

## **EIE Spring Board Meeting**

April 4, 2008 - Hawthorn Court, Ames

Members present: Dennis Molitor, Steve Devlin, Judy Levings, Kristin Taylor, Willy Klein, Linda Nelson, Judy Hensley, Mary Foley, Sandy Scholl, Ober Anderson, Patricia Steiner, Mary Holz-Clause, LaVon Eblen

### **Call to order**

Meeting was called to order by Chairperson Dennis Molitor at 9:30 am. Roll call was a response to “your favorite summer activity.”

### **Secretary’s Report**

Kristin Taylor presented copies of minutes from the fall board meeting. Steve Devlin moved to accept the minutes. Seconded by Willy Klein. Motion carried.

### **Administration Update**

The agenda was altered to accommodate a presentation by Mary Holz-Clause. Mary introduced herself and her possible role as an ex-officio member of the EIE board. She shared information about current initiatives going on in Extension. On behalf of administration, Mary passed on appreciation to EIE and the organization’s commitment to help people recognize their personal and professional goals and overall Extension. Mary highlighted new Extension initiatives that special funds have been set aside for: 1) marketing of Extension, and 2) a portal project to have a long-term and more sustainable relationship with our clients.

Steve Devlin reiterated the importance of having a member of Administration participate in EIE meetings so the EIE board has a better understanding of where Administration is going. Ober Anderson moved to confirm Mary Holz-Clause an ex-officio member of the EIE board in the position of Extension Administrative Team representative. Seconded by Judy Hensley. Motion carried.

### **Marketing Committee Report / Fundraising**

Willy Klein shared the marketing plan created in 2006 for review. A new tentative plan has been created, but is contingent upon clarifying the EIE budget situation. Willy shared that she believed the marketing effort plan should be collaborative between fundraising and marketing plans.

There was interest from board members for the marketing team to draft email messages for liaisons to share with their respective program areas reminding staff of grant opportunities. There was also interest to make sure AEEDs are familiar with EIE grants and promoting them to staff during performance reviews.

### **Treasurer’s Report**

Don Goering reviewed the Treasurer’s report with board members.

Total receipts to date - \$9,009.91

Total spent to date - \$8,446.57

Ending balance - \$37,899.74

Outstanding grants to be paid – \$17,248.49

Available to allocate towards grants requests – approximately \$16,000

Ober raised the issue of fundraising with retirees. A suggestion to create some success stories to share in the retiree’s newsletter-possibly a recap of the first Herb Howell or a Betty Elliott grant in the newsletter. Willie Klein and Mary Holz-Clause will coordinate to include a piece for retirees.

Don clarified various piece of the report for board members:

- Royalties from Herb Howell's book are to be deposited in EIE account. EIE accounting will see royalty come in when book is reprinted as opposed to a year-to-year royalty.
- There are a number of outstanding grants. The board clarified the guidelines on when EIE funded amount expires. All grants funds are to be spent within one year of award, with the exception of the Marvin A. Anderson grant that must be spent within two years. Steve Devlin will be responsible for reminding grant recipients of upcoming deadlines to submit receipts.
- On page 3 of the March treasurer's report in the endowment pool distribution line, the -\$6,136.35 was a reflection of the stock market.
- There are only two outstanding pledges in the "pledges receivable" category totaling \$160 per year.

Mary Holz-Clause talked about the automatic withdrawal option and convenience of donating to EIE in that manner. Board members expressed interest in sending out pledge cards with the automatic withdrawal again. Dennis encouraged marketing and fundraising committees get together over lunch to plan for combined efforts.

Sandy Scholl moved to accept the treasurer's report as presented. Seconded by Mary Foley. Motion carried.

### **Herb Howell Grant Applications**

Judy Levings shared a copy of the completed Ricochet 1 notebook and details of project that was funded by the first Herb Howell grant. A training on the Ricochet curriculum will be held May 21. The group is beginning to test curriculum and work on evaluation tool with faculty on campus. There are other states interested in purchasing curriculum. Judy reiterated the gratefulness on behalf of the Ricochet group for the Herb Howell funding.

A review of year 2 Herb Howell grant applications was conducted. Board members ranked each grant application according to the evaluation form, assigning points in each category. An open discussion of the grants followed.

Clarification of the intention of the Herb Howell grant was discussed....whether the purpose is for development of programs for the client or staff development. A suggestion was made to get EIE board together via teleconference before extending invitation to year 3 Herb Howell grant applicants.

The "Ricochet 2: The Adventure Continues & Ricochet 3: The Final Adventure" grant application was awarded the year 2 Herb Howell grant.

### **Grant Review**

Eight grant applications were reviewed and discussed by entire board. LaVon Eblen moved to accept board recommendation for grant funding in the amount of \$3,695 of EIE funds and \$4,000 of Marvin A. Anderson funds as outlined below:

#### *Marvin A. Anderson*

- Michael Mauton – funded at \$2,000
- Joyce Lash – funded at \$2,000

#### *Betty Elliott Group Professional Improvement*

- Angie Nelson – funded at \$1,290

### *Individual Staff Development*

- Suzanne Johnston – not funded

### *Innovative Program*

- Daren Mueller – not funded
- Chris Gleason – not funded
- Ann Marie VanDerZanden – funded at \$600
- Pat Anderson – funded at \$1,805

Seconded by Willy Klein. Motion passed.

Board requested that the Betty Elliott group improvement application from Marshalltown be placed on the EIE Web site as an example. Kristin will request permission to post.

### **Board terms/Install new officers**

Two members - LaVon Eblen & Dennis Molitor - will be retiring from the EIE board. Both are looking for replacements from their respective areas. LaVon and Dennis were thanked for their years of service to Excellence in Extension.

Steve Devlin moved to accept the following officer nominations:

Sandra Scholl – Chair

Linda Naeve – Vice Chair

Don Goering – Treasurer

Kristin Taylor – Secretary

Seconded by Mary Foley. Motion carried.

### **Fall Meeting**

Next meeting – October 7, 2008; location to be determined. The group brainstormed topics they'd like addressed at fall meeting:

- Revisit Herb Howell to make sure everyone is clear on the guidelines and criteria and process. And, to decide how we will select the pre-proposals that will be extended a request.
- Discuss the application process...whether or not to add another page for the budget.
- Linda reminded the group to promote the Silent Auction and to start looking for donations. Encouraged each board member to bring at least one item to the Silent Auction.

Linda Nelson moved to adjourn the meeting. Steve seconded. Motioned carried. Meeting adjourned by Chairperson Sandy Scholl at 1:32 pm.

Respectfully submitted,  
Kristin Taylor