

**REAP CEP Board Minutes
February 26, 2008 Teleconference**

Board Members Attending:

Vern Fish
Kathy McKee
Anita O’Gara
Linda Zaletel

CEP Monitor Attending:

Susan Salterberg

Others Attending:

No others in attendance

- 1) Anita O’Gara was nominated to chair this meeting. Susan Salterberg volunteered to take minutes.
- 2) Discussion occurred about the two REAP CEP Request for Proposals (RFPs), how much money should be allotted to the Perpetuate a Good Idea program, and how and when it be awarded. The Board decided to offer Perpetuate a Good Idea grants only in the May grant round, and agreed to stay with the existing policy of reserving \$25,000/year for mini-grants. The Board also agreed to continue with the existing policy where they may elect to use additional REAP CEP funds to award more than \$25,000 of mini-grants, or they may elect to not spend all \$25,000. The mini-grant proposals will continue to be scored at 50 points (general CEP grants use a different scorecard with a maximum of 100 points). In addition, *Perpetuate a Good Idea* proposals will be awarded first.

The Board decided that general CEP grant proposals be grouped by scores (i.e., grants receiving scores of 90-100, 80-89, 70-79 be grouped together) as a way to provide feedback to applicants. The proposals scoring 90 and above would be eligible for grant awards directly after the *Perpetuate a Good Idea* proposals are reviewed and grants awarded. Projects with scores in the 80-89 tier and 70-79 point tier would be reviewed, respectively, after the 90 and above.

All *Perpetuate a Good Idea* proposals not funded initially would have their scores doubled and then placed in the appropriate scoring tier with the general CEP grants. In this way, those proposals may be revisited and possibly awarded funds during the general CEP cycle.

The Board asked Susan to inform potential REAP CEP applicants through the CEP Update that *Perpetuate a Good Idea* projects will only be funded in May.

- 3) Susan Salterberg, project monitor, then shared updates about several grant projects in which she recently received reports. The Board answered several of Susan's questions about how to handle specific contract issues.
- 4) The REAP Congress's January meeting was also mentioned, noting that the outlook for increased environmental education funding is not likely, as the Congress voted to not revisit the REAP allocation equation.
- 5) A July 15, 1 pm date was set for the next REAP CEP teleconference.

Teleconference ended.

REAP CEP Review Committee Meeting Minutes

June 4, 2008, 1 pm

Minutes by Susan Salterberg

Board Members Attending:

Vern Fish
Kathy McKee
Anita O'Gara
Linda Zaletel

CEP Monitor Attending:

Susan Salterberg

Others Attending:

Linda Kinman, Des Moines Water Works
Robert J. Behnkendorf, ISU Extension, Palo Alto County
Angie Auel, Diagonal Community School/Ringgold County
Meredith Borchardt, Trees Forever
Barbara Ehlers, eii, UNI
Carl Bollwinkel, eii, UNI
Barb Bonnett, eii, UNI
Jamie Benning, ISU
Mahdi Al-Kaisi, ISU
Brend Daly, ISU-Center for Excellence in Arts and Humanities
Clark Wolf, ISU
Sandra Norvell, ISU- Center for Excellence in Arts and Humanities
Amy Johannsen, Partners of Scott County Watersheds
Gail Barels, ICEC
Barbara Schroeder, Winneshiek County Conservation
James Romer, Iowa Master Gardener Program
Joe Morris, ISU
Rich Clayton, ISU
John Paulin, Prairie Rivers RC&D
Anne Duncan, Black Hawk CCB
Marcy Seavey, Iowa Academy of Science
Lisa Norris, Metro Arts Alliance of Des Moines
Meg Wall-Wild, Dubuque County Historical Society

- 1) Kathy McKee announced that she would chair the meeting, according to alphabetical order.
- 2) Board members introduced themselves, and noted that Ross Harrison was absent because of another professional obligation.
- 3) Guests/grant applicants introduced themselves.
- 4) Kathy indicated that the Board was beginning to consider Board succession, and how to handle that in the coming years.
- 5) Kathy invited the audience to provide feedback on the electronic submission process. Comments included but were not limited to the following:

- a. The difficulty of combining the Excel budget sheet with Word documents to create one document to email.
- b. The lack of assuredness that a proposal actually makes it through email because of spam filters, etc.

Susan Salterberg will investigate options/improvements for the November 08 grant round.

- 6) Kathy indicated that, since no mini-grants from the Perpetuate a Good Idea grant program were submitted for the May round, there would be a Perpetuate a Good Idea RFP available for the November grant round. Kathy asked Susan Salterberg, grant monitor and assistant for the CEP Board, to explain the amount available through this mini-grant program. Salterberg read from previous Board meeting minutes that the Board's existing policy is to reserve *“\$25,000/year for mini-grants. The Board also ...may elect to use additional REAP CEP funds to award more than \$25,000 of mini-grants, or they may elect to not spend all \$25,000.”*
- 7) The REAP CEP Board's next teleconference meeting, which is open to the public, was announced. It will be held July 15 at 1 pm, and those interested in more information should refer to the website or contact Susan Salterberg.
- 8) Grant applications were then discussed as follows:

UNI CEEE Community Reading and Environment. Anita moved to fund this project; Linda seconded. Discussion followed. Motion carried, 3 to 0. Vern abstained from discussion and vote because of potential conflict of interest.

Iowa Academy of Science Project WET Workshops. Linda moved to fund this project; Vern seconded. Discussion followed. Motion carried unanimously.

Winneshiek CCB FIT Environment. Vern moved to fund this project; Linda seconded. Discussion followed. Motion carried unanimously.

Iowa Conservation Education Coalition Winter Solstice. Linda moved to fund this project; Vern seconded. Discussion followed. Motion carried, 3 to 0. Anita abstained from discussion and vote because of conflict of interest.

Anita suggested that, because the next three applications were only tenths of points from one another in scores that they all be discussed before any voting occur. Board members agreed.

Anita moved that they start by discussing UNI CEEE's Roadside Native Communities project. Discussion followed.

Linda moved that they discuss Friends of Hartman Reserve's Mountain Lions project. Discussion followed.

Kathy moved that they discuss Metro Arts Alliance's Green Art Projects. Discussion followed.

Anita then moved that the **Friends of Hartman Reserve Mountain Lion** exhibit be funded. Linda seconded. Motion carried 3-0, with Vern abstaining from the discussion and vote because of conflict of interest.

Linda moved that **UNI's Roadside Native Communities** be funded. Vern seconded. Motion carried unanimously.

Anita moved that **the Metro Arts Alliance Green Arts Projects** be funded. Kathy seconded. Motion carried 3 to 1.

Vern moved to cease discussion of funding more and reserve the remaining approximately \$142,000 for the November CEP grant round. Linda seconded. Motion passed unanimously.

Kathy indicated that a break would be taken. She added that applicants whose proposals were not discussed at the meeting could stay and receive feedback during the next part of the meeting.

After the break, the Board provided feedback and suggestions to several applicants about their proposals.

Anita then motioned to adjourn the meeting; Linda seconded. Motion carried unanimously.

REAP CEP Board Minutes
July 15, 2008 Teleconference

Board Members Attending:

Vern Fish
Ross Harrison
Anita O’Gara
Linda Zaletel

CEP Monitor Attending:

Susan Salterberg

Others Attending:

No others in attendance

- 1) Ross Harrison volunteered to chair this meeting. Susan Salterberg volunteered to take minutes.
- 2) The Board discussed possible speakers for the December 5, 2008 CEP Review of Proposals meeting. It was decided that Linda Zaletel would ask a representative from Iowa Public Television to speak. The goal is for IPTV representatives to present information about opportunities for environmental educators to use their program with the Iowa Communications Network. The CEP-funded KinderNature has used this service.
- 3) The Board discussed ways to ensure that future Board transitions are smooth. The board members are appointed by their agencies. As members become unable to continue their service, it would be best if the agencies had identified people willing and able to serve in the future. The Board expressed agreement that each member create a succession plan with the organization they represent. It was suggested that potential new members of the board attend one or more REAP CEP meetings to become familiar with the process.
- 4) The Board discussed the fact that REAP CEP funding has not increased, in spite of increases in appropriations over the last few years for REAP as a whole. Several Board members expressed that now is a time to investigate more funds for CEP. This view is in part because of future shifts in the make-up of the Board, as well as members’ views that funding runs out when good applications remain unfunded.

Vern Fish indicated his view that EE (environmental education) needs an advocate for EE on the Sustainable Funding Board. Ross Harrison suggested IAN and ICEC get EE representatives on that Board.

Anita O’Gara mentioned that the Iowa Conservation Education Council is considering hosting another Governor’s Conference in the Fall of 2009. The Board agreed that Anita ask ICEC if they would consider hosting a conference with a goal to “guide and encourage more funding for EE.”

Teleconference ended.

**REAP CEP Board Minutes
Dec. 5, 2008 Teleconference**

Board Members Attending:

Vern Fish
Ross Harrison
Kathy McKee
Anita O’Gara
Linda Zaletel

CEP Monitor Attending:

Susan Salterberg

Others Attending:

AJWinter	Erin Ford	Amy Johannsen
Al Smith	Linda Naeve	Doanald Lewis
A. Elyea	Brian Ritter	Jean Eeels
Jill Titcomb	Tolif Hunt	Stan Buman
Mary Crooks	Elizabeth Hill	Deb Ryun
Kristi Cooper	Pamela Helfer	Carl Bollwinkel
Kay Newmann	Karen Brook	

- 1) Anita O’Gara volunteered to chair the meeting, as the Board policy is for chairs to rotate according to alphabetical order. Kathy McKee chaired the last meeting. Susan Salterberg will take minutes. Anita called the meeting to order at 1 pm.
- 2) Board members introduced themselves.
- 3) Grantees introduced themselves.
- 4) Anita asked for feedback on the electronic submission process, and Board and grantees agreed that it worked well. **The Board did request grantees send their grants in with the title of the project in the subject line of the email.**
- 5) Anita mentioned the importance of outreach, indicating that the more environmental educators can help people understand what is happening in environmental education (EE), the greater the chance of getting more funds for EE. She said that the Board will be pushing to find more ways to fund good EE grants.
- 6) Anita announced that June 5, 2009, would be the next Review of Grants meeting, and March 25 would be in the next teleconference/Board work session.
- 7) Vern made a motion to renew for one year the contract for Susan Salterberg, CEP assistant and grant monitor, which expires April 30, 2009. Kathy seconded it. Motion passed unanimously.
- 8) Vern moved that, effective December 6, the Perpetuate a Good Idea policy change so that if a project is not funded in the Perpetuate a Good Idea category, it will not be eligible for any CEP funds.

- 9) Anita announced that \$152,000 was available for grants in the November/December round, and explained how scores are determined for both types of grant proposals. She mentioned that evaluation forms are available on the web. She also mentioned that if there is a conflict of interest for a Board member on a project, that Board member refrains from voting on the project.
- 10) Vern moved that the Little Sioux Valley project be funded and Kathy seconded it. Discussion occurred. Motion passed unanimously.
- 11) Linda moved that Louisa County Ag Extension be funded and Kathy seconded it. Discussion ensued, and then motion passed unanimously.
- 12) Kathy moved that Saving Our Avian Resources Eagle Project be funded. Linda seconded it. Discussion ensued, and then motion passed 3 to 2.
- 13) Linda moved that Conservation Districts of Iowa project be funded and Ross seconded it. Discussion ensued, and then motion passed unanimously.
- 14) Ross moved that UNI Waste and Life Cycles project be funded and Vern seconded it. Discussion ensued, and then motion passed unanimously.
- 15) Vern moved that UNI eii Prairies in Progress be funded and Ross seconded it. Discussion ensued, and then motion passed unanimously.
- 16) Linda moved that Iowa 4-H Foundation Evaluation Model be funded and Vern seconded it. Discussion ensued, and then motion passed 3 to 2.
- 17) Vern moved that Trees Forever growing Futures Youth Corp be funded at \$16,363 and Ross seconded it. Discussion ensued, and then motion passed 4 to 1.
- 18) A 10-minute break was announced, then after the break the remaining, unfunded projects were discussed if a representative from the project was in attendance.
- 19) At 3:30, Anita adjourned the meeting.