

**Meeting Notes – Executive Board and Advisory Council Meeting**  
**Alliance for New Jersey Environmental Education (ANJEE)**  
**Tuesday, July 10, 2007**  
**Scherman-Hoffman Sanctuary, New Jersey Audubon Society**  
**Bernardsville, New Jersey**

**Present:** Elizabeth Faircloth, Sondra Flite, Maria Grace, John Henry, Diane Hewlett-Lowrie, Rick Lear, Tanya Oznowich, Gina Provenzano, Janice Reese-Berardo, Marc Rogoff, Sandy Sandmeyer-Bryan, Jerry Schierloh, Mike and Pat Skelly

**Opening Remarks – Mike Skelly, President**

- Meeting called to order at 6:20 p.m.
- Three important issues to address: draft bylaws, voting situation and who can vote, and budget

**Discussion: Draft Bylaws**

- Explained background regarding how bylaws evolved and apologized for discrepancies and misunderstanding regarding how issues were communicated to board members; discussed following issues:
  - A. Having one voting representative for three regions (instead of three) – rationale for this and how this arrangement had been discussed in past but not officially implemented;
  - B. Replacement of Marc R. as current Web Site Committee Chair with new chair and related communications regarding how and why this decision had been made;
  - C. Recognition of Gina P's interest in chairing Planning Committee and how this interest was handled;
  - D. Number of voting board members, what a quorum would entail and concerns regarding how number of voting members had decreased; and
  - E. Allowing people serving in current board positions or people recently voted into these positions to serve in expected capacity with expected voting responsibilities.

**General Comments During Bylaws Discussion:**

- Not all members received nominations ballot – mailing labels/database for members is not accurate
- Much work was done to reconcile ANJEE handbook with existing ANJEE bylaws but there are many discrepancies and gaps of information
- All must improve communications from top-down as well as from bottom-up and be courteous
- Work should occur within committees and not at board level; board structure should take form of what works for ANJEE – should not be too cumbersome
- Regarding regional representatives - why have three? There is opening for one person; all three should submit reports but they don't have to all attend meetings and they all won't vote; program activities are local and one voting member would operate at board level
- **Motion: Rick L., To increase proposed # of 14 voting positions (with one Program Chair) to 16 voting positions (with three Regional Program Chairs), thereby requiring nine votes for quorum; Tanya O. provided 2<sup>nd</sup>; 6 in favor, 3 against, 1 abstention**
- **Discussion regarding motion:**
- This arrangement is reflected in current bylaws and should remain in place until new bylaws are approved
- List of voting members were identified; Gina agreed to serve as Chair of Planning Committee
- Marc and John would co-chair Web Site Committee but would have one vote

**Remarks – Janice Reese-Berardo, Past-President**

- Passing of ANJEE gavels from President (2007 - 07) to President (2007 – 08)
- Thanks to everyone for their support during Janice's tenure
- Thanks to Janice for her service and leadership as President
- NESEA grant opportunity that came to ANJEE was declined, not ready to accommodate it's needs
- Latest NAAEE membership publication includes article/report about ANJEE activities

**Meeting Notes – Tanya Oznowich, President-Elect (Filling in for Recording Secretary)**

- Group review of meeting notes from March 11
- Description of compilation and review of ANJEE archives
- **Motion: Rick L., to approve ANJEE board meeting notes for 3/11/07 (with corrections); Janice R. provided 2<sup>nd</sup>; all in favor**

**Treasurer’s Report – Rick Lear, Treasurer**

- Expense shortfall due to outstanding payments not received by end of ANJEE fiscal year; incoming payments will be reflected in the new fiscal year and include:
- Scholarship from NAAEE for 2006 conference: \$1,000.00
- Payment from NJ Commission on Environmental Education: \$1,000.00
- Conference receivables: \$330.00
- Miscellaneous items (Leadership Retreat, etc.): \$320.00
- Recent expenses that put this over-budget were accrued by ANJEE central office and include the NAAEE affiliate membership (\$450.00) and printing of ANJEE letterhead and envelopes (\$345.00)
- **Copies of ANJEE Financial Report for June 30, 2007, were distributed (FY7/1/06 – 6/30/07).**

**Highlights are as follows:**

Expenses - Budget: 61,944.00  
Expenses – YTD: 32,929.26  
Income – Budget: 75,625.00  
Income – YTD: 30,279.80  
Net – Budget: 13,681.00  
Net – YTD: 2,649.46

Checking Account Balance:	<b>\$27,074.41</b>
Governor’s Grant Balance*:	<b>\$20,480.63</b>
WPNJ Grant Balance*:	<u><b>\$201.49</b></u>
<b>Total:</b>	<b>\$47,756.53</b>

Endowment Balance\*: **\$27,231.62**  
(\* Limited Access Funds)

- **Motion: Janice R., to accept Treasurer’s Report for 6/30/07; Maria G. provided 2<sup>nd</sup>; all in favor**

**Membership Report – Pat Skelly, Chair**

- ANJEE currently has 237 members
- Refer to May 15<sup>th</sup> membership report
- **Motion: Elizabeth F., to accept Membership Chair’s Report; Tanya O. provided 2<sup>nd</sup>; all in favor**

**President’s Report – Mike Skelly, President**

- ANJEE members have been invited to submit environmental lessons to NJ Department of Education’s “Clarification Project” (clarification of state curriculum standards) to show how such lessons support the science standards
- Sondra F. agreed to call NJDOE Social Studies Coordinator John Dougherty to learn about status of clarification process for social studies standards
- Involvement with this would fall under Jerry Schierloh’s Curriculum and Training Committee. Sondra agreed to contact Jerry about this process; will inform members of this through ANJEE newsletter
- NAAEE leadership is involved with proposing an amendment to the “No Child Left Behind” law that must be reauthorized this year; amendment will propose that federal education funds be used to provide financial support for environmental education
- Mike will look into notifying members through **ANJEE ALERTs** and **ANJEE ONLINE** e-mail announcements to ANJEE members

### **Financial Report – Elizabeth Faircloth, Chair, and Rick Lear, Treasurer**

- Committee is exploring options for board insurance
- Committee examining fee structures that other state environmental education organizations have in place; ways of using sponsors and fundraising activities by other states are also being gathered
- Tanya O. is writing article about ANJEE for NJ chapter of the Society for Women Environmental Professionals (SWEP); the article will be in their autumn/winter newsletter for members and will welcome their membership to get involved with ANJEE as donors, advisors, conference presenters, etc.
- Janice is NAAEE liaison for NAAEE conference, to be held in Virginia in Virginia Beach; NAAEE altered membership structure and ANJEE is allowed one member; early registration for conference closes on September 14; fee includes membership and is \$490 per person if we make the deadline and \$540 if we don't make the deadline
- Should ANJEE participate in promoting itself at the conference through the affiliates "cake/social" activity and the silent auction? During opening ceremonies there are over 1,000 NAAEE members and it is good exposure
- **Motion: Sandy S., to pay for ANJEE cake at the NAAEE conference and to modify the central office budget with this cost; Tanya provided 2<sup>nd</sup>; all in favor**
- **Discussion regarding motion:**
- Try this once and observe how it goes/see if it's worth doing
- Cake cost is not in proposed budget but will be added to central office as a budget item
- Conserve Wildlife Foundation of New Jersey (Maria G.) will donate items for silent auction; funds are used to provide scholarships to students
- Janice R. will reach out to membership regarding interests in attending NAAEE
  
- **Rick distributed proposed ANJEE budget for FY 7/1/07 – 6/30/08; Group discussion:**
- Budget tightened up and pursued more modest projections than in past years; in FY 05-06 net projection was 70% of what was budgeted; in FY06-07 net projection was 535 of what was budgeted
- Need more accuracy with conference records; conference broke even and didn't show surplus this year
- Income side of proposed budget is based on historic figures
- ANJEE affiliate group activities – are all three still active? Is sliding scale of funding being used? NJNRC still requests funds and ANJEE should take advantage of network provided by PLT, WILD and WET activities; WPNJ did not request funds – watershed grant has \$201 in account to keep account open but grant is struggling to be finished; keep affiliate budgeted funds in proposed budget, as is
- **Motion: Mike S., the adoption of proposed budget (for FY 2007-08) as is, with notice to go to committee chairs asking for adjusted proposals and work plans at next board meeting; Pat S. provided 2<sup>nd</sup>; all in favor**

### **Planning Committee – Diane Hewlett-Lowrie, Chair**

- At March Leadership Retreat group decided to revise inter-rim bylaws from 2005; Pat S. then shortened proposed new bylaws and President advised Planning Committee to work with Pat's version so committee is addressing existing concerns with proposed bylaws in such areas as conflict of interest and reflection of current structure; Diane H. sent Mike S. questions about proposed bylaws and these are being worked on
- **Discussion on topic:**
- Everyone who is chair of a committee is nominated or elected by membership
- ANJEE policies/procedures (that would support bylaws with additional details) still must be written
- Need to clarify what "reasonable" spending is – will work this out through Finance Committee
- Bylaws and organizational structure should be used together
- Next steps – review draft bylaws and structure on own time; is another special meeting needed?
- **Motion: Janice R., To review draft bylaws and organizational structure during next two weeks (by Friday, July 27); Diane will e-mail these to executive board and advisory council members; Mike provided 2<sup>nd</sup>; all in favor**

- **Discussion on motion:**

- If more discussion is warranted a special meeting will be called
- Good timeline – tweaking to be done – issues with transition can be addressed now – use existing bylaws and structure during FY07-08 and on July 1, 2008, begin implementation of new bylaws and structure; upcoming nominations/election should be based on new bylaws and structure; new bylaws and structure can be voted on by membership – post both online
- Implementation plan will be part of bylaws and both will be voted on together

**Conference Committee – Janice Reese-Berardo, Chair**

- Calls for exhibitors, sponsors and workshop presenters will go out at the beginning of August; help is needed with distribution and with conference tasks; conference fees/structures that are being used in other states are being looked at by Finance Committee; issues with meals also to be looked at

**Web Site Committee – Marc Rogoff, Co-Chair**

- Needs updated list of advisory council members; info for new officers has been posted
- Events info is always updated – will add meeting and conference info when it is determined
- E-mail Marc at “ANJEEweb@yahoo.com

**Awards Committee – Sandy Sandmeyer-Bryan, Chair**

- Post and circulate copies of new awards and nominations information
- Compiling list of past award winners and are posting these at ANJEE web site

**Curriculum and Training Committee – Jerry Schierloh, Chair**

- Beginning Phase I and is starting on Action Plan

**Nominations Committee and Vice President’s Report – Diane Hewlitt-Lowrie, Vice President**

- We will have vacancies we’ll need to fill; need time to figure out how to handle them
- We have new people on advisory council; should do a welcome and orientation meeting for new members now and then should include this function annually at future leadership retreats, such as part of a Friday evening dinner and program

**Program Committee North – No Report**

**Program Committee Central – No Report**

**Program Committee South – No Report**

**Newsletter/Publications Committee – Mike Skelly, Chair**

**Directory Committee – No Report**

**Public Relations Committee – No Report**

**Watershed Partnership for New Jersey (Affiliate) – No Report**

**New Jersey Natural Resource Education Cooperative (Affiliate) – No Report**

**Coalition for Schoolyard Habitats (Affiliate) – No Report**

**New Jersey Science Teachers Association (Liaison) – No Report**

**New Jersey Science Education Leadership Association (Liaison) – No Report**

**New Jersey Commission on Environmental Education (Liaison) – No Report**

**Closing Remarks and New Business**

- No new business and no old business
- Next meeting will be held sometime in September
- **Motion:** Pat, to adjourn the meeting at 9:15 p.m.; Janice provided second; all in favor

Submitted: T. Oznovich  
10/26/07