

WAEE Board Meeting Minutes

Mar 22, 2023

5-6:15 pm, [2023 Zoom Link](#)



Land & Water Acknowledgement

- A. Call to order
- B. Housekeeping
 - a. Attendance: Hannah Bunting, Heidi Vasel, Emily Foster Hill, Skylar Primm, Jonathan Ismail, Jeff Kierzek, Tara Von Dollen, Becca Franzen, Daniel Torres-Rangel, Lynn Anders, Megan Giefer, Tanzeem Ali, Beca Borkowski, Victoria Rydberg-Nania, Rachael Lewandowski-Sarette, Ryan Feldbrugge; Missing: Xia; Excused: Peter, Griffin
 - b. Time keeper- Heidi Vasel
 - c. Agenda changes- none
 - d. Approve past minutes - approved by consensus [Feb 23-WAEEBoardMeeting minutes](#)
- C. Guest comments- WAEE welcomes brief comments from members and the public.
- D. Liaison reports- *Liaison reports are shared quarterly in December/March/June/September.*
 - a. [FIELD Edventures](#) (visit <https://www.connectexploreengage.org/> for more events!)
 - b. Natural Resources Foundation
 - c. Wisconsin Department of Public Instruction
 - d. [Wisconsin Center for Environmental Education](#)
 - e. Wisconsin Conservation Hall of Fame
 - f. Wisconsin's Green Fire - no report
 - g. Wisconsin Society of Science Teachers
- E. Officer and staff reports
 - a. [Executive Director Report](#)
 - b. Chair: Working on Board Retreat location & timing (Google Form?) and Administrative Coordinator job description
 - c. Vice Chair: no report
 - d. Treasurer: WAEE account totals **3.22.23**:
 - Legacy Fund: \$5,464.54
 - Contingency Fund: \$30,979.86
 - Checking: \$42,341.30
 - TOTAL: \$78,785.70**
 - e. Secretary- no report
 - f. [Administrator](#)

g. Student Board Members

F. Committee reports

- a. [JEDI](#)
- b. Conference and Workshops
 - i. MEEC:
 - ii. Winter Workshop: Co-chairs will meet the week of March 27th.
- c. [Executive/finance](#)
- d. [Advocacy](#)
- e. Networking and Membership
 - i. Meeting schedule will be finalized ASAP, every other month starting in April
 - ii. [Networking & Membership Communication Log](#) is a living document for any and all to voice their ideas to help further the work of the N & M Committee
 - iii. Membership Update: We currently have 338 members (up ~50 since November or ~110 since last June!)
- f. Recognition
- g. Elections
- h. Fundraising Ad-hoc
- i. Communications Ad-hoc

G. Unfinished business

- a. WAEE Records Storage

H. New items

- a. Vote on [Administrative Coordinator Position Description](#) (Job Posting will be shortened version of this document)
 - i. Heidi Moved to approve the Administrative Coordinator position description, Megan seconded, passed unanimously.
 - ii. Timeline- post asap, hiring between May 1 and June 1st so we can have transition time.
 - iii. Communications will be shared by a future permanent communication committee and the Administrative Coordinator
 - iv. Interview committee- how constructed- Executive Director, Chair and a few other board members for a total of 3-5 people
- b. Timing of Liaison Reports- March, June, September, December
- c. Committee Chair "How To" Guide-[Committee Chair "How To" Guide](#)
- d. Recruiting Student Board Members

I. Announcements

- a. EE Guidelines Workshops!
- b. Spread the word for [MEEC Call for Proposals](#)!
- c. The Annual Conference page on the WAEE website is up to date with calls for proposals, sponsorship opportunities, and the theme. Please direct people there if they ask you!

Adjourn time: 6:16 pm

Lynn motioned to adjourn. Ryan seconded the motion, passed