\$21,127.74
Current account balance (as of 2/28):	\$25,949.61
Total gain from investment activity:	\$4,821.87

- Endowment contributions came in from conference silent auctions and occasional retreat silent auctions
- Initial deposit was made after original endowment account was not set up well financially. Current endowment is set up with TD Ameritrade

- **Rick L. provided financial summary for conference. Highlights are below:**

Total projected income:	\$23,924.80
Total projected expenses:	\$23,643.48
Total projected net:	\$281.32

- There are outstanding conference expenses but ultimately it will just about break even, for variety of reasons (i.e., new conference location). Methods to consider for next year’s conference (financial gains) include increased attendance/registration; increased sponsorship; decreased conference/facility costs and increased membership income. Funds for promotions should be used, possibly increased, but strategically
- Conference registration process needs to be fine-tuned before next year’s conference (it is confusing) and some issues need to be discussed: should workshop presenters receive free membership AND free meals? Do exhibitors receive too much? Finance Committee will research how other states handle
- As a fundraising activity for 2008 conference the Finance Committee will look into approaching more sponsors and the utilization of advertising
- **(Revised) Motion: Rick L., To help alleviate some of the financial burden of volunteering for the 2007 ANJEE Conference, Rick made motion for the reimbursement to the following Conference Committee volunteers, as named, for out of pocket costs specific to the conference:**

- o **Jerry Schierloh - \$90 Conference Fees**
- o **Rick Lear - \$90 Conference Fees**
- o **Debbi Davidson – \$90 Conference Fees**
- o **Janice Reese-Berardo – \$90 Conference Fees**
- o **Elizabeth Faircloth - \$90 Conference Fees**
- o **Sandy Sandmeyer-Bryan - \$90 Conference Fees**
- o **Laura Hernandez - \$90 Conference Fees**
- Total: \$630.00**

In addition, Hugh Carola and Carmela Federico, Conference Co-Chairs, are exempt from Conference fees. Therefore, Rick moved for the reimbursement of accommodation expenses for 3-night hotel stay, related to conference responsibilities, as follows:

- Hugh Carola - \$304.29 – 3 nights @ Clarion-Palmer Inn
 - Carmela Federico - \$304.29 – 3 nights @ Clarion-Palmer Inn
- Total: \$608.58

The aforementioned volunteers should notify ANJEE Treasurer if they wish to be reimbursed for said expenses or if they wish to donate them to ANJEE. All contributions will be acknowledged with a donation letter.

- **Maria provided 2nd; 4 approved; 0 disapproved; 3 abstained.** Group discussion on motion:
- Reimbursement is only for services or duties rendered at conference, usually performed throughout the day, that prevented member from actual participation in conference (that they would have paid to attend)
- This action serves only the needs of this year; next year their will be an ANJEE policy in place that would address this
- Policy should not reimburse ANJEE membership fee – individuals should remain responsible for that
- Rick was asked to date all reports from Treasurer
- Janice thanked members of Conference Committee and all conference volunteers for their efforts

Conference Committee – Jerry Schierloh, Conference Committee

- Volunteer support at the conference went well; Jerry will send each volunteer an ANJEE bag
- Volunteers provided assistance with “up front” work as well as session evaluation assistance
- The 2008 conference will be held again at Princeton University; the university liaison is leaving, though PEI is hosting ANJEE again; without liaison/host there’s a difference in conference site fees
- There were 200 – 210 attendees, which does not include exhibitors but does include presenters
- We need more public relations activities next year, more outreach to media sources
- **Motion: Mike S., to have the 2008 conference theme be: “Achieving Through Environmental Education (EE);” Diane H. provided 2nd; all in favor**
- They are looking into creating audio and/or videotapes of the workshops that members can order, for a fee, after the conference
- Conference Committee will meet before the next board meeting to develop their action plan

Membership Report – Pat Skelly, Chair

- ANJEE currently has 216 members; of these, 64 are from northern region; 86 are from central region; 52 are from southern region; 8 are from PA and 6 are from NY (about 5% are out-of-state)
- Six new teachers joined as result of ANJEE exhibit at NJEA Convention
- One new community college professor joined as result of ANJEE exhibit at ANJEC Congress
- 39 conference attendees attended more than six ANJEE conferences; 27 attended 5 or 6; and 56 members were in attendance for the first time (and includes speakers, new members and watershed ambassadors)
- Membership outreach campaign will begin in ANJEE’s southern region first; Pat will handle
- Membership needs committee members – business will be conducted primarily online; Pat is also looking for active regional members to assist with membership activities

Planning Committee – Diane Hewlett-Lowrie, Chair

- A couple years ago committee initiated discussion on ANJEE’s 501C3 status and how ANJEE is registered with Treasury. The idea was to file ANJEE instead as a 501(h) Election status, which would permit but regulate an amount of lobbying by ANJEE and would limit funds to be spent on it; if ANJEE doesn’t pursue, it could be fined by IRS for hours spent lobbying; this motion was tabled due to pending NJ legislation related to this discussion
- **Motion: Diane L., to file ANJEE as a 501C3 “K” status; Mike S. provided 2nd; all were in favor**

- Group discussion:
- Lobbying policy is based on NJ State regulations; Sondra F. will get handle on such federal and state regulations; the NJ Center for Nonprofits is key organization for this topic
- New assignment for committee is “mapping” of policies that can affect environmental education in NJ; to act as a “watch dog” for EE delivery
- Committee may activate a “hot topics” hotline that would: communicate and share new policy actions; decide what actions to take on it and who would act; would involve President, Committee Chair and an advocacy contact
- Committee suggests that ANJEE partner with NJPIRG and/or NJ Environmental Federation (who have active lobbyists); ANJE members who are government employees cannot be involved
- ANJEE currently does not have official bylaws – they are needed to meet state and federal requirements and ANJEE should have in place when approaching new funders
- Sue (facilitator) stated that bylaws and constitutions are usually merged together
- Pat offered to simplify draft bylaws that Skelly’s had proposed (as part of re-organization)
- Elizabeth and Diane also did draft set of bylaws based on model received from NJ Center for Nonprofits, in 2005
- **Motion: Rick L., to revise inter-rim bylaws from 2005 to conform with board structure until new bylaws are proposed; Tanya provided 2nd; 1 abstention; all else in favor**
- Group discussion:
- Elizabeth and Diane have original boiler-plate model as well as draft

Nominations Committee and Vice President’s Report – Maria Grace, Vice President

- President-Elect is still needed
- Diane Hewlitt-Lowrie agreed to run as Vice President
- Tanya O. agreed to run as Recording Secretary only if position is still open by election deadline
- No one on advisory council is from the southern region (Sandy served two consecutive terms)
- Outstanding issue – how to do ballot – electronically?
- Consider using next year’s retreat as way to get new members into leadership roles – consider time of year that retreat is offered
- Consider catering more to new members at future retreats so they become familiar with ANJEE
- Consider reasons to include advisory council members at executive board meetings if they cannot vote – what are incentives or benefits to do so?

Program Committee North – Jerry Schierloh, Committee Member

- ANJEE North is viewing itself as a “doorway to ANJEE membership” and they see strong links between their efforts with ANJEE membership, finance (fundraising) and communications/PR committees
- They utilize a pool of volunteers for committee work
- They will continue to meet monthly in various locations and on various topics; attendance varies due to the varied meeting locations; attendance ranges between 12 – 20; trying to attract more teachers
- They are working on meeting schedule for next six months
- Jerry, Elyssa and Elizabeth are coordinating next ANJEE pre-service workshop to be held at Trailside Nature and Science Center, on May 8th, from 7:00 – 8:30 p.m.; this will feature climate change speaker who also spoke at ANJEE conference

Program Committee Central – No Report

Program Committee South – No Report

- Region does not have a chair; Laura H. resigned; Northern region chair agreed to help new chair of this region, if help is needed
- Meeting is being organized for Gardner’s Basin Aquarium
- Diane H. offered to regions to be a speaker regarding her out-of-country EE experience

Awards Committee – Sandy Sandmeyer-Bryan, Chair

- The presentation of 2006 awards at the 2007 conference went well
- Sandy is working with Tanya and others to identify all past ANJEE award recipients
- Grateful for active committee members who helped with selection process
- Weak area of work to be done is follow-up PR for award recipients; Sandy and Carmen P. are working on

- Marc R. will send photos to Sandy for the press releases
- Awards are already posted at the ANJEE Web site

Curriculum and Training Committee – Jerry Schierloh, Chair

- Will align committee activities for next year with retreat ideas; committee will continue to be task-oriented and will have outline for next executive board meeting

Newsletter/Publications Committee – Mike Skelly, Chair

- Soliciting contributions for newsletter; before conference submissions were slow
- Is investigating presentation of newsletter (electronic or paper since electronic tools are available)
- Time to re-think, in general, this service to ANJEE members; consider different type of publication (i.e., magazine format) and see what else is on market currently for NJ readers

Directory Committee – No Report

Public Relations Committee – No Report

Web Site Committee – No Report

Affiliates Report – Watershed Partnership for New Jersey – No Report

Affiliates Report – New Jersey Natural Resource Education Cooperative – No Report

Affiliates Report – Coalition for Schoolyard Habitats – No Report

Liaison Report – New Jersey Science Teachers Association – No Report

Liaison Report – New Jersey Science Education Leadership Association – No Report

Closing Remarks and New Business

- NAAEE 2007 conference is in Virginia Beach in mid-November
- Site is well within travel range for ANJEE members
- Consider having ANJEE rent/charter a bus and go down for affiliate workshop and conference; offer to all ANJEE members; approach NAAEE about getting a discount for a large group; prices are not out
- Theme is “Explore New Horizons, Come to the Coast”
- ANJEE typically receives 1 free attendance and 4 registrants at NAAEE membership rate
- ANJEE would adhere to current policy on NAAEE conference participation but should also consider additional group attending due to conference site being so close
- **Motion: Elizabeth, to adjourn the meeting at 4:15 p.m.; Tanya provided second; all were in favor**

Submitted: T. Oznowich

April 6, 2007

Approved: July 10, 2007