

Approved 7/11/17

## **RIEEA Board Meeting**

June 13, 2017

Meeting Minutes

**Location:** Rhode Island Recourse Recovery

**Board Members in Attendance:** Paul Dolan, Rachel Holbert (President), Josh LaPlante, April Alix, Kelly Shea, Molly Allard (VP), Andrea Stein (Secretary)

**Other Participants:** Krystal Noisieux, Elisabeth Bux, Amanda Baez, Jeanine Silversmith, Wendy Fachon, Gail Ahlers

**Coffee and Conversation:** Managing Overflow of School Programming Requests in the Spring

**Approval of April Meeting Minutes:** Unanimously approved. No discussion

### **Membership Update:**

- Renewals from Rocky Hill School and New England Science and Sailing (Elisabeth)

### **Initiative Committee Updates**

- 1 and 2-RFP was composed and released by Jeanine, one proposal received so far, open until the end of the month, interest from as far as Philadelphia, Jeanine reached out to Tango (Chris Cianci) who is based in Warwick but they have a minimum of \$7,500/month retainer, Jeanine will post on Taproot (a website for pro bono services) (Molly and Jeanine)
- 3-3 responses to survey designer RFP (4 met to review): 1 research company from Chicago, New Knowledge, Susan Gracia. Important that we own the data and tools-nobody addressed this. Decided to award the job to Susan; she stated after questioning that we would own the data. New Knowledge could not guarantee this, they wanted to co-own. Anyone would need permission from both us and New Knowledge to use the data. Susan will need help with EE knowledge but is otherwise quite experienced. New Knowledge is still open to collaborating on future projects. Summer: create tool, fall: test it, late fall/early winter: revise survey tools, winter: pushing it out to school districts, 1-2 month response time, by next June 1<sup>st</sup> final report. Payment schedule will be set out in contract. Survey will be 20 minutes or less. (Kelly)

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- 4-Planning meeting at TGS on September 14 to discuss October meeting, which will be more like an advisory council. Sept. meeting will be to discuss who to invite to the October meeting who will help create assessment, discuss next steps. Will collaborate with other initiatives to avoid duplication of asking for partnerships. Initiative 3 will keep Josh in the conversation so that the survey can help inform the assessment. (Josh)

NAAEE Guidelines for Excellence-as we work on 1 and 2 the Community Engagement guidelines will be kept in mind. 1 and 2 will have a study group/book club for all who wish to participate. Gail offers Empowerment Factory as a potential site.

#### **Operations Updates:**

- Rachel, Elisabeth, and Jeanine had the first staff meeting (by phone), will continue monthly
- Operations Committee Meeting scheduled for next week
- Wangari Maathai Charter School requested a letter of support from RIEEA
  - Approved unanimously
- Elisabeth has reached out to Family Farmers and Alliant for board insurance (directors and officers, general liability). Both agencies recommended the combination.
  - Any suggestions of other companies to reach out to let Elisabeth know
- Bookkeepers-
  - Originally \$1500 aside in budget
  - Looking for someone to file 990 and someone to help set-up quick books and do a quarterly review
  - Elisabeth reached out to 2 places
    - Growth Lab Financials (Fall River)- Quote to set-up QuickBooks \$250, \$75/hr to do catch-up from the beginning of the year, quarterly review \$750
    - Kristie Armstrong (local RI CPA)- did books for WPWA
      - Quote of \$2100 for everything
      - Just to do 990 alone \$600;
      - \$150/hr for other services
    - Elisabeth feels it is manageable right now; with oversight from Jeanine & Bridget

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- Elisabeth suggested having someone to set-up QuickBooks and then she manages rest for now
- Point was brought up that 990 doesn't need to be done until next year (so, the \$600 will be out of next year's budget) 2018 budget
  - Elisabeth will ask Kristie if see can to set-up QuickBooks and quarterly check-ins- for \$1500
  - If so, will move forward with Kristie for this year

**Other Discussion:**

- Gail suggested forming a Business Advisory Board in the future
- RIEEA got a letter from Whitehouse Office from Heartland Institute
  - April suggested putting out letter through social media
  - Kelly also suggested the NSTA letter
  - Jeanine will reach out to Whitehouses's office to see if we can share the letter
- April suggested creating a climate change PD series for teachers- Rachel suggested giving it to the Operations Committee for further discussion

**Project Updates:**

- Groundworks Grant- Jeanine reached out to individual RIEEA members who she thought might have a strong link or interest
  - No proposals as of yet; but interest is there
  - Deadline for Summer- June 15<sup>th</sup>
  - Deadline for Fall- July 15<sup>th</sup>
  - Will post to listserv again today; Rachel suggested to just post summer one; to promote summer one only
- PLT
  - Field Trips were successful
    - Waddington- went to Tiverton- Jeanine, Paul and TJ facilitated
    - Spaziano- went to Scituate HS, HS students facilitated under the supervision of Shannon (teacher)
    - Completion of Field Trips closed out last year's PLT grant
  - Now working towards summer registrations for PLT workshops
    - only 8 signed up so far
    - done a lot of advertising

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- \$250 left in grant for marketing- will boost on Facebook
- Board members reach out to teachers they have connections with
  - Gail suggested joining ServeRI (\$100)
  - Reach out to Kim Sullivan- share with Project WILD facilitators
  - Andrea suggested reaching out to Elena RIASPA
  - Molly- suggested URI/RIC undergraduates & Early Childhood
- \$30 registration fee
- 2 weeks out will make a decision (July 31<sup>st</sup>) to run or cancel
  - Don't cash checks in case we need to cancel
  - Need Minimum of 10 participants for k-8
  - Need Minimum of 15 participants for early childhood
- No luck on sponsorships (**has since changed since last board meeting- sponsor was secured**)

**Treasurers Report:**

\$89,729.37 (as of end of May)

Expenses: \$4,056.99 (Jeanine and Elisabeth, PLT Reimbursements)

Income- \$216.04 (South County Art Supply Fundraiser)

**Announcements:**

- GEMS-Net- No NSF grant, but got really great feedback, took proposal & paired it down to a \$400,000 proposal (from 3 million dollar), new proposal includes less participants for a pilot year of 18 months, can also resubmit to NSF if don't get this one
- Flatbread Fundraiser- Sam working on banner (Flat breads wants timeline) 5:00-9:00
  - Make it a boosted facebook post (use PLT funding)
  - Please share
  - Put on ecori free calendar
  - Wendy can put in Awakenings
  - Provential Gardener
  - 5:00 board meeting- 20 person table reserved- 1 hour check-in, replacing morning meeting

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- Elisabeth looking for items for outdoor playspace on her farm
- Jeanine is toning down Families in Nature this summer, so if you have or know of any outdoor family friendly events (or low cost) for Jeanine to share please let her know