

MNA Board Meeting Agenda
5/11/09 Spring Brook Nature Center 4:30pm to 6:30pm

Survey Monkey – membership survey
Figure out expiring memberships, status,

- a. Call to Order/Introductions 4:30pm
- b. Approve Agenda 4:30pm - **approved**
Action Item
- c. Approval of March Minutes (Appendix 1) 4:35pm - **approved**
Action Item
- d. Secretary's Membership Report – Robin Trott 4:40pm
 - i. Appendix 2
Action Item – member rates: continue discussion at next meeting, discuss rates, categories, organizational memberships
Tim or Robin: Verify addresses and contact info of new members get into database
- e. Treasurers Report – Pam Welisevich 4:45pm
 - i. Expense/income spread sheet (Appendix 3)
Action Item
Adjustments to budget sheet :
Scholarships or ESF – Does silent auction go to scholarship for sure?
APPROVED BUDGET SHEET
All in favor
- f. Committee Reports – 4:50 to 5:15pm
 - i. Nominating – Chair Brett Sieberer (Appendix 4) **Need chair**
 - ii. Conference – Chair April Rust (Appendix 5)
St.Croix Valley, - YMCA camps
Jerry glover keynote speaker –
Carol Henderson – also
Lawrence Duke? (Tim says no, 7/8/09)

Discussion – general thoughts
 - iii. Info Network – Chair Boyle/Gustafson/Wunsch (Appendix 6)
 - iv. Notes on my sheet
 - v. Leg/Interagency Liaison – Chair – Jamie McBride (Appendix 7)
 - vi. Metro Training – Chair Crystal Wold (Appendix 8)
 - vii. Stewardship and Scholarship – Chair Joel Light (Appendix 9)
Action Item – Criteria for awarding stewardship money

Update on website, set deadline date for funds available through
 - viii. Fund Raising – Chair Krista Prokosch (Appendix 10)
 - ix. Field Trip – Chair Cristina Palmisano (Appendix 11)
 - x. Student/Intern – Chair Rob Blair (Appendix 12)

xi. Greater MN Representative – Rob Blair (Appendix 13)

- II. Old Business 5:15 to 5:45
- a. Budget discussion (JM) Committee needs/ historical spending? (Appendix 14)
**Action Item – Approve Budget with idea that it is first year guide.
APPROVED**
 - b. Past member barrier Survey (JM) – (Appendix 15)
 - c. Stewardship eligibility Guidelines (JL)
 - d. Promo and marketing techniques for metro training. (CW)
 - e. Undergrad programs (RB)
 - f. MEP partnership (JM) – (Appendix 16)

- III. New Business (5:45 to 6:15pm)
- a. **Discussion Item** - Partnering with other organizations – (JM) MAEE?

- IV. Accountability – Who is doing what before next meeting. (6:15 to 6:25)

April – finding out about using steward ship my for scholarship

Rob- figure out training

Joel- will write up note for eNews and web, show where \$ is going, (didn't get - T. 7/8/09)

Pam-amend report after hearing from April

Brent- put together posting for nominations for web and eNews

Cristina – article, Rob next article

Jamie- figure out permanent address

Tim - type up web expectations, write up wants, get help from MCAD students?

Gordon in charge of photo or feature subset of new website?

Post that scholarship \$ is gone from Joel

Fix April and Joel contact info on web, (both shown on same page) (Didn't do yet - T. 7/8/09)

Brainstorm work on Natural Places Web Resources page

I suggest we create / distribute a template for events and announcements to be sure we get the who, what, where, why, how every time.

- V. Evaluation of meeting (6:25 to 6:30pm)

- VI. Next Meeting
- a. July 13th 2009 – REI in Bloomington

- VII. Adjournment

APPENDICES

APPENDIX 1

March 2009 MNA Board Minutes Eastman Nature Center: Dayton, MN March 9, 2009

Action Item: Approve minutes

Board Members Present: April Rust, Jamie McBride, Crystal Wold, Rob Blair, Krista Prokosch, Tim Boyle, Robin Trott, Christina Palmisano, Brett Sieberer, Joel Light

Board Members Absent: Hallie Wunsch, Jodi Gustafson, Pam Welisevich

Called to order at 4:45 PM

Agenda: Motion by Crystal to approve; 2nd by April. Approved by board.

Minutes: Motion by April to approve; 2nd by Robin. Approved by board.

Secretary's Report/Membership:

- 71 members paid: 6 renewals, 1 new member since January.
- Questions about memberships renewed with conference registration. April will send Robin conference attendee list to check with master membership list.
- Robin will draft membership renewal email to be sent by Tim.
- Robin will draft a plan which includes strategies to build membership.

Treasurer's Report:

- Reviewed by board. Questions about ESF balance and scholarship balance. Review next time.
- April proposed bumping ESF to \$1000.00, discussion tabled for next meeting.

Standing committees:

Nominating:

- April would like suggestions for nominating a VP
- Brett will write announcement for open positions

Conference:

- April announced committee trip to Shetek on the first Monday in April.
- Keynote Speakers?? Robin will write to Wendell Berry.

Info Network:

- Working on website with Gordon: looking for scalable format with global scale.
- Would face book work as a forum, casual connection?

Legislative/Interagency:

- EE advisory taskforce met Thursday, March 5th. Jamie asked for MNA seat on task-force, not finalized.

Naturalist Training:

- Name change: does dropping "volunteer" exclude volunteers from training?
- Promote as Naturalist and Volunteer Naturalist training.

Scholarship:

- Motion made by Joel to have scholarship recipients cover 20% of the cost; 2nd by Brett; approved by board.

Stewardship:

- Motion by Joel to annually carry over leftover stewardship funds; 2nd by April; approved by board.
- Motion by April to approve spending \$500.00 plus any carried over funds to finance 4 stewardship grant applications at the discretion of the committee; 2nd by Crystal; approved by board.
- Joel will review criteria for awarding stewardship funds, and determine selection process.

Fundraising:

- Need to determine purpose of fundraising. USBs for conference?

Field Trips:

- Crex Meadows needs to be finalized. Cost for members v. non-members. Non-member charge \$20.00-\$25.00, makes membership more appealing?
- How do we verify membership of attendees? Christina contacts Robin with names of registered attendees to verify membership.

Student Intern/ Greater MN rep: no reports at this time.

Old Business:

Budget: Each committee get proposed 2009 budget to Jamie by March 30th for review and approval next meeting.

Minnesota Environmental Partnership: MNA membership has lapsed.
Motion by April to renew membership; 2nd by Crystal; approved by board.

Extension Partnership Proposal: Motion by Rob to participate in Extension Partnership with Andrea Strauss; 2nd by April; approved by board.

Next Meeting on May 11th in west metro location near Crystal.

Meeting adjourned: 6:42; motion by Joel; 2nd by April

APPENDIX 2

Membership Report – Chair – Robin Trott

1. Since the last meeting we have had 6 renewals which have been added to the membership list.

Denis Hahn
Jennifer Benson
Kathy Eich
Melanie Sorenson
Vera Wong
Cara Richenbacher

2. I have also written a letter to send to the membership addressing our lack of renewals as follows:

Dear Members:

According to our records, you have not renewed your membership. To keep your membership current, please renew as soon as possible. If this is an error on our part, please contact me at robinwtrott@hotmail.com so I can update your information on our data base.

Sincerely Yours,
Robin Trott

3. I have also looked into corporate memberships and have found that many EE organizations included a group membership choice. I think combining MAEE

MAEE

Membership Category (check one):

- Student or Retired Person (\$15)
- Current MNA Member (\$20)
- Individual (\$25)
- Organization (\$60)

Action Item: I recommend we go with an organizational membership of \$60.00 which includes up to three voting representatives with full membership benefits. Any additional members in the organization wanting full benefits pay \$10.00/year each.

APPENDIX 3

Treasurers Report – Treasurer – Pam Welisevich

Action Item: Approve Report

MNA Treasurer Report

Jan 30-Mar 26 2009

Startin g balance	\$9,546.73
Income	\$260.61
	-
Expenses	\$1,194.26
Ending balance	\$8,613.08
ESF Balance	\$500.00
Scholarship Balance	\$0.00

Expense detail

Income detail

Stamps	\$8.40	Interest	\$0.61
MNA Board Retreat	\$227.00	Memberships	\$260.00
Newsletter Postage	\$212.44		
Newsletter Printing	\$344.19		
Metro Training Snacks	\$102.23		
Stewardship Teresa Root	\$300.00		

APPENDIX 4

Nominating Committee – Chair – Brett Seiberer

- No report submitted

APPENDIX 5

Conference Committee Report – Chair – April Rust

Discussion Item: Entire Conference

- 2010 site discussion/comparison
 Discussed two YMCA camp options and decided on Camp St Croix in Hudson.
 Lynette has now booked Nov 5-7, 2010 for the conference and says that they have such a great ropes course if I remember rightly, maybe we could do a Friday afternoon of initiative games/challenge course stuff.

 Discussed having at least one day field trip each year in metro area (need to share suggestion with field trip committee) and the conference in the metro every 3-5 years.
- Registration rates
 Discussed registration rates and came up with proposed fee structure

	Registration Fees	Our Cost	Income	Total	Net amt	# Registered
Member Lodge/Apt Rate (55 beds)	\$150.00	\$100.00	\$50.00	\$6,000.00	\$2,750.00	40
Member Cabin Rate (48 bunks)	\$120.00	\$83.00	\$37.00	\$2,880.00	\$1,776.00	24
Student/Intern Rate (cabin)	\$100.00	\$83.00	\$17.00	\$2,400.00	\$816.00	24
Presenter Rate (lodge)	\$100.00	\$100.00	\$0.00	\$1,500.00	\$0.00	15

Annual Membership Fee (required for non-member registration)	\$25.00		\$25.00			
Optional Thursday lodging - Lodge	\$25.00		\$25.00			
Optional Thursday lodging - cabin	\$18.00		\$18.00			
Late Fees (registration after 10/5)			\$0.00			
				\$12,780.00	\$5,342.00	103

- Updates on tasks from last meeting
 - a. Keynote updates

Jamie recruited Jerry Glover from the Land Institute to be a keynote. We will cover travel expenses (flight, car, lodging) and a \$500 speaker stipend that Jerry prefers to have donated to the Institute. Was named by Nature one of 5 crop researchers that can change the world.

Louise Erdrich’s speaking fee is \$15,000-20,000 and she’s already booked for this year’s conference weekend. Would still like to have her some year if she’s willing to donate her time for a lower rate, but not pursuing her now.

April will contact Carrol Henderson to ask if he’ll be a keynote and share his new book Birds in Flight.
- Call for proposals – deadlines and sending schedule

Made a few minor changes. April will get it made into fillable pdf form to post online and start sending out asap.
- Field Trip update from Lynette:

Leave Shetek and head to Camden State Park. There is a wind tower there and Elizabeth early on said she would be happy to do a talk. I am not sure what else there is there but we can look around and see the prairie as well. Then on to Pipestone where we will view a roughly 15 minute overview video. There is a nice self guided trail, gift shop/museum, crafters, and if the weather is ok then a tour out to the quarry site. Lunch here? not sure yet.

Last stop at Blue Mounds to see the bison and the quartzite overlook, a short prairie hike/talk by at least one of the guys who works there. I am working on a second person to do a more detailed prairie ecology overview. Blue Mounds also has a self guided trail and we can wander about if we choose to.

The nice part about this is that we can kind of go at our own pace. I am going with the thought that we may be one bus of 50- 60 folks? Not sure about lunches yet...

Mileage is as follows:
 Shetek to Camden-21 miles
 Camden to Pipestone - 31 miles
 Pipestone to Blue Mounds- 23 miles
 Blue Mounds to Shetek- 60 miles
 I am kind of thinking an 8 - 4 kind of day.

Costs so far are:
 550.00 for the bus
 5.00 entry for vehicle at Pipestone
 still waiting to hear from Pipestone on a group rate

APPENDIX 6

Information Network Committee – Chairs – T. Boyle, J. Gustafson, H. Wunsch

- Fundraising for Committees / Krista's question,
 - Adobe Acrobat Software

Using board member software now. Could use newer and would have to purchase (\$299) or update (\$99). Newer versions have shared editing and revision capabilities, which would be good for multiple users. Software could be passed to the next co-editors. Not true for upgrade.

Higher end versions are Upgradeable for \$159.00 or purchasable for \$449.00, respectively. These have e-Book, map, and other capabilities not in the Standard version.

- Looking at money saved in this edition by switching to PDF distribution, and with postage going up this month, we're already well on the way to paying for a new version of the software.
- Last paper version printed at new print shop, in a quantity of 25, and they came back already stapled, folded, and shrink-wrapped. Only expense was 20 stamps. 12 mailed out. Could do this job on printer that can do 11" wide paper, that would be willing to let us run 20 - 25 copies (300 sheets of paper) saving considerable money in printing.
- This small batch of 12 page newsletters cost almost \$2 an issue to print, not including postage, not far off of what the print shop was charging for over 10x as many using the soy ink, plus the shipping of the box or the gas picking it up.
- I still haven't checked Kinko's/FedEx to see how they price out. Not as convenient, plus want to support neighborhood shops. Any further input is appreciated.
- Web Issues / Updates / Gordon / Where to go in the future
- Need to Promote Field Trips and promote and show status of upcoming "Metro Trainings" further out.
- Collection of Natural Places Web Resource - anyone have a volunteer to help with collating this information?
- Continue to improve due date of newsletter and economize process of posting PDF's and printing.
- Need to know if everyone receives newsletter in desired format (pdf/print).
- Any changes in membership resultant of our last eNews barrage and issue distribution? Gunflint Lodge's Bruce Kerfoot said he would buy a membership when they get some cash flow.

APPENDIX 7

Legislative/Interagency Liaison Report – Chair – Jamie McBride

- Minnesota Legislature – Bill funding 8 FT naturalists, 12 additional intern naturalists, and interpretive displays in legislature now.
 - Funding would come from Vote Yes money.
 - Jamie testified in support of the bill.
 - It's in the finance committee of house and senate.
- Minnesota Master Naturalist Volunteer Program
 - Conference 5/15 to 5/17 – Audubon Center
 - Opportunity for sponsorship/partnering/membership promotion
- MAEE
 - Conference occurring June 17-18
 - MNA partnering for Field Trips – flyers/communications coming out soon.
 - MNA members attend FT for free
 - Opportunity to have display in the exhibit area for free. – membership promotion?
 - Had a meeting with MAEE leaders discussing capacity. Discussion of MNA merger came up which lead to discussion of solid documented ongoing cooperation.
- Midwest Environmental Education Conference.
 - Champaign, Illinois 10/14 to 10/17 Climbing Green Walls –Announce to members.
- Environmental Education Advisory Task Force
 - Elm committee running a second round of grants.
 - Trying to figure out how to make EEAB permanent and a governors board or PCA board.
- Minnesota Children and Nature Connection
 - Still no update on potential partnership. But some of their communication reflects some of the points I've been making.
 - Nature Break - Getting New Users...The Missing 80% May 27, 2009 – Nokomis Recreation Center 8:30 to 10:30 – Promote to members.
- NAI Region 5
 - Region 5 workshop was April 1-4, 2009 in Black Hills of SD.

APPENDIX 8

Metro Training Committee Report – Chair – Crystal Wold

- No report submitted. Crystal had her baby. She is forgiven

APPENDIX 9

Environmental Stewardship and Scholarship Committee Report – Chair – J Light

- 2009 Money Awarded
 - \$200 - Mary Eggebraaten - Wargo Nature Center – 7701 Main St. - Centerville, MN
 - \$300 - Teresa Root - St. Mary of the Lake Middle School - 309 18th Avenue South - South St. Paul, MN
 - \$100 - Cara Rieckenberg - Env Ed Coordinator- Prior Lake-Savage Area Schools - Jeffers Pond Elem
- \$100 dollars available waiting to see if the last applicant is member. If she is she gets it.
- Still need a person from the membership on my committee. If there are suggestions let me know.
- Lastly we will be working on some criteria for awarding scholarships and stewardship money. This would give us some guidelines for who gets the money and who doesn't. We don't have that criteria to vote on now as I want to make sure we really think this through and since we have given out all of our money it is not desperately needed right now.
- We should indicate on the website that all of the 2009 money has been awarded and that they should look to apply next year. A regular update would be good thing to include on the link and maybe some press on some examples of awarded grant projects. There is conflicting information on the link of who to send applications to so we need to update that.

APPENDIX 10

Fundraising Report – Chair – Krista Prokosch

2009 Conference fundraising timeline

- May 6- send letters requesting support
- May 20- begin follow up re: May 6 support letters
- May 26- send letters requesting “give away” donations (jump drives, reusable bags etc.)
- Jun 8- begin follow up re: May 26 “give away” donations
- Jun 15- send letters requesting support
- Jun 29- begin follow up re: Jun 15 support letters
- Jul 6- send letters requesting silent auction and door prize support
- Jul 20- begin follow up re: Jul 6 support for silent auction and door prize

APPENDIX 11

Field Trip/Social Committee Report – Chair – Cristina Palmisano

- Crex Meadows Field Trip – Saturday May 2, 2009
 - 5 MNA members in attendance (Maggie, Becky, Paul, Dan, Cristina) and 2 MNA guests. (10 participants from general public – therefore 5 vehicle car caravan, not ideal)
 - Up from last year's 2 MNA members and 2 guests.
 - Great weather, sunny, breezy ~50°
 - Saw about 30 birds including greater yellowlegs and Brewer's blackbird (Contact Dan Kahl for a full list.)
 - In the future, can do this trip without Crex staff leading it. Just need to caravan and will likely spot and identify as many birds as Crex tour guide could since we're a bunch of naturalists. Would be fun to make the trip longer and have a picnic lunch.
- MAEE Conference Tours
 - Registration is currently open.
 - See attached flyer for detailed information.
 - Registration so far:
 - Wed:
 - Canoe – 1, Arboretum – 3
 - Thurs:
 - Canoe – 4, MinnAqua – 2, Zoo – 3, Recyclery – 4
- Minnesota Odonata Survey Project – Workshop (Diane Rowse)
 - Date TBD, possibly August
 - Location, possibly southern Minnesota
 - NO PROGRESS MADE
- Need interim Committee Chair some time in June, Cristina will be on maternity leave.

APPENDIX 12

Student/Intern Committee Report – Chair Rob Blair

- No report submitted

APPENDIX 13

Greater Minnesota Representative – Rob Blair

- No report submitted

APPENDIX 14

2009 Budget Proposal –To be distributed at meeting or attached as a separated document.

Discussion Item: Budget Proposal

Action Item: Approve Budget

APPENDIX 15

Membership Barriers – Jamie McBride

Still in progress. Would like to discuss with membership chair.

APPENDIX 16

MEP Partnership

It's before their board at the moment. We had to apply. Will have update when their board votes.