**OEFA Steering Committee Meeting**

**11/12/15**

**Mary Anne’s Classroom**

**4pm-5:30pm**

Steering Committee Members Present: Jeff Mott, Gretchen Bender, Debbie Chakarun, Lucas RossMerz, Mary Anne Pella-Donnelly, Jon Aull, Nate Millard, Anne Stephens, Lisa Speegle.

Guests: Robin Patterson

Desired Meeting Outcomes:

1. Confirm strategic priorities for 2016 (see strategic plan and proposed 2016 action plan)
2. Discuss “Balancing Growth with Sustainability”: gather input on a path forward
3. Review and discuss draft line item budget for fundraising (handout at meeting)
4. Gather input on fiscal agent and chart next steps
5. Share reports and news on local happenings

AGENDA

1. **Meeting Start Time: 4:02pm**
2. **Approval of Agenda**
   1. Jeff Motioned, Lucas Second - Unanimously Approved
3. **Meeting Start Ups**
   1. Welcome & Introductions
   2. Notetaker: Lucas RossMerz
   3. Facilitator: Jeff Mott
      1. Tony unable to attend.
      2. Volunteer Hours Recording Sheets handed out to everyone. Steering committee members were directed to fill in known past volunteer hours and keep track of all hours going forward.
   4. Approval of Previous Meeting Minutes: Approval delayed until next meeting.
   5. Volunteer Time sheets: Handed out to all Steering Committee Members present.
4. **Grounding our work in the OEFA Strategic Plan Priorities**
   1. Strategic Plan and other new materials handed out. Beautiful!
   2. The California Blue Print for Environmental Literacy
      * 1. Emails sent out
        2. Sent out as a summary and passed around table
        3. Our strategic plan and the Blue Print fit together well.
5. **Leadership Challenge** 
   1. How to balance
      1. Action: Discuss and gather input
   2. **Draft 2016 Action Plan**
      1. **Goal 1:** 
         1. a (Jeff & Tony)
         2. b (John A.)
         3. c (Jeff)
         4. d (Tony, John & Brad) (
            1. Pilot Program completed at Stanford Ave
            2. Summer Outdoor Camp (**Gloria? Gretchen will check in on this.)**
            3. Ishi Hills (Brad & Tony)
            4. Oroville Partners (?)
      2. **\*Decision was made by entire steering committee to focus only on highlighted, high-priority items to respect the amount of time we have for the meeting.**
      3. **Goal 2:**
         1. a (?)
      4. **Goal 3:**
         1. a.1 (Caitlin)
            1. **The CCNC is hosting a Project Wild and Project Learning Tree certification class on Saturday Nov. 14th**. (Lisa- email out?)
            2. Project WET is another opportunity.
            3. **Gretchen & Mary Anne**: WE NEED A BETTER COMMUNICATION SYSTEM.

Mary Anne: Regular communications with all parties.

**Desired Event Promotion Flow**: Event date decided - added to calendar - email sent out with signup information - reminder one week before.

**Future Event Outreach**: November email to providers requesting upcoming events for December, January & February

* + - 1. a.2 (Caitlin, John A.)
      2. a.3 (?)
    1. **Goal 4:** (John & Anne)
    2. **Goal 5:** 
       1. a: (**Mary Anne, Lisa, John & Lucas) Action… (Fall, Winter, Spring in line with academic year) (JAN. 3-20) (Project Wild & Project Learning Tree Photos and information from Caitlin… Calendar… Email provider list and solicit what is going on… “What schools are you hosting, etc.?”)** 
          1. Mary Anne: We need to expand the mailing list. **District Office approval!!**
          2. **Lucas: We need to get promotional physical recruitment postcards to put in teachers boxes. Free field trips.**
       2. b. (complete. update in future)
       3. c. (in progress, online)
       4. d. (Lucas would like to help with this in the future)
       5. e.
       6. f. (Tony)
       7. g.
    3. **Goal 6:** 
       1. a. (Tony & Nate)
          1. Get quotes from teachers and providers?
          2. # of kids involved in 2015.
          3. # of grade levels.
          4. **Nate:** We have a simple survey right now that doesn’t take too much work.

**Need better pre-post**.

Same grade and class.

Nate will talk to Tony and Brad.

Spring 2016… Nate is more clear in late January / February.

Longitudinal Research Potential (Hard, but cool.)

* + - * 1. Teacher survey (Survey Monkey~ John)
        2. Provider Survey (Survey Monkey~ John)
      1. f. (All)
    1. **\*Anne Stephens arrives at 5:35pm\***
    2. **Goal 7:**
       1. a. (All)
       2. b. (All)
       3. c. (All: Anne S., Nate, Jeff (Whitsel), Lucas)
          1. **Add interns!**

(Colleen Hatfield at CSU Chico can offer credits at her discretion, ask Nate)

Lucas can help with the process.

Anne Stephens

* + - * 1. Possible OEFA Educational Workshop.

In-Class

Outside (Technical and scientific field skills)

In-Class review

* + - * 1. Lisa: B**utte College, RIck Whitsel interns. JEFF will follow up.**
        2. Anne Stephens got the go-ahead to do an outdoor education internship in Fall 2016.

No more hands-on-lab requirement for liberal studies students at Chico State.

* + - 1. d. (Discuss later)
      2. e. (Tony)
         1. If we become a 501(c)(3) then this may be important.
         2. Not important now.
    1. **Goal 8**
       1. a. (Jeff & Tony)
          1. Jeff is dealing with potential funders.
          2. **FEBRUARY 18th, CALIFORNIA EE (Environmental Education) INNER AGENCY NETWORK in CHICO**

**\*Anne Stephens will send out information.**

* + - * 1. **\*Steve Sideman in Oroville.** Owns the paintball place and other areas. **(Tony, Tim Taylor, Lucas…)**
        2. **\*Nordic Designs.. Own Camel Pack. Danish farming couple… (Yuba City. Twin River Charter School. Foundation. Who is this???) (Anne Stephens is the contact)**
      1. b.(All. This will develop once we know what we stand)
         1. **WRITE UP IN CN&R needs to be on Facebook and website. (LISA)**
    1. **\*Minute/Note Taker Duties: Lucas, Mary Anne and Debbie volunteer to help take minutes and draft agendas each time.**
    2. Website: Need Calendar added to OEFA Website.
       1. Event page additions desired.
       2. On Weebly
          1. Upgrade to paid Weebly site?

Add your own event through email works.

As we grow we may want to upgrade…

USE OEFA GMAIL account to send out meeting dates.

**Lisa, Jeff & Tony (Lisa & Lucas will get access)**

* + - 1. PSA list to local papers, radio stations, etc.
      2. John: What we are doing is where we are weak on our website… (KZFR & other outreach also)
  1. **Fundraising, Non-Profit Status, & Outreach**
     1. **Robin Patterson arrived at 4:30pm. (Potential new steering committee meeting. 3rd Grade Teacher at Paradise Elementary)**
     2. Quick Chat:
        1. Gretchen needs to leave by 4pm and it is 3:50pm.
        2. She votes for Regional Land Trust for now.
        3. Short term solution and then make next move.
        4. Jeff: Stream Minders need to know soon.
        5. Lucas: NVCF Has insurance and can cover us through this transition.
        6. Lisa: Wants to know more.
        7. **\*Lucas, Jeff, & Tony are directed to get more information on the NVCF, Land Trust, and Stream Minder options and make a recommendation to the Steering Committee.**
        8. Gretchen left the meeting at 4:08pm.
     3. Liability:
        1. **\*Coverage by the different entities needs to be discussed and described by Jeff, Tony & Lucas.**
        2. NVCF: Workers Insurance, fiscal issues, and tax issues for any events.
        3. Land Trust: To be investigated.

1. **Steering Committee Reports:**
   1. Ran out of time for this section… Quick update at 5:01pm.
   2. CN&R: Article coming soon (Tony, Nate, Lisa)
   3. 10/19 Provider Meeting Minutes have been received: (**Tony will discuss at our next steering committee meeting since he was unable to attend today.**)
   4. Tehama County Update ( **Debbie will discuss at our next meeting**)
   5. Guest Feedback
      1. Robin Patterson. “Good group of folks and really productive conversations).
         1. We all thanked Robyn for coming.
   6. **We need a better elevator speech!**
2. **Meeting Summary**
   1. Jeff directed everyone to review these minutes and prepare to update everyone on the tasks associated with their name in the goals section.
3. **Set Next Meeting Date: ( Jeff and Tony will send out a Doodle Poll)**
4. **Adjourn: 5:15pm**