

NFC Envirothon Operating Committee

Winter Meeting Minutes – Reno, NV

January 30, 2016

Attendees: Committee Members: Patricia Pohrebniuk; Lorelle Steach; Barry Burch; Jeff Folger, Sid Lowrance; Rob Keen; Millie Langley; Shonny Nordlund; Kerin Hume; Diane Olson; Jeanne Dryburgh; Jessica Kaknevicus

Staff: NACD: Rich Deusterhaus, Clay Burns

NCF: Peggy Lemons

Guests: Norma Collins; Blanche Hurlbutt; Wendee Zadanski; Paul Dolan; Rick Mickowski; Tamra Cikaitoga; Chris Banks; Irval Kear;

Burch opened the meeting at 8:34 PST.

Minutes: The minutes of the December 2 conference call were reviewed. *Motion to approve by Lowrance, 2nd by Langley. Vote unanimous.*

NCF Updates:

Duesterhaus reported:

- He asked for nominations to fill three vacancies within the Ops Comm and the Vice Chair position to present to the NCF meeting on Monday.
- Based on requests from the State/Province Representative conf. call He distributed a financial report showing income and expenses for the program.
- *Fund Raising*: NCF will be joining with NACD as a joint partnership to expand resources to raise funds for the program. Canada is also working with the NCF to assist in long term fund raising.
- Methods of fund raising were discussed. Need to develop a business plan. There is no brand recognition. Potential donors don't know the program, there's always a need to introduce the program. There's a catch 22 on getting the funds to get the message out.
- Canada has developed a business plan through Ontario Forests that is distributed to all partners. We need to do the same for the Ethon.
- Capacity building grants are available. The NACD/NCF partnership needs to hire a development position to work on fund raising full time. There is a need for major funding the properly expand the capacity of the program.
- *Smithfield Foods*: They are committed to support the 2016 program but with no specifics yet. The contacts within Smithfield still need to sell the full support of the program to the Corporate Execs. It is anticipated that they will commit another \$75K, as they did last year. Internal communication within corporate needs to be expanded. There has been a lot of positive activity with Smithfield/State partnering for State events.
- Members of the Ops Comm are invited to attend the NCF meeting on Monday, Feb 1st.

Outstanding Scholarships:

- Burns reported on the ongoing effort to contact students that have not collected their scholarship prizes.
- There are 24 students that have not collected their scholarship prizes from 2007 to date. Eleven have declined or forfeited their prizes. Seventy four prizes were unclaimed when the program merged with NCF.
- Ten are committed to be paid.
- The escrow account is closed with \$29K remaining. General funds were used for the \$1500.00 annual maintenance fee to keep the escrow account. If all of the outstanding prizes were claimed, there would be a \$4500.00 shortfall.
- Canon has not been contacted, but the contract with Canon states that the unclaimed \$\$ will revert to the NCF.
- Two students were given extensions to collect.
- Repeated attempts by Clay have been made to contact students not responding to his correspondence.

Dues:

- The Dues notice went out in early December. Thirty Six State/Provinces have sent in dues to date.

2015 Event Recap: Lemons Reported:

- Missouri has been made whole. Some team registration payments were delayed. Missouri ended up in the black by \$1500.00.

- Observation/Input: Frequent communication to NCF (Deb and Clay) is a must. There are multiple contacts within NCF. There needs to be flexibility in planning.
- NCF communication between teams registered and paid. Info on who has paid needs to be reported to the host state/province. The registrant data base did not have info on who had paid.
- Discussion on efficient transfer of funds and reporting between host and NCF.

Future Competitions:

20165: Ontario - Kaknevicus reported:

- The estimated event costs are \$500K with \$180K raised and \$120K committed.
- Registration cost is \$1500.00 per team, \$800.00 for guests, and \$400.00 for minor guests.
- Local businesses and officials are engaged.
- It will be a five-day event with a fun night but no fun day.
- There will be four training workshops, with two in the morning and two in the afternoon. The O&A will be with everyone present.
- The tests are completed and have been sent to Debbie. She will send them out for review
- Questions on feedback from test reviewers will be sent to Ontario.
- They have a good volunteer pool.
- They have the draft scenario completed.
- There will be a judge training webinar.
- An event guide will be developed for the teams.
- Early arrival plans will be forthcoming. The Ops Comm should report in on Friday, the 29th.
- Discussion on the flag ceremony.
- Discussion on housing. Trent Univ. has accommodation for all participants.
- Question from Kaknevicus on expected deadlines for action items.
- A volunteer coordinator will be designated.
- Bring lots of bug dope.
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2017: Maryland: Burch reported:

- Budget - \$115K in the bank.
- Fund raising strategies were discussed. Districts are contributing \$\$ each year into the fund. Agency and private sponsors are still actively sought.
- Fun Day at Wash DC and ending at the Chesapeake Bay.
- Judges have been selected.
- The testing sites will be on a private site.
- Shuttle bus options are still being worked on.
- They are looking at all airport options.
- Learning Objectives should be completed by late February to March.
- He discussed Mt St Mary's College: The campus has changed since the last Ethon event there. The dorms will be air conditioned. Separate housing will be available for Committee members.
- Ginger Nobel is the back-up Chair. Bruce Young is the current Co-Chair with Barry.

- Discussion on PowerPoint being used for the oral presentation. Cultural limitations placed on the use of technology by some of the participating student teams were discussed and possible accommodations to those teams.
- Sixty laptops will be used. The prep day will have four speakers addressing the students. The students will pick up the prep materials and will have access to a laptop and a flash drive that will contain images for possible inclusion. No internet access will be available on the machines. Paper materials will be available for use during the prep time. After prep, the teams will download their presentation onto a flash drive. The flash drive would then be downloaded to a master drive by the CAT team. Each team's flash drive will be given to them at the time of their presentation and be pre-loaded onto the computer in the designated room for presentation to the judges.
- The top 3 of the top five scorers will re-present to the whole group.
- Final decisions on PowerPoint will be made at the 2017 winter meeting in Denver.
- Presentation rooms will have projectors.
- There were questions on Apple vs. Windows compatibility.

2018: Idaho: Tamara Cikaitoga

- She presented a proposal to host the 2018 North American event in Idaho.
- The site would be at Idaho State University in Pocatello, Id.
- Date would be July 22 thru July 25.
- At this time, no shuttle service is anticipated.
- Airport access would be from the local airport or Salt Lake airport. There is an express shuttle service from Salt Lake to the University.
- At this time the orals would be by poster presentation.
- Current Issue is Rangeland Management.
- Registration fee will be \$1800.00
- *Motion to accept Idaho as the 2018 Envirothon Host by: Lowrance, second by Hume. Vote, unanimous.*

2019: Southeast:

- North Carolina is interested in hosting either the 2019 or the 2020 event.
- Possible site would be University of North Carolina in Asheville, NC

NCF Report Continued: Duesterhaus reported:

- The financial report for October 1, 2014 through September 20, 2015 was presented.
- Discussion on cash awards and expectations based upon past awards: \$3K, \$2K, \$1K for 1st place, 2nd place, and 3rd place respectively.
- Steve Robinson reported that the NCF board meets twice a month.

Updates from Committees:

- Diversity grants: There is \$20K available. Twelve applications have been received and are being evaluated at this time.
- Education Committee: No report.
- CAT Team: The team will attend the 2016 event. Burch asked for folks from future host states to participate on the CAT team in Ontario to familiarize them with the process.
- Scoring: No report

- Logo: Discussion on time frame for logo development and acceptance. The Committee the discussed target audience, (youth preferred by the Committee) design criteria, and to have a tag line or not. Discussion on whether to contract with a professional design firm, or make submission of designs a contest for students and the public. Questions on the cost of professional development and budget of NCF.
- Envirothon Coordinator Manual: Steach reported:
 - She pulled the info from the website, and the host guide. This will be used to assist a person or organization to hold an event/program in their region, state, county or province.
- Future host guide: she distributed the future host guide for review.

New Business:

- **Policy:** Our material distributed from other organizations. Do we make out distribution list available or align the Ethon name with a product? We need to check to see if there is already a policy out there – next meeting.
- **Ontario Arrival:** Plan for arrival on Friday, July 22nd. There is a possibility of changing the Ops Comm meeting on Saturday, the 23rd from noon to 6pm to allow travelers to avoid the Friday rush traffic from Toronto Airport.
- **Awards and Prizes:** NCF will pay for the awards, Ontario will get the plaques.
- **Envirothon Hall of Fame Award:** Cikaitoga asked if the current Committee still wants to continue the practice of nominating Hall of Fame winners. *Yes, by consensus.*
- **Future Agenda items:**
 - **Policy for distribution of name/materials to other organizations**
 - **Vice-chair nomination**
 - **More info on digital presentations**
 - **Diversity grant continuation, 2017 - \$15K**
 - **Operations Committee vacancies: Northeast, Midwest, at large.**

Adjourn: 3:00pm

Reconvene Sunday January 31, 2016 at 9:25 am PST

Attendees: Committee Members: Patricia Pohrebniuk; Lorelle Steach; Barry Burch; Jeff Folger, Sid Lowrance; Rob Keen; Millie Langley; Shonny Nordlund; Kerin Hume; Diane Olson, Jessica Kaknevicius; Jeanne Dryburgh.

Staff: NACD: Rich Deusterhaus, Debbie Waycott; Clay Burns

NCF: Peggy Lemons; Steve Robinson

Guests: Norma Collins; Blanche Hurlbutt; Wendee Zadanski; Linda Diamantides; Sue Cummings; Irval Kear; Tamra Cikaitoga; Kendall Tyree; Marc Cribb

Vice Chair Nomination: Motion to nominate Millie Langley as Vice Chair by Hume, second by Nordlund. No other nominations. *Vote unanimous.*
Burch will forward the nomination to the NCF on Monday.

Digital Oral Presentation: Burch reviewed the digital oral presentation proposal. Discussion continued on accommodation a competing team that does not use computers. They will be able to use a poster as in the past.

Burch reviewed the 2017 Event Schedule.

Diversity Grants: Waycott is working on a proposal to provide grant funds for the provinces, as the Forest Service dollars cannot be used for Canadian proposals. Any funds acquired by Canada will go to the NCF and get distributed to eligible teams.

Public Relations:

Waycott reported:

- Web page updates: new web page comments, compatibility with Apple systems. Still working out the bugs. Updates were made to the registration link.
- Membership dues – 36 teams paid to date, 8 have donated an additional \$200.
- Letter of intent to participate – 52 States and Provinces, three left to respond.
- Registration: A registration button will be on the front page of the website. Parents do not have to sign the registration form. Comments on last year's issues: separate the team certification from the registration form.
- When accepting a check or PayPal payment: there must be a comment on the origin (which State or Province) attached.
- She stressed the importance of communicating any activity with Smithfield Foods to her. Discussion on further engaging Smithfield with local programs.
- Nova Scotia has engaged a grad student on program building. A report to follow soon. Importance on marketing the program.

Input from the Floor:

- States/Provinces may have to change their policies to accommodate a digital oral presentation.

Next Meeting:

Burch will send out a Doodle poll to determine the date/time for the next conference call in early March.

Adjourn: 10:55am PST.