

## **REAP CEP Board Minutes**

**November 23, 2015**

*Board members in attendance:*

Charlene Elyea  
Ed Saehler  
Dawn Snyder  
AJay Winter

*CEP monitor and assistant, and secretary for meeting:* Susan Salterberg & Jerah Sheets

*REAP CEP administrator in attendance:* Tammie Krausman

*Others Attending:*

Patti Petersen-Keys

Heidi Anderson

Beth Waage

Roxey Gerald

Carrie Rankin

Jane Shuttleworth

Danielle Auten

Jean Eells

Linette Bernard

Kate Kremer

Amy Holley

Anna Bruen

Roz Lehman

Lance Brisbois

Dave Conrads

Jay Gorsh

Mike Stegman

1. According to the board's policy of chairs serving in alphabetical order, Ed Saehler called the November meeting to order at 1:00 pm, and introduced himself and the organization he represents. Next, the remaining board members, Tammie Krausman, REAP Administrator, and Susan Salterberg, CEP's Monitor and Assistant, introduced themselves and indicated the organizations they represent.
2. All guests introduced themselves.
3. Tammie Krausman announced that Yvette McCulley retired from the Iowa Department of Education and the DOE has appointed Kris Kilibarda to fill that position on the Conservation Education Program board starting in January 2016.
4. Tammie Krausman thanked Susan Salterberg for her service over the years as the CEP's Monitor and Assistant. Krausman announced Jerah Sheets of the DNR to take over the CEP Monitor and Assistant role. Approximately \$30,000 which was used for the contractual services will be redirected to available grant dollars for distribution.
5. Saehler mentioned that the Board is marketing to get more grant proposals, and it's working, as 20 applications came in for the November round. He then announced that \$156,869 is available in grant funds for the grant cycle.
6. Saehler explained the procedures for the Review of Proposals meeting, and emphasized the importance of evaluation for behavior and knowledge change. Saehler also emphasized that applicants need to be reasonable in 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.

7. The Board announced that the next REAP CEP Board teleconference date is March 1 at 9 am. The next round of grants will be due at 5 p.m. on May 15<sup>th</sup>. The next Review of Proposals meeting is June 7.
8. According to policy, the Board first reviewed the CEP Mini-Grant applications.
9. Roz Lehman represented the Iowa Rivers Revival project Introduction to River Restoration workshops in Northeast Iowa. She answered questions from the board regarding the private landowner focus and timing of the workshops and obtained praise for components of the plan.  
Snyder made a motion to approve the \$3,500 grant proposal, Winter seconded and the motion passed unanimously.
10. Snyder made a motion to discuss the Louisa County Conservation Board Divert the Drop, and Elyea seconded it. The board recommended to adjust the due dates so to avoid a request for time extension and clarified the budget request should be \$1,050 rather than \$1,100. A portion of the discussion revolved around the cost share details and transferability of the project with the fairgrounds. Elyea motioned to approve, and Snyder seconded. Motion passed unanimously.
11. Snyder made a motion to discuss Story County Conservation Planting the Seeds, and Elyea seconded it. The board discussed the location of the outdoor classroom and some of the challenges outdoor classrooms face, workshop fees, and vegetation seeds and plugs. Elyea motioned to approve, and Winter seconded. Motion passed unanimously.
12. Michael Fallon represented Backyard Abundance for the Controlled Burning Equipment Demonstration and Prescribed Fire Discussion application. The board discussed the hourly rate, the broad and numerous audiences, and workshop fees. Winter motioned to approve, and Elyea seconded. Motion passed unanimously.
13. Snyder made a motion to discuss the Marshall County Conservation Board Grimes Farm Bee Hive project, and Elyea seconded it. The board discussed the new technology, easy transferability to assist the pollinator national concerns, and the time frame for reporting. Marshall County Conservation Board shared the counties investment in equipment and hiring a new staff member to assist with the project. Elyea made a motion to vote and Winter seconded. Motion did not pass with a 2/2 (Saehler/Winter – Elyea/Snyder) vote. Tammie Krausman entertained questions from the board regarding the tie vote. Snyder made a motion to table the topic for further research of Robert's Rules, Elyea seconded. Motion passed unanimously.
14. Conclusion of Mini-Grants discussion and the start of Standard Grant application discussion.
15. Snyder made a motion to discuss the Iowa Conservation Education Coalition Contemporary Environmental Issues and New Iowa Science Standards: Transforming Conservation Outreach project, and Elyea seconded it. Ed Saehler stepped away from the discussion and abstained from voting. The board expressed appreciation for improvements made to the application from the last grant cycle and inquired into the methodology of the scholarship program. Winter made a motion to fund and Snyder seconded. Motion passed unanimously.
16. Winter made a motion to readdress the Marshall County Conservation Board Grimes Farm Bee Hive project and Elyea seconded. Motion passed unanimously. Tammie Krausman verified the motion fails with a tie vote. The board encouraged the county to reapply during a future grant cycle.

17. Snyder made a motion to discuss the University of Northern Iowa Moving “Richer, Fuller Lives with Smaller Footprints” Forward project, and Saehler seconded it. Charlene Elyea stepped away from the discussion and abstained from voting. The board discussed the number of people dedicated and needed for the project. Winter made a motion to fund and Snyder seconded. Motion passed unanimously.
18. Winter made a motion to discuss the Polk County Conservation Saving Pollinators One Garden at a Time project, and Snyder seconded it. The board expressed appreciation for including past results and anticipated results along with finding a new audience. Elyea made a motion to fund and Snyder seconded. Motion passed unanimously.
19. Elyea voted to discuss Governor's STEM Advisory Council Teacher Externships with Environmental and Conservation Professionals project, and Snyder seconded it. AJay Winter stepped away from the discussion and abstained from voting. The board encouraged partnerships to enhance the project, time reporting updates, and funding potentials. Elyea made a motion to fund and Snyder seconded. Motion passed unanimously.
20. Saehler made a motion to discuss Pathfinders RC&D Solar Flair Fairs, and Snyder seconded it. The board discussed the statewide approach, updating the title for the non-technical audience, and immediate, mid, and long term goals.
21. Snyder made a motion to discuss Golden Hills RC&D Training Citizen Scientists for Native Oak Savanna and Woodland Conservation project, and Elyea seconded it. The board discussed citizen understanding of forest health, acorn collection & propagation, and charges for the services rendered.
22. Snyder made a motion to discuss Southern Iowa RC&D Birds, Bobcats and Bears - The Wandering Naturalist Series project, and Elyea seconded it. The board shared their appreciation for a sustainability plan, letters of support from counties, and bringing trainers together. They also discussed the transferability of the program.
23. Winter made a motion to fund Pathfinders RC&D Solar Flair Fairs \$11,148 of their \$36,065 request and Snyder seconded. Motion passed unanimously. Pathfinders RC&D declined the grant allotment.
24. Winter inquired with Golden Hills RC&D their interested in a grant of \$11,148 of their \$29,825 request. Golden Hills RC&D declined the offer.
25. Winter inquired with Southern Iowa RC&D their interested in a grant of \$11,148 of their \$27,289 request. Southern Iowa RC&D declined the offer.
26. Elyea made a motion to cease grant funding distributions and roll the \$11,148 available funds into the next grant cycle. Snyder seconded. Motion passed unanimously.
27. The remaining unsuccessful grant applications were then discussed with the applicants.
28. Motion made by Elyea to adjourn the meeting at 3:20 p.m. Winter seconded. Motion passed unanimously.

Approved during 3/1/16 REAP CEP Board Meeting

## **REAP CEP Board Teleconference**

Meeting Minutes, August 3, 2015

### **Board members in attendance:**

Charlene Elyea

Ed Saehler

Dawn Snyder

A Jay Winter

Department of Education representative--VACANT

### **Others present:**

Tammie Krausman, Iowa DNR REAP Administrator

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

Chair Charlene Elyea called the meeting to order at 1:05 pm. Susan Salterberg served as secretary. Salterberg started the meeting off with a “good news” story about the Cedar Rapids WaterWise project. The project team is doing well with their outreach efforts and the give-aways and coupons for water-saving devices.

Next, Tammie Krausman gave an update on the vacant Department of Education position on the CEP Board. Krausman says they have not filled the science educator position at the DOE, but she will continue to be in touch with the director to inquire about the replacement for Yvette McCulley, who retired from the DOE and left the CEP Board position earlier this year.

Krausman then indicated that the DNR’s goal is to identify the incoming CEP Monitor and Assistant within the month, so training can take place with Susan Salterberg, who will be leaving the contract position on December 31.

Next, Krausman announced that 18 REAP Assemblies will be held again this fall from the last week of September through first week of November. Krausman explained that they will use the same format as in previous years, with a reception before the meeting. Krausman hopes that representatives from REAP CEP will attend the meetings to talk about projects in the respective assembly areas, bringing a local perspective to the CEP. Salterberg and Krausman will work together to identify speakers to talk at the meetings, and Krausman invited the Board members to participate.

Elyea then brought up the final agenda item which was that some applicants have submitted grant proposals with a budget that is all contractual. She asked what Board members thought of that approach, and A Jay Winter indicated that, for him, he ranks grant proposals higher if budgets are broken down, but he is okay if they don’t break it down. Winter indicated that he’d like to keep things simple and have as few rules as possible.

Elyea then asked for closing thoughts. Winter says he really enjoys being on the Board, Elyea commented that there’s lots of brainpower among the Board members, and Krausman thanked the Board in advance of REAP Assemblies for their assistance.

Salterberg then reviewed important dates for the Board:

**November 1, 2015 – CEP Grant Application Deadline**

**November 18-- Scores due**

**November 23** - 10 am - CEP Board Work Session

**November 23, 2015** - 12:00 noon - Presentation—Young Investigators

**November 23, 2015** - 1 pm - CEP Review of Proposals Meeting

Meeting adjourned at 1:50 pm.

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

## **REAP CEP Board Minutes**

**June 4, 2015**

*Board members in attendance:*

Charlene Eylea

Ed Saehler

Dawn Snyder

AJay Winter

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

*REAP CEP administrator in attendance:* Tammie Krausman

*Others Attending:*

Barb Ehlers

Ronald Zelle

Denise Wasko

Marsha Swanson

Margo Underwood

Andrea Bixler

Andrea Piekarczyk

Kristen Daily

Leigh Adcock

Anna Bruen

Amy Holley

Carole Yates

Erin Ford

Will Fett

Rick Roghair

Linette Bernard

Joshua Remington

Jean Eells

*\*Via teleconferencing*

1. According to the board's policy of chairs serving in alphabetical order, AJay Winters called the June meeting to order at 1:05 pm, and introduced himself and the organization he represents. Next, the remaining board members, Tammie Krausman, REAP Administrator, and Susan Salterberg, CEP's Monitor and Assistant, introduced themselves and indicated the organizations they represent.
2. All guests introduced themselves.
3. Winter announced that Yvette McCulley retired from the Iowa Department of Education and the DOE has not appointed anyone yet to fill that position on the Conservation Education Program board.
4. Winter mentioned that the Board is marketing to get more grant proposals, and it's working, as 24 applications came in for the May round. He then announced that \$334,250 is available in grant funds for the entire year.
5. Winter explained the procedures for the Review of Proposals meeting, and emphasized the importance of evaluation for behavior and knowledge change. Winter also emphasized that applicants need to be reasonable in 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 August 3 at 1 pm. The next Review of Proposals meeting is November 23.
7. According to policy, the Board first reviewed the CEP Mini-Grant applications.
8. Charlene Eylea made a motion to discuss the Lucas County Big Day of Birding, and Dawn Snyder seconded. After some discussion, Snyder made a motion to approve the \$3,500 grant proposal, Eylea seconded and the motion passed unanimously.
9. Snyder made a motion to discuss the Women, Food and Agriculture Network Annual Conference Scholarship, and Winter seconded it. Leigh Adcock from WFAN answered several questions from the Board, including one about applying what they learn from past grant proposals. They recommended that WFAN learn about similar projects at Polk County Conservation, Reiman

Gardens and Blank Park Zoo. Elyea motioned to approve, and Ed Saehler seconded. Motion passed unanimously.

10. Snyder made a motion to discuss Webster County FOREVER Shooting Sports, and Winter seconded it. Snyder mentioned that the applicant hadn't used the newest form on the website, and encouraged all applicants to look on the website each grant period and use the form there, as it sometimes is updated from one grant round to the next. Erin Ford answered a few questions, including one about the ending date of the project. Snyder made a motion to fund and Winter seconded, minus \$355 in the budget for \$2,982. Motion passed unanimously.
11. Winter made a motion to discuss the SE Polk Community Schools Educator Workshop proposal, and Elyea seconded it. After some discussion, including clarification of the timeline with an end date of June 30, 2016, Elyea made a motion to fund with the contingency for timeline adjustments, and Snyder seconded. Motion passed unanimously.
12. Elyea made a motion to discuss the Clark University of Dubuque Environmental Film Series, and Winter seconded it. Elyea indicated that she really liked the call to action that was part of the grant application, and hopes Clark University gets 75% to take an action. She also liked that they are having the students make their own film. Elyea suggested they work with Media Arts students, and encouraged them to build in time for reporting. Elyea made a motion to fund and Snyder seconded. Motion passed unanimously.
13. Elyea made a motion to discuss the Iowa Outdoor Expo grant with the Des Moines Chapter of the Izaak Walton League of America, and Winter seconded it. After some discussion, Winter made a motion to fund and Snyder seconded. Motion failed 1-3.
14. Snyder made a motion to discuss the City of Gilmore City Community Rain Garden Education and Demonstration Project proposal and Winter seconded it. Elyea inquired with Margo Underwood, who represented the City, about the architect who would be paid for the rain garden education and conduct a site analysis. She also asked who would pay for Phase II, and Underwood indicated they would partner with Trees Forever. Underwood also indicated there was unanimous support from the City Council for this project. Elyea made a motion to fund at \$3,465 and Winter seconded. Motion passed unanimously.
15. Snyder moved to conclude the discussion of the Mini-Grants and move to the Standard Grant applications and Elyea seconded. Motion passed unanimously.
16. Snyder made a motion to discuss the Iowa Natural Heritage Foundation Landowner's Options project, and Winter seconded it. The Board indicated that the application stated the project would start in June, and asked about this, as it cannot start until the grant agreement is signed. Anita O'Gara from INHF indicated that they won't expend any REAP dollars until they get a grant agreement signed. Elyea praised INHF for educating new professionals in the conservation field as well as new land owners as land turnover is occurring at a rapid pace. Winter made a motion to fund and Elyea seconded. Motion passed unanimously.
17. Elyea made a motion to discuss the Friends of Lakeside Lab, Inc. Young Investigators, and Winter seconded it. Snyder indicated the budget was a bit confusing, and also clarified the timeline. Elyea made a motion to fund and Saehler seconded. Motion passed unanimously.
18. Elyea made a motion to discuss the Environmental Issues Instruction at Upper Iowa University, and Snyder seconded it. Elyea asked what they are doing about recruitment, since they have had difficulty in the past. Barb Ehlers indicated that they have changed the date, changed the location, made personal contact with science teachers in the area and gone exclusively to e-marketing. Snyder made a motion to fund and Elyea seconded. Motion passed unanimously.
19. Elyea voted to discuss University of Northern Iowa Center for Energy & Environmental Education (UNI CEEE) Helping Students Protect the Environment and Live Well, and Snyder seconded it. After some discussion, including questions about recruitment and number of workshops, Elyea made a motion to fund and Saehler seconded. Motion passed unanimously.
20. Snyder made a motion to discuss UNI CEEE Expanding Partnerships, Audiences for Reclaim Your Holidays, and Saehler seconded it. Snyder indicated that she liked the Farmer's Market concept. Elyea made a motion to fund and Snyder seconded. Motion passed unanimously.

21. At this point, the Board determined that \$177,381 was awarded and \$156,869 remained. Elyea made a motion to discuss the next three before voting and Snyder seconded. Those proposals were from Pathfinders RC&D, the Iowa Conservation Education Coalition and the Girl Scouts of Greater Iowa. After discussion of each of the projects with Saehler dismissing himself during discussion of the ICEC proposal because of conflict of interest, Elyea made a motion to fund Pathfinders RC&D Harnessing the Sun in SE Iowa, and Snyder seconded it. Motion failed 1-3. Elyea made a motion to fund and Snyder seconded to fund the ICEC Power Up Wildlife Networking. Motion failed 0-3, with Saehler abstaining. Elyea made a motion to fund the Girl Scout Environmental Stewardship Project. Saehler seconded. Motion failed 0-4.
22. Elyea made a motion to close funding, and Winter seconded. Motion passed unanimously.
23. A total of \$177,381 was spent during the grant round.
24. Elyea made a motion to award a 6-month Monitoring and Assistance contract to the University of Northern Iowa for \$15,750. Winter seconded, and motion passed unanimously.
25. The remaining grant applications were then discussed and the meeting was adjourned.

On June 5, 2015, Elyea made a motion to approve with stated corrections, Snyder seconded it, and motion passed.

## **REAP CEP Board Teleconference**

Meeting Minutes, February 3, 2015

### **Board members in attendance:**

Charlene Elyea  
Yvette McCulley  
Ed Saehler  
Dawn Snyder  
A Jay Winter

### **Others present:**

Tammie Krausman, Iowa DNR REAP Administrator  
Susan Salterberg, University of Northern Iowa/REAP CEP Monitor and Assistant

Chair Dawn Snyder called the meeting to order at 8:30 am. Susan Salterberg served as secretary. Salterberg started the meeting off with a “good news” CEP story about the Reiman Gardens Butterfly project. Next, Salterberg reviewed proposed changes to the CEP manual and recommended that the Board revoke the policy that limits them to awarding a maximum of 10% of grant funds to mini-grants. A Jay Winter made a motion to revoke the policy and Charlene Elyea seconded. Motion passed unanimously.

Next, the Board discussed how to proceed with unfinished business from the Fall Board Retreat. Tammie Krausman recommended that each Board member draft an action plan for one of the success criteria identified at the retreat. Board members agreed to this and divided the responsibilities as follows:

1. Snyder and Winter: Market to current and potential applicants to highlight program refinements.
2. Elyea and Ed Saehler: Explore additional technology tools to improve CEP; Review eligible/ineligible expenses.
3. Yvette McCulley and Saehler: Increase Board presence at grant events, in part to give feedback on their project(s).

The Board then agreed that all action plan proposals be shared by email with Board members by no later than May 14, 2015.

Possible presenter(s) at the June 4 Review of Proposals meeting were then discussed. Salterberg suggested several possibilities and the Board narrowed the selection to two possibilities:

- 1) McCulley: *Make Just One Change: Helping Learners Formulate Their Own Questions* book review; CEP Board: Fall Retreat Update.
- 2) Learn How Young Investigators is Implementing Cohorts & Coaches and Boosting Educator Participation

The CEP Board will finalize the presenter(s) via email. The presentation not selected will likely be chosen as the presentation for the November/December meeting.

Next on the agenda, Krausman explained that the Iowa Department of Natural Resources is undergoing a massive restructuring, and Krausman is not sure if the DNR will have in-house capacity to fill the role of the Monitor and Assistant. After some discussion, Elyea made a motion to renew the University of

Northern Iowa's Monitor and Assistance contract provided there are no changes at the DNR that prohibit renewal. McCulley seconded and the motion passed unanimously.

Salterberg then reviewed important dates for the Board:

**May 14, 2015 – Board Action Plans for Retreat Success Criteria to be emailed to CEP Board**

**May 15, 2015 - CEP Grant Application Deadline**

**June 1, 2015 – Scores due 12 midnight**

**June 4, 2015 - 9:30 am - CEP Board Work Session**

**June 4, 2015 - 12:00 noon - Presentation--TBD**

**June 4, 2015 - 1 pm - CEP Review of Proposals Meeting**

Discussion of all success criterion action plans will be held at the June 4 meeting, and impact evaluation will also be discussed at that time.

Meeting adjourned at 9:33 am.

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