

Notes from CAEE Board Retreat
February 26, 2010 9:30-4 pm
Lookout Mountain Nature Center

Present:

- Jim Moss
- Sally Shuffield
- Linda
- Teresa Higgins
- Michelle Finchum
- Julie Gustafson
- Katie Navin
- Ana Soler
- Dave Sutherland
- Absent - Kelly Keena
- Absent – Jill Cooper- ENCANA

Action items in yellow

Goals for today

- Who are we? Ways we can help Katie – Jim’s point of view- an ED has a goal set at beginning of year, and then each board member says do this for me rather than doing it for themselves.
- All are on the same page.
- Communication plan clarification – Google docs?
- Discussion about staff expectation guide
- Elect officers
- Map of year
- 75% attendance – how do we make it happen.

Overview

Cheryl asked all to make the CAEE board our own - a hybrid model we are excited about. What does success look like? What makes us feel good about this work?

Develop an “elevator speech” – in 30 second , tell a stranger

“CAEE is an agency that is committed to bringing the many organizations, individuals and players together from across the state to make environmental education more effective, relevant and informed. We are focused right now on listening and integrating voices of people of color.”

Some strategies for doing this: our yearly conference, advisory board, documents review, etc.

Board basics – Cheryl shared an example of Duty of Loyalty and Ana shared an example of a conflict with contracting a board member. Jim pointed out that any conflict can be avoided with disclosure and acceptance. Money conflicts are really an IRS issue. Julie

talked about Duty of Loyalty and again shared the importance of sharing conflicts.

Whose responsibility is it to figure out conflict? The board, in conjunction with the ED and committee and board members as needed.

Committee clarification – board committees are fuzzy. We each need to pick on one committee to serve on.

Questions about who makes up the Committee? They are made up of members and volunteers

Board task continued – over arching question –What kind of board are we? Are we an oversight board? Or a program/advisory board, a fundraising board? We are riding 2 horses and need to define what kind of board we are.

Handout - Documents commonly used by board. What documents are missing? Add: annual report, executive director evaluation, board evaluation

Board Basics Governance – Jim went over Robert’s Rules of Order – it is a way to run a meeting. People have to come prepared, or be embarrassed. But it can also shut down dialogue that needs to happen. Point was made that you can have it as a tool but know you might have to throw it out the window to have all the voices in the process. It can be that we need to look at board work differently if we really want to be inclusive. Create a hybrid model.

We have to remember to structure our board in a way that really uses the assets generated by all of us:

- | | | |
|---|--|--|
| joy of life <input type="checkbox"/> | diversity | EE knowledge <input type="checkbox"/> |
| years of NGO experience | <input type="checkbox"/> dedicated <input type="checkbox"/> | planning and evaluation |
| strength <input type="checkbox"/> | | |
| connection to higher Ed | <input type="checkbox"/> leadership experience | science background <input type="checkbox"/> |
| formal-ed standards <input type="checkbox"/> | SW connection <input type="checkbox"/> | unique perspective |
| e <input type="checkbox"/> xec facilitator <input type="checkbox"/> | jump in <input type="checkbox"/> | communication & outreach |
| <input type="checkbox"/> educators’s point of view | <input type="checkbox"/> multi-cultural | <input type="checkbox"/> Spanish-speaking <input type="checkbox"/> |
| legal skills | <input type="checkbox"/> Roberts rules of order <input type="checkbox"/> | diversity |
| <input type="checkbox"/> relevance - people of color <input type="checkbox"/> | | <input type="checkbox"/> people like me wants to make a difference |
| <input type="checkbox"/> big picture thinker | <input type="checkbox"/> history with board | |
| <input type="checkbox"/> <input type="checkbox"/> | | |

Priority – checks and balances in the program. Small discussion

Defining need a finance committee

Discussion of how other NP boards function, committees, issues discussed, etc.

Functions:

Advisory Council – community antennae

Board members – Katie may be the face; board members are the ambassadors

Board can look at bigger pictures – health care, visa, etc.
Teresa needs to bring us a cake; Sally needs to bring us a song!
Whip-around on WHO WE ARE? □

Final notes: Big picture; responsive. By law defined. Supportive to Katie and staff, to further CAEE with big picture ideas to further the field

Dave – will take over communications and will send out instructions to board about how to get on Google Docs. Dave will also track who will be responsible for what in the minutes. Minutes will be posted on Google.

□

Election of Executive Board

□

- Teresa Higgins, President
- Ana Soler, Vice President
- Jim Moss, Treasurer / Financial
- Dave Sutherland, Secretary