

# Minutes – NNREC Board of Directors Meeting Tuesday, August 14, 2007, 8:15AM, via conference call

*Mission: Nevada Natural Resource Education Council is a catalyst for environmental literacy.*

Note: These minutes are in “agenda template” order rather than the order they were discussed during the meeting.

## I. Opening

- A. **Attendance:** board: Allison Brody, Stephanie Lefevre, Dave Cooper, Jonathan Mueller, Amanda Rowland for part of call (quorum achieved); staff: Dan Allison; guests: none
- B. **Action Items:** review action items from last meeting
- C. **Minutes:** approve minutes from last meeting
- D. **Decisions in the interim:** none
- E. **Agenda:** added Vanguard mutual fund for endowment/long-term reserves, annual meeting
- F. **Consent Agenda:** none

## II. Governance

- A. **Board Orientation:** none
- B. **Board Operation**
  - 1. **Job Descriptions:** President job description drafted by Stephanie was adopted; Allison and Dan will work on revision for Treasurer for next meeting; Jonathan will develop a new one for Vice-President; Secretary will not be changed at this time
  - 2. **Board Self-Assessment:** a new board assessment will be done since there has been a lot of change in board members since last one was done; Stephanie will revise to include strategic plan info and any suggestions provided, and will send out by August 30
- C. **Policy:** none
- D. **Members**
  - 1. **New:** talked about Matt Johnson as potential new board member, he works for Nevada Conservation Corps (his resume was emailed out to board); what is the criteria for making decisions on new board members? - have him on a call so that people see if he is articulate, is he passionate about the mission, has read the board FAQ; have him on the next conference call
  - 2. **Resignation:** Margie’s resignation from the board was accepted, she will remain involved in projects
  - 3. **Officers:** Amanda will not be fulfilling Secretary role for a while but is still in place; Jonathan was elected as Vice-President
- E. **External Relations:** Memorandum of Understanding (MOU) between Public Lands Institute and NNREC on the VISTA program (document posted) was adopted; Jonathan and Dan will follow up on Sierra Nevada Journeys and NNREC MOU
- F. **Annual Meeting:** we will not do a member annual meeting this year, but will designate the October regular board meeting as our annual meeting; the function of the member annual meeting will be met by the environmental literacy summit

## III. Goals

A. **Partnerships:** none

B. **Professionalism**

1. **EE&I Certification program:** next meeting is next week; themes, guidelines and indicators are complete, now will be looking at mentor training, mentor program, courses, registration
2. **Our Places Tell Stories Conference:** first planning meeting is Friday, August 17 and everyone is invited to participate by calling Allison cell (702-449-3140) at 9:00AM; topics will include when and where the conference will be, logos and marketing, planning team meetings
3. **LIFE:** 2007 was instructionally successful but not financially viable; a draft recommendation for 2008 & 2009 has been developed but not yet shared with full board; topics will be forest and fires, and wildlife, in either order; if we are going to do it, we need to really devote energy to marketing; objective is to break even financially; we make a go/no go decision at the October board meeting
4. Model program: none

C. **Leadership**

1. **NAAEE Conference attendance:** who is going and who needs financial help? total cost is roughly \$1500 per person; Jonathan yes, needs \$410 registration fee; Stephanie yes, will get some assistance from Affiliate Workshop PSA; Dan yes, will get some assistance from Affiliate Workshop PSA; Allison yes, probably doesn't need help; Amanda probably, will be covered by NPS; Dave not attending; Milton (Nevada Outdoor School's Education Director) yes, will get some help from NNREC if there are extra funds; separate NAAEE Affordability Scholarship is appropriate for NOS and SNJ people and they are encouraged to apply, membership is required; Dan will revise NNREC attendance budget and send it out to those going
2. **No Child Left Inside:** Stephanie drafted a letter to congressional representatives in support of the No Child Left Inside bill which part of "No Child Left Behind" elementary and secondary education act; Dan will revise letter and send it back to board for comment; Dean Heller sits on Education Committee of the House but letter will go to all congressional representatives; we will schedule meetings with congressional representative's staff on this topic and also to build relationship and understanding on environmental education and this request will be added to NCLI letter

D. **Funding**

1. **Fundraising committee:** (Stephanie, Allison, Dan, Jonathan - part) met 2007-07-13 (notes available, Jonathan responded by email) and decided that we need \$25K the remainder of this year, we will select one major grant, we are going for operations grants more than project grants, Dan will spend 50% of his time on fundraising until the funding crisis is resolved
2. **Board Assignments:** no progress on Margie - Bass Pro, and Dave - casinos
3. **Partners:** we will set up meetings with Dan and various board members with Western Nevada Community Foundation - Chris Askin, United Way of Western Nevada and the Sierra, Nevada Community Foundation, and United Way of Southern Nevada; these meetings are for relationship building rather than specific grants

4. **Ideas:** a grant from the Nevada Commission on Tourism is open and due September 28 that should be considered

#### **IV. Administration**

- A. **Executive Director:** a draft work plan was developed by the board (document posted); bold face headers are the strategic plan goal areas, numbered items are related to the strategic plan objectives but not identical, bulleted items labeled expectations are how Dan is going to accomplish the objectives; the bulleted items will be called “measurable actions”; Dan will reorganize the draft work plan to move items and make relationships clear but text will not be changed significantly except: add \$25K to grants line, put percentage of time estimates on each goal area, add administration section, add VISTA to administrative section; Dan will revise and send out next week for a vote by email or at next meeting
- B. **VISTA:** none
- C. **Budget:** budget draft in “Profit & Loss Budget vs. Actual” was emailed out by Dan for comment on format, a budget organized by strategic plan goals will be created by the end of next week; the “bottom line” is minus \$11,000 as we have spent down our bank account and some reimbursements have not gone in or not been received; Dan will produce for the next board meeting a balance sheet, P&L budget vs. actual in account format and in strategic goal area format, and then board will decide what it wants and how often
- D. **Investment:** Dan was authorized to create a Vanguard mutual fund account (STAR) for endowment funds, under the long-term reserves policy

#### **V. Closing**

- A. **Agenda:** board position descriptions, board self assessment, budget and financial documents, final work plan for Dan,
- B. **Next meeting:** September 4, 2007, 8:15AM, via conference call
- C. **Reflection:** not done
- D. **Adjourn** at 9:46AM