



## KEEC Spring Board Retreat; April 17-18, 2012

Meeting Location: Shaker Village of Pleasant Hill; Harrodsburg, KY

Meeting Time: 1:30pm

Members in Attendance: Elizabeth Schmitz, Merin Roseman, Horace Brown, Karen Reagor, Amelia Stenger, Cheryl Messenger, Marc Norton, Karen Quinn.

Absent Members: Shannon Graves, Greg Higdon

### Meeting Introduction

The meeting was called to order by H. Brown. H. Brown welcomed K. Quinn, a new member of the Council.

### Minutes

January and October minutes were presented to the board for review and approval.

⇒ A. Stenger moved that the minutes be approved; K. Reagor seconded the motion, the motion passed.

### Budget

E. Schmitz reviewed budgetary issues with the board. M. Roseman presented spending projections for the agency. Assuming no further cuts, the agency can most likely sustain current programming with two staff through FY 2016. If the agency hired an interim administrative assistant to improve programming and office management, the agency could sustain itself through FY 2015. Members discussed pursuing legislative changes so that the agency may charge fees to offset program costs and so that the agency may receive additional core funding from the Energy and Environment Cabinet.

### Staffing Issues

E. Schmitz requested that the board approve the hiring of an interim administrative assistant. M. Roseman and E. Schmitz have absorbed the work of the full-time administrative assistant position that the agency chose not to rehire a year and four months ago, effectively “buying” an additional year of current programming levels for the agency. Due to program growth and increased demand for outreach and assistance from KEEC, M. Roseman and E. Schmitz are finding it difficult to manage the office in an efficient manner. The projected cost of the interim administrative staff person is approximately \$21,000 a year, which is still a significant savings compared to the cost of a full-time administrative position.

Hiring an interim staff person for 7-8 months of the year would also help ensure that KEEC retains its three staff-person cap.

⇒ A. Stenger moved that KEEC should pursue hiring an interim administrative staff person; K. Reagor seconded the motion, the motion passed.

#### Kentucky Questing

E. Schmitz requested approval from the Council to approach KAEE to take over the Kentucky Questing program.

⇒ A. Stenger moved that the agency request KAEE to take over the Kentucky Questing program; C. Messenger seconded the motion, the motion passed.

#### Nonformal EE Certification

The next Nonformal Environmental Education Certification Course will begin in November of 2013 and end in February of 2014. This will allow for a smoother course schedule with a shorter break in the middle of the course. KEEC staff will pursue a solution for administration of the course, the hiring of course instructors, and revisions of the course materials and format.

⇒ K. Reagor moved that the next certification course begin in November of 2013; A. Stenger seconded the motion, the motion passed.

#### North American Association for Environmental Education (NAAEE)

The Council decided that both M. Roseman and E. Schmitz will submit presentation proposals and represent the agency at the 40<sup>th</sup> annual NAAEE conference in Oakland, CA in October 2012.

#### Agency Program Updates

E. Schmitz provided an update on the Kentucky Environmental Literacy Plan, standards crosswalks, and the Capital Education Center. M. Roseman provided an update on the Kentucky Green and Healthy Schools (KGHS) program, including: the current number of schools enrolled (247); new, agency-produced maps displaying KGHS projects completed this year; plans for the 2012 Summit; and results of the first KGHS task force meeting. M. Roseman also explained the failure of the online KGHS system and discussed potential solutions. E. Schmitz plans to convene the Nonformal EE Certification task force to help her revamp the course and create course policy for managing course participants. After a multi-year hiatus, E. Schmitz plans to convene the Interagency EE Subcommittee for a meeting in June 2012. The RFP for KUPÉE funds will go out in the coming weeks for work to begin early in the next fiscal year, so that the universities will have a full fiscal year to complete the contracted work.

#### Meeting Close

⇒ H. Brown moved to close the meeting; M. Norton seconded the motion, and the motion passed.