

REAP CEP Board Minutes

November 21, 2014

Board members in attendance:

Kevin Baskins
Charlene Eylea
Yvette McCulley
Ed Saehler
Dawn Snyder

CEP Board member, representing the IDNR, in training: AJay Winter
CEP monitor and assistant, and secretary for meeting: Susan Salterberg
REAP CEP administrator in attendance: Tammie Krausman

Others Attending:

Michelle Wodtke Franks	Jim McWeeny
Pat Schlarbaum	Patrick Rice
Ainsley Brungardt	Eve Halligan
AJay Winter	Robin Husman
Rick Roghair	Patrice Petersen-Keys
Laura Arrington	Beth Waage
Carla Thomas	Jean Eells
Kim Poam Logan	Margo Underwood
Linda Applegate	Diane Ford
Linda Zaletel	Mark Wagner*
Shelly Johnson	Will Fett*
Diane Ford	Ali Winn*
Leisha Barcus	Liz Kolbe*

**Via teleconferencing*

1. According to the board's policy of chairs serving in alphabetical order, Ed Saehler called the November meeting to order at 12:30 pm, and introduced himself and the organization he represents. Next, the remaining board members, Tammie Krausman, REAP Administrator, and Susan Salterberg, the Monitor and Assistant, introduced themselves and indicated the organizations they represent. AJay Winter was introduced as the DNR representative to replace Kevin Baskins effective immediately following the Review of Proposals meeting.
2. The Board indicated that all mini-grant applicants will identify measures of success to report on, effective immediately for all future grant awards.
3. Saehler then announced that \$245,543 was available in grant funds.
4. Saehler explained the procedures for the Review of Proposals meeting, and emphasized the importance of impacts evaluation. Saehler also emphasized that applicants need to be reasonable in the creating project timelines, and encouraged those awarded grants at the meeting to make sure their timeline is doable, or alter the timeline before grant agreements are written and signed.
5. The Board announced that the next REAP CEP Board teleconference date is Feb. 3 from 9-11 am. The next Review of Proposals meeting is June 4. All meetings are open to the public. Interested parties were encouraged to check the website for more details.
6. All guests introduced themselves.
7. According to policy, the Board first reviewed the CEP Mini-Grant applications.
8. Yvette McCulley made a motion to discuss the first four mini-grants, and Charlene Eylea seconded. The Board then discussed the Community Tree Planning Educational Workshops application, submitted by the Region XII Council of Governments. Next they discussed Keep Iowa Beautiful's Two for the Price of None: Getting Kids Outdoors. For these two proposals,

the Board asked about the commitment of partners listed in the project. They encouraged letters of commitment from these partners.

Next, they discussed the National Mississippi River Museum & Aquarium's Turtles: Secrets of the Shell-Travels Further proposal. Questions were asked about travel expenses, whether endangered turtle species were mentioned in the display, and whether books could be included with the display. McCulley recommended they include books with the display. McCulley also questioned the evaluation piece, encouraging them to use stronger application process.

Representatives from Webster County Conservation were not yet present, and since the Review of Proposals meeting began 30 minutes ahead of schedule, the Board indicated they would table Webster County's proposal until 1 pm.

Snyder moved to fund the COG, KIB and NMRMA grant applications, and Elyea seconded. Motion passed unanimously.

9. Elyea made a motion to discuss the Iowa Ag Literacy Foundation's Summer Ag Institute and the Iowa Conservation Education Coalition's Fostering Networking proposals. Snyder seconded it. McCulley had a conflict of interest for the Summer Ag Institute, so stepped away from the discussion table. Snyder asked Will Fett what materials would be funded by the grant. She encouraged him to include those items in the proposal. Elyea asked Fett to discuss the curriculum. Fett indicated that they will be developing some materials, and using some existing curricula.

Next, the Board discussed ICEC's proposal. Saehler had a conflict of interest, so stepped away from the table. After some discussion, Snyder made a motion to fund ICEC's, and McCulley seconded. Motion approved 4-0, with Saehler abstaining. Snyder moved to fund the Iowa Ag Literacy Foundation project. Baskins seconded it, and motion approved 4-0 with McCulley abstaining because of conflict of interest.

10. McCulley made a motion to discuss the Prairie Chicken Festival, submitted by the Iowa DNR Wildlife Diversity Program, and the Iowa Bikeways Website, submitted by the Iowa Bicycle Coalition. Elyea seconded. Baskins had a conflict of interest with the DNR application, and stepped away from the table. Snyder asked Pat Schlarbaum about the DNR budget, as the figures were incorrect. Elyea emphasized the importance of following the application procedures.

Ali Winn represented the Iowa Bicycle Coalition, and Elyea asked about funding for the next three phases of the project. She also asked how they were going to relate environmental education to the bike route project. Winn mentioned that it brings people closer to nature. McCulley asked about Phase I and the lack of information on the website, and Winn acknowledged that they need more information on the site. Saehler then encouraged them to have indicators about nature points of interest. Baskins indicated that the proposal read more as a tourism grant than an education grant. Snyder then expressed concern about the timeline, thinking it seemed tight.

Elyea made a motion to fund the DNR grant, and McCulley seconded. Motion passed 4-0 with Baskins abstaining.

Elyea made a motion to fund the Iowa Bicycle Coalition project, and Snyder seconded. Motion failed 0-5.

11. Next, the Board discussed the Webster County proposal. No one from WCC was present, and the Board had many questions about the budget and indicated that the applicant was not clear as to which budget items would be paid for with REAP CEP dollars. Some of the budget items were ineligible. The Board liked the number of partners, and that youth and adults would be involved. Elyea made a motion to approve, Snyder seconded. Motion failed 1-4.
12. McCulley then made a motion to discuss the last mini-grant proposal, Making Lucas County a Birding Destination, submitted by Tourism Lucas County, for \$3,500. Motion failed 0-5.
13. McCulley made a motion to discuss the first three standard grant applications: the Polk County Conservation Pollination Celebration project, the Science Center of Iowa's Collector's Corner

proposal, and Using the Amplification Process to Identify Needed EE Strategies for Consuming Differently, submitted by the University of Northern Iowa.

On the PCC proposal, Snyder asked for clarification on a budget. Elyea praised several aspects of the proposal, including action steps and partnerships.

The Science Center of Iowa's proposal was next discussed. McCulley appreciated their use of cross-cutting concepts. She also applauded the evaluation, in part because it did not use yes and no questions.

The Board then discussed the UNI project. Elyea stepped away from the table, because of a conflict of interest. McCulley asked how UNI was getting volunteers for the process, and questioned the sample size.

Elyea made a motion to approve the PCC project and McCulley seconded. Motion passed unanimously. McCulley made a motion to approve the Science Center's project, and Snyder seconded. Motion passed unanimously. McCulley made a motion to fund the UNI project; Baskins seconded. Motion passed 3-1.

14. McCulley made a motion to discuss Integrating Best Practices in Conservation Education Professional Development Using Proven Resources and Tools, submitted by the Iowa Conservation Education Coalition; Iowa Academy of Science's Water Conservation Workshops for Pre-service Teachers; and the Metro Arts Alliance of Greater Des Moines GreenArts project.

Baskins and Saehler had a conflict of interest and stepped away from the table for the ICEC grant proposal. Snyder had a conflict of interest for the Iowa Academy of Science proposal, so stepped away from the table for that discussion. For the first two proposals, the Board encouraged ICEC and the Academy of Science to work together.

GreenArts was discussed next. McCulley applauded the new component to the project. Snyder asked about a \$2,000 discrepancy in the budget, and Metro Arts acknowledged an error.

Snyder made a motion to fund the ICEC grant, McCulley seconded, and the motion passed 3-0, with Baskins and Saehler abstaining. McCulley made a motion to fund the Iowa Academy of Science's proposal and Elyea seconded; Motion passed 4-0, with Snyder abstaining. McCulley made a motion to fund the Metro Arts grant, minus \$2,000, and Elyea seconded. Motion passed unanimously.

15. Snyder made a motion to discuss Water Wise Cedar Rapids, submitted by the City of Cedar Rapids Utilities. McCulley seconded it. Elyea indicated that, if this program works, the City will provide rebates in the future, and Elyea thinks that is great. With incentives, she said, you can really track changes. Elyea liked that the applicant planned to use city water bills to send out information, and she made a motion to fund the proposal; Baskins seconded. Motion approved unanimously.
16. The Board then discussed the Nahant Marsh Summer Research Institute: Preparing the Next Generation of STEM Professionals, submitted by Eastern Iowa Community College District. McCulley asked, "Why prairie studies at a marsh?" She indicated that the teacher stipends are elevated, and listed some inaccuracies in the grant application about science teachers, saying the statistics may be true nationally, but not in Iowa. Snyder made a motion to fund, and Baskins seconded. Motion failed 1-4.
17. McCulley made a motion to discuss Iowa Rivers Revival's Iowa Low-head Dam Modification Success Stories booklet. Elyea seconded it. Baskins stepped away from the table because of a conflict of interest. Elyea asked why they chose a printed booklet versus making the information available on a website. Linda Applegate, from IRR, indicated that they want a booklet in their audience's hands with pictures. There was much discussion about the concern about printed booklets being sent through the mail. Elyea made a motion to fund the IRR project, McCulley seconded and motion passed 4-0, with Baskins abstaining.
18. McCulley excused herself from the remaining parts of the meeting because of another conflict.
19. Elyea made a motion to discuss Practical Farmers of Iowa's The Buzz in Agriculture: Farmer-to-Farmer Prairie and Pollinator in Habitat Education. Snyder seconded. After some discussion, Elyea made a motion to fund the proposal contingent on the PFI completing all action steps for

\$21,344, rather than \$46,000, because that was all the money remaining. Snyder seconded. Motion approved 4-0. PFI was instructed to contact Tammie Krausman by Monday at 5 pm as to whether they would be able to do the scope of work according to the contingency. (On Monday, PFI agreed to the terms.)

20. Elyea then made a motion to discuss the Iowa Agriculture Literacy Foundation, Ag Mag: Water and Soil Conservation. Baskins seconded. After some discussion, Elyea explained that, if PFI decides not to accept the grant, and the Board agrees to fund this one, the Literacy Foundation would receive a grant award. Elyea made a motion to fund the project, and Snyder seconded. Motion passed unanimously.
21. Snyder made a motion to discuss the Golden Hills Resource Conservation and Development West Nishnabotna River Online Education Resources proposal, and Elyea seconded it. After some discussion, Baskins made a motion to fund it; Snyder seconded it and motion failed 0-4.
22. Elyea made a motion to close funding, and Baskins seconded. Motion passed unanimously.
23. A total of \$245,543 was spent during the grant round.
24. The remaining grant applications were then discussed and the meeting was adjourned.

REAP CEP Board Teleconference

Meeting Minutes, July 9, 2014

Board members in attendance:

Kevin Baskins

Charlene Elyea

Yvette McCulley

Ed Saehler

Dawn Snyder

Others present:

Tammie Krausman, Iowa DNR REAP Administrator

Susan Salterberg, University of Northern Iowa/REAP CEP Monitor and Assistant

Chair Yvette McCulley called the meeting to order at 8:12 am. Susan Salterberg served as secretary. Salterberg started the meeting off with a “good news” CEP story about the Nature Connections’ Young Investigators project. Next, Tammie Krausman gave an update about REAP’s 25th anniversary, indicating that the website www.iowareap.com has more information.

Next, the Board discussed an action plan for marketing REAP CEP prior to the next grant round. Salterberg will draft several types of news releases and send them to Krausman for review. Then Salterberg will send them to such organizations as Councils of Governments, Iowa Association of Naturalists, Resource, Conservation and Developments, Iowa Association of County Conservation Boards, Iowa Talented and Gifted, and the Iowa Conservation Education Coalition soon and also in mid-September. The intent is to have these organizations publish the news announcement on their google groups or other listservs and/or in newsletters. Salterberg will send a news release featuring the mini-grant program to McCulley for submission to the Dept. of Education’s *School Leader Update*, to the Iowa Academy of Sciences-Teachers Section, and to STEM contacts.

Charlene Elyea then led a discussion about a retreat for the CEP Board. Elyea indicated that Board members agreed to meet on Nov. 20 and 21st, prior to the Review of Proposals meeting at 1 pm on Nov. 21st. The retreat will begin at noon on Nov. 20, and possibly extend into the evening, with the retreat held primarily at the Iowa State Extension-Ft. Dodge location. The retreat would continue on Nov. 21st at 8:30 am. Agenda items will be worked out through emails, but several agenda items include CEP priorities, marketing of CEP (including the possibility of putting a call out for specific types of projects or asking a current grantee to take a project or component of it further, such as more thorough evaluation), and an evaluation of the CEP’s requirements for impacts evaluation, as outlined in the University of Northern Iowa’s Request for Information application earlier this year.

The Board then determined that, for the educational session that occurs just prior to the Nov. 21st Review of Proposals meeting, they will hold a retreat follow-up session. At this follow-up, the Board will ask REAP CEP participants to provide input/brainstorm regarding a CEP Action Plan. The session will be titled Community Brainstorming on CEP Action Plan.

The Board then determined that Nov. 17 at 5 pm is the due date for scores to be submitted to Krausman and Salterberg for the Nov. grant round. Important dates for the board are as follows:

Nov. 3, 2014 - CEP Grant Application Deadline

Nov. 17, 2014 – 5 pm – Scores due to Krausman and Salterberg

Nov. 20, 2014 - noon - CEP Board Retreat

Nov. 21, 2014 - 8:30 am - CEP Board Retreat/Work session

Nov. 21, 2014 - 11:30 am - Community Brainstorming on CEP Action Plan

Nov. 21, 2014 - 1 pm - CEP Review of Proposals Meeting*

Salterberg then gave an update on grant projects, and concluded with a proposal to alter the Impacts Evaluations requirements for some types of applications. McCulley and Saehler agreed to review the mini-grant applications' impacts evaluation requirements, with Salterberg providing them information and input. The Board agreed that it would be important to spend more time on this topic at the retreat.

The meeting adjourned at 9:32 am with McCulley suggesting that Salterberg send an email to the Board and ask for responses to the last agenda item of “Board intentions/Take homes from the meeting? ***Or*** What questions or ideas do you have for the Board today?”

Elyea made a motion to approve the minutes. McCulley seconded. Motion passed.

REAP CEP Board Minutes
May 30, 2014

Board members in attendance:

Charlene Eylea
Yvette McCulley
Ed Saehler
Dawn Snyder

Board members absent: Kevin Baskins

CEP monitor and assistant, and secretary for meeting: Susan Salterberg

REAP CEP administrator in attendance: Tammie Krausman

Others Attending:

Leigh Adcock	Kim Poam Logan*
Carl Bendorf	Jane Shuttleworth
Maggie Carlin	Carla Thomas*
Jean Eells	Xin Tong*
Barb Ehlers	Mark Wagner*
Jerry Enzler*	Cliff Weldon
Robin Husman	Christine Waterbury*
Craig Johnson	Mark Wyatt
Magon Liu	Linda Zaletel
Penny Brown Huber	

**Via electronic conferencing*

1. According to the board's policy of chairs serving in alphabetical order, in Kevin Baskins absence, Charlene Eylea called the May meeting to order at 1 pm, and introduced herself and the organization she represents. Next, the remaining board members, Tammie Krausman, REAP Administrator, and Susan Salterberg, the Monitor and Assistant, introduced themselves and indicated the organizations they represent. Eylea then described the purpose of the Monitor position.
2. Eylea then explained that, for the Monitor and Assistant position, a Request for Information was sent out earlier this year. The RFI was sent out by the Iowa Department of Natural Resources (IDNR) on behalf of the CEP Board with a goal to identify parties interested in fulfilling the requirements of the contract position. They received and reviewed proposals and elected to award the contract to the University of Northern Iowa.
3. Eylea then announced that \$375,467 was available, and indicated that the Board planned to fund about \$170,000 in this round.
4. All guests introduced themselves.
5. Eylea explained the procedures, emphasized the importance of impacts evaluation. Dawn Snyder emphasized that applicants need to be reasonable in the creating project timelines, and encouraged those awarded grants at the meeting to make sure their timeline is doable, or alter the timeline before grant agreements are written and signed.
6. The Board announced that the next REAP CEP Board teleconference date is July 9 at 8 am. Eylea mentioned that the Board will be talking about priorities. Any interested party is welcome to participate in the teleconference, and should contact Salterberg or go to the REAP CEP website for more information. Eylea then announced that dates for a second teleconference and the November grant round Review of Proposals meeting will be posted on the website soon. All meetings are open to the public.

7. Next, the Board voted on a change in scope of work for University of Northern Iowa's *Helping Students Protect the Environment and Live Well* grant, which was awarded in November 2013. Dawn Snyder first explained that it is important for the Board to know about any changes in scopes of work. She then made a motion to approve the change, and Yvette McCulley seconded it. Motion passed unanimously.

8. According to policy, the Board first reviewed the CEP Mini-Grant applications.

9. Snyder made a motion to discuss the 2014 Women, Food and Agriculture Network (WFAN) Annual Conference Scholarships application, submitted by WFAN. McCulley seconded it. Leigh Adcock represented the WFAN. After discussion, including questions about targeting low income and minorities for the scholarships, and not giving scholarships to those who received them in the past, Snyder made a motion to fund the project; McCulley seconded. Motion passed unanimously.

10. Snyder made a motion to discuss the Community Tree Planning Education Workshops application, submitted by the MIDAS Council of Governments. Cliff Weldon and Maggie Carlin attended the meeting, representing MIDAS. McCulley asked about other potential audiences such as high school students, who could be involved in the project. Snyder also asked them to make sure to allow enough time for evaluation, if the project is funded. McCulley encouraged them to share successes and things that don't work well. McCulley also requested that the grant writer be as specific as possible, rather than using phrases such as "a substantial waiting list." Also, with the evaluation, the Board encouraged that they evaluate for specific successes. McCulley made a motion to fund the project; Saehler seconded. Motion passed unanimously.

11. McCulley made a motion to discuss the first of the standard grant applications: the Iowa Conservation Education Coalition's Diving into Networking proposal. Linda Zalatel and Jean Eells represented ICEC at the meeting. McCulley asked about nine regions that are partners, but no letters of commitment were included in the application. Zalatel and Eells explained that they didn't have time to secure letters but they had verbal commitments from all regions. Elyea praised their use of committee members to market the workshop. McCulley asked about the Department of Education and their ability to assist with marketing, and Zalatel indicated they plan to work with the DOE. Zalatel and Eells said they will work to maintain partnerships after the workshop. Eells indicated that as long as she is on the Soil Conservation Committee, and she will keep those partnerships alive. Snyder praised ICEC for laying the groundwork for this project by securing an initial grant and for giving a reduced registration to everyone, rather than giving scholarships. Snyder made a motion to fund the project; McCulley seconded. Motion passed 4-0. Ed Saehler abstained because of conflict of interest.

12. Snyder made a motion to discuss the Young Investigators: Connecting Children with Nature application, submitted by Nature Connections: A Collaborative Effort of the Friends of Lakeside Lab. Jane Shuttleworth attended the meeting on behalf of Nature Connections. Elyea asked about retention rate. Teachers commit for three years, but if they retire or move to another community, Shuttleworth indicated that there's not much they can do about it. However, Shuttleworth indicated that that hasn't happened often. McCulley asked what happens to the project if it doesn't get REAP CEP funding. Shuttleworth indicated that Lakeside Lab would probably have to pick it up, and they are currently providing in-kind support. Saehler asked about reach of the project. Shuttleworth explained that the Northwest Iowa Area Education Agency is interested in the project and there is a wait list for participation. Plans for the future include learning from other project groups, such as one in Des Moines. Snyder asked about timeline, encouraging them to make sure it's reasonable. McCulley made a motion to fund the project; Snyder seconded. Motion passed unanimously.

13. Snyder made a motion to discuss the eii Energy Systems of the Prairie application, submitted by eii at Upper Iowa University. UIU's Barb Ehlers discussed marketing and some change in venues for the project. McCulley asked about the viability of phasing out teacher binders and replacing them with electronic information. Ehlers says educators now are getting a thumb drive and a smaller binder. McCulley inquired about whether eii is working with Pat Higby at the UNI Center for Energy and Environmental Education on the energy component of the grant, and Ehlers indicated that Pat is on her list to contact. McCulley made a motion to fund the project; Snyder seconded. Motion passed unanimously.

14. Snyder made a motion to discuss the Mississippi River Museum's Discovery Slough application. Jerry Enzler, Carla Waterbury, and Mark Wagner joined the meeting via teleconference, and introduced themselves. The Museum proposed an exhibit to travel over 12 sites in Iowa over three years and a duplicate to be housed at the River Museum. Three sites have already been selected for display of the exhibition. Snyder asked how an existing turtles exhibit was going, which is a similar type of initiative. McCulley asked about focus groups. Elyea indicated that she felt the impacts were well-phrased. McCulley asked if there were concrete ways to improve the river. Enzler said we are asking them to recycle, to not litter, to be aware of run-off. Wagner indicated that a big educational push is to have everyone know that all of Iowa is in the Mississippi River watershed, so all Iowans impact its quality. McCulley indicated she was glad to see them use college interns, and asked whether they were paid or unpaid. Enzler said the college students are not paid. McCulley encouraged them to ask what viewers of the exhibits are going to do with the knowledge they acquire. Snyder then asked about the timeline, evaluation, and to make sure they capture information that McCulley asked about. The Board indicated their hopes that the exhibit continues after the grant. Saehler made a motion to fund the project, Snyder seconded, and motion passed unanimously.

15. Elyea then indicated that the Board would discuss MetroArts and Young Birders before they vote on either.

16. Snyder made a motion to discuss the GreenArts project. McCulley indicated that she liked the public art and the pinterest board ideas. Elyea asked about the number of community members involved. Metro Arts' Carla Thomas, who participated in the meeting via e-technology, explained that some of the community member numbers were lower in the existing project because of inclement spring weather. Elyea emphasized that they need to be realistic with their numbers. McCulley then asked how they would improve their results with the current project that indicate that 50% of those participating in GreenArts "learned more." Also, McCulley pointed to data saying that 70% indicated they are more "concerned" about the environment as a result of the existing GreenArts project. She asked what participants will do with the information. Snyder asked about the budget for an information technology programmer and what the "public art engagement and oversight" component of the project meant. Snyder also asked about sustainability, and expressed concern about personnel costs being substantially higher with this grant application. Elyea also indicated that she was also concerned about this.

17. Snyder made a motion to discuss the Iowa Young Birders Leadership Makes a Difference field trip application. Snyder indicated, "I want to know where the model [for teaching volunteers how to do this] is." Carl Bendorf indicated that on page 10 of the application he addressed the model, and that it may not look like a model because it's a lot of common sense information. McCulley said she thought the list on page 10 was a list of "dos" and "don'ts" and not a model. McCulley and Snyder indicated curiosity about conferences the Young Birders non-profit representatives may attend. Elyea then wanted to confirm if the grant application was to secure money to conduct field trips, or if it was to create a model and transfer it. The Board also asked whether the volunteers will be paid and how they will be trained. Bendorf indicated the training will be during the field trips and on the phone. Elyea asked, "How will you know that your volunteers are trained and ready to hit the road?" Bendorf indicated he plans on pre- and post-tests, and that he will accompany volunteers on a field trip. Elyea asked if Bendorf could break down what he requested in the application: How much was for field trips, and how much was for training. Bendorf indicated that he didn't think he could break it down. Elyea asked how the project would sustain itself. Bendorf says he plans to have a lot more people out in the field giving field trips.

18. McCulley indicated concerns about both projects and made a motion to stop funding proposals for the May grant round. Snyder seconded. A total of \$130,392 was spent during the grant round.

19. The remaining grant applications were then discussed and the meeting was adjourned.

Charlene Elyea made a motion to approve the minutes via email on June 3, 2014, and Dawn Snyder seconded. Motion passed.

REAP CEP Board Teleconference

Meeting Minutes, February 18, 2014

Board members in attendance:

Charlene Elyea

Ed Saehler

Dawn Snyder

Board members absent: Kevin Baskins; Yvette McCulley

Others present:

Tammie Krausman, Iowa DNR REAP Administrator

Susan Salterberg, University of Northern Iowa/REAP CEP Monitor and Assistant

Designated Chair Yvette McCulley was unable to attend the teleconference. According to Board policy, Ed Saehler, next in alphabetical order, called the meeting to order at 10:09 am. Susan Salterberg served as secretary.

Salterberg first reviewed the final report form, suggesting changes to the Board. She explained that in the prior week Charlene Elyea, Dawn Snyder and Salterberg met to review and discuss proposed changes. The Board approved the proposed changes to midterm and final report forms.

Krausman then updated the Board on the plans for celebrating the 25th anniversary of REAP. She asked for and received ideas of CEP projects that could be highlighted in the coming year.

Salterberg then discussed several grant projects, and asked the Board for feedback about several issues that had arisen.

Next, Salterberg reviewed important dates for the Board, emphasizing that there is a shorter-than-usual block of time to review and score grants, and to notify applicants before the Review of Proposals meeting.

Saehler next mentioned that the Board is to lead a panel discussion at the May 30th meeting, and asked whether planning was needed for that. Salterberg reviewed the intent of the panel discussion, and volunteered to write all Board members with a refresher on the reasons for the panel discussion and some possible questions for the Q and A. The Board decided that each member should lead a Q and A about one area they are passionate about. Planning would continue by email.

Meeting adjourned at 11:20 am.