

## VEEN Board Meeting Agenda & Notes February 3, 2021 4:00-5:00p

### Attendees:

Ali Thomas,  
Emily Kaplita,  
Chris Runcie,  
Ashley Eaton,  
Rebecca Roy  
Kerri McAllister  
Lindsay Whitaker

### Absent:

Beth  
Lauren

### Today's Agenda:

- Welcome and Updates (AE)
  - Professional update - what's a spring program you are doing?
    - Emily - Audubon: in-person teaching (2 programs - 4 hours for K-6 and 2 hours for pre-school). The Audubon barn will be fully renovated this spring!
    - Ali - VT F&W: programs are prepped that will happen no matter what (e.g. Fishing with a warden, opening camp registration, planning events that may need to get cancelled)
    - Rebecca - VT state parks: interpreter program for VT State Parks kicking off this summer
    - Nicole - career exploration, maybe summer camps but still deciding
    - Chris - Four Winds: teaching in a couple schools (15-17 across the state) doing entirely outdoor programming)
    - Kerri - Shelburne Farms: virtual speaker series for climate change education speakers, new realm with general public, not just educators
    - Ashley - Lake Champlain Sea Grant / UVM Extension: STEAM kits for libraries to support watershed explorer challenge booklet.
    - Lindsay - Shelburne Farms
- Committee Reports (*committee members listed next to each committee, \* indicates member who gave the report*) [Paddlet](#)
- Admin: updates below in agenda (board 101, webinars, etc)
  - Finance & Membership: the membership committee has written a script for an email blast that can go to former members
  - PR - Emily
    - [Branding folder](#) with [color palette and font guide](#)
    - Working on a Instagram how to as well as a social media guide
  - Board Member Nominations: (Kerri & Nicole)

- [Board Meeting Application link](#)
  - Board 101 webpage draft (LW will share about below)
  - Member Invite email coming with paragraph about board member
  - **Priorities Include:**
    - **Diverse Board Beneficial Skills:** (ie science communications, marketing, finance, donor relations, social media savvy) any skills that would be helpful in getting our work done!
    - **Diverse Lived Experience:** personal, professional experiences, retired, new in career
    - **Geographic Diversity:** in Vermont, especially representation from NEK, Southern VT
    - **Non-traditional EE Folks:** Doesn't have to be a master naturalist :), could represent different aspects of the field like camp, or outdoor ed, or higher ed, early ed, classroom teachers, or Agency of Ed
- Reminders
- **Board 101 webpage ready soon LW**
  - [Board 101 Content](#)
- **Feb webinar updates & publicity ready (LW)**
  - [PNG for February Flyer](#)
  - 48 registrants and counting!
  - [Register Here!](#)
  - rebranded!
- **March, April, May, June webinars & blogs (AE)**
  - plan ahead so reg & flyers can be started
  - [VEEN Blog Posts 2019 - 2020](#)
  - [Webinar Suggestions \(Responses\)](#)
- **Responsibilities of webinar organizers (LW)**
  - Tool is coming to outline board tasks
  - Administrative Coordinator will:
    - Set up Zoom link & registration
    - Connect with all panelists to share registration, panelist info, tech-check email
    - Creates slidedeck (intro & closing info)
    - Adds in presenter bio & photo
    - Creates flyer & shares publicity
    - Posts on social media
    - Posts and Sends out recording & follow up email
  - Board co-host will:
    - select a theme, identify format, identify speaker/ panelists?
    - Select a date - 4pm tends to work well during the weekday
    - Find presenters
    - Monitoring the chat and watching/ asking questions from the Q & A
    - Write the blurb for the webinar
  - Ask for reflection on other feedback on what makes for a successful webinar
- **Spring Member Gathering (EK)**

- Maybe another member connect event?
- We'll need to confirm our new board members
- Who wants to spearhead???
- Timeframe- dates to hold?
- **Admin position (KM)**
  - Admin Coordinator, Lindsay, has a 6 mos contract with VEEN that is up in March
  - We are working on extending Lindsay's contract (through Shelburne Farms)
  - when we have updates we'll share

**Reminder: NEEEA Webinar next Tuesday**

- Feb 9th @ 4
- [Decolonization: Placing Indigenous Voices in the Conversation](#)
- Great response and still space to register

**Parking Lot**

Speaker fee conversation

Let's keep an eye out for funding opps & hope for membership dues

**Next Meeting:**

Wednesday, March 3, 2021 4-5pm

**Action Items from Today:**

- [Review meeting notes](#)
- Continue committee work as needed [review padlet for your to-dos](#)
- [Review Board 101 content](#), provide feedback by Thursday afternoon!
- [Share February Webinar Flyer](#) (also attached in email)
- [Register for February Webinar](#) if you haven't done so
- [Sign up to write a blog post](#)
- [Sign up to co-host a webinar](#) (select the webinar tab)
- [Sign up for the NEEEA webinar](#) if you're able to attend