

# **NFC Envirothon Operating Committee**

## **September 25, 2018 Summer Meeting Minutes**

**NCF Envirothon Operating Committee Members:** Sid Lowrance (AR), Kerin Hume (DE), Patricia Pohrebniuk (MB), Barry Burch (MD), Andrea McKeown (MO), Becky Geneau (NB), Millie Langley (NC), Wendee Zadanski (OH), Lorelle Steach (PA), Ron Hellstern (UT)

**NCF Members:** Debbie Waycott (NS), Tim Reich (SD), Laura Demmel (NCAD)

**Absent:** Jeff Folger, Shonny Nordlund, Jeanne Dryburgh, Dana Collins

Lorelle opened the meeting at 1:35 PM EST.

Roll Call by Lorelle

**Minutes:** The minutes of the July 21 meeting were reviewed. Motion to accept as amended by Barry Burch, second by Millie Langley: vote unanimous.

### **NCF Updates:**

- Reich reported that the NCF sent out a RFP for a Fundraising Consultant Firm/Consultant. Proposals are due November 5. A selection will be made by January 4 with a contract in place by February 4. Millie expressed pleasure that the Program Manager position will be fulltime. Sid asked if the position would be an at-home position. Tim noted it could be or it could be located in D.C.
- Laura reported that she has a meeting schedule for October 2 with National Ag in the Classroom, who wants to promote the Envirothon over the next year. If anyone has ideas, please share them with Laura. Ron mentioned that Ag in the Classroom is a partner in Utah. She also reported that she and Debbie are working on an Envirothon annual report.

**Public Relations Updates:** Debbie provided a written report (attached to these minutes) prior to the call. She highlighted the following items from her report: annual report; website, which will get a facelift in the near future; evaluations were shared with the operating committee; discussions with Dawn and Canon U.S.A., who had positive thoughts about the event; and follow up with SFI and PLT regarding the 2019 competition.

**2018 Event - Idaho:** Lorelle shared that the Idaho group is working on their final report. Idaho expressed thanks to everyone who helped with the event. They were mostly pleased with the event. There are a few things they would like to see done differently. They are close to having all of the bills paid and funding pledges collected.

**2019 Event - North Carolina:** Millie reported they are still working on some edits to the 5<sup>th</sup> topic resources and that there may be some minor tweaks before the first of the year as they write the test and scenario. Rich will help develop the scenario. They have been talking with Smithfield Foods about the PR plan. And, Smithfield is hoping to give them an additional \$25,000 for their event. NRCS is planning to provide funding also. NC feels their funding is coming together for the event. They are working on the oral presentation part with regards to obtaining laptop computers for each team. They are moving forward with the plan to do digital oral presentations. There was discussion about this process, which included:

- backup plans for computers that may have technical issues, could coaches bring laptops for teams to use in this case or will NC have extras
- Presentations will be done in PowerPoint

- WiFi accessibility, should it be turned on or off
- Number slides, should there be a limit
- Information, will teams be given a file with photos/graphs that they can use
- Prep time, will it be same as in past years
- Judges, what information will they be provided to help them with the judging process

The NC group was asked to develop a set of guidelines and bring them back to the operating committee. It was suggested that something be included on the "Intent to Participate" letter for states/provinces to choose whether or not their team will do the presentation the traditional paper/pencil method or the digital PPT. NC will be prepared for both scenarios.

Trish suggested that a conference call be set up to review the "Host Guide," which may help answer some of the questions regarding the presentations, CAT responsibilities, etc. Lorelle will schedule the call. Operating committee members who volunteered to be on the call include: Trish, Millie, Becky, Barry, Ron, Kerin, Sid, and Andrea.

**2021 Event:** Becky mentioned that New Brunswick is "tentatively" interested. They are penciled in with the University of New Brunswick, Fredericton. She mentioned the campus is on a hill; there is no a/c in the dorms, but all larger spaces have a/c. Finances are the biggest issue and will be the deciding factor. But their motto is, "Anything is possible." She was directed to contact Debbie or Lorelle with questions.

**2022 Event:** Wendee shared that Ohio is possibly interested. They are meeting in November and will make a decision by January.

#### **Committee Reports:**

- Education Committee: Ron shared his appreciation for the diversity of thought among the group; he shared information with Lorelle about the digital PPT; he mentioned his idea of having stations sponsors, for example PLT sponsor Forestry, NWF sponsor Wildlife, etc. The committee was asked to look at the competition links and share ideas with Debbie as she works on updating the website.
- CAT: Trish thanked the team for working so well together this year. Millie shared that NC would like the CAT to be more involved with the oral presentation component days in 2019. We will need to determine when is the best time to hold the representatives meeting.
- Scoring: Karen reported that because of number of volunteers that helped, scoring went very well and very quickly.
- Future Host Guide – Lorelle reported that this is a working document. Another item that needs added is an "emergency preparedness plan" with regards to natural occurrences (i.e. hurricane) and active shooters.

#### **Other Business**

Next conference call will be scheduled prior to November 22.

Winter meeting in San Antonio – February 2, 2019; Jeff shared that he is staying at the Holiday Inn which is about ¼ mile from the Marriott.

**Adjourn – 2:45 PM**

## Public Relations report – Debbie Waycott

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**Cash Awards** - W-9 were required this year before the cash awards could be released. They were sent out and once they were returned, contact information was sent to John Redding to release the cheques. (To date 47 W-9 rec'd)

**2018 Evaluations** – Sent out to NCFOC September 19/2018 (cafeteria food, distances between sites and long days were the biggest complaints).

**2018 Competition Clean-up** - Worked with the Idaho group and John Redding to confirm registrations received and payments made to Idaho group. They have been paid all the registration funds except for 5% which will be paid once their financial statements are complete. i.e. A couple of states were missing some registration payments, which took some time to get back with them and do some more paper work for them. One payment has been received and the other is in the process.

#### Website Updates:

- Current (Idaho) moved over to Past
- North Carolina moved into Current and Nebraska moved up to Future
- Idaho Team photos now posted
- New message from the Chair (October 1<sup>st</sup>)

**Website Facelift** - The NCF Executive approved this early September. Work will begin this week and we hope to have it ready for some “draft” viewing by early December. The intent is to have it live by mid-January. ***I’m reaching out to you the Operating Committee to look at the current website to help review what is currently posted on the site.***

#### Specifically, for now under “COMPETITION”

- Test Writing (Links connected on this page)
- Starting/Maintain a Local Program
- Judges Criteria/Scoring (Lorelle and I have discussed perhaps there should be a template/guide for judges to have while judging. i.e. what they should be looking for. I believe “Notetaking” sheet was developed for that purpose, but really needs to be revised.)

#### 2019 Competition North Carolina

- Key Topics and Learning Objectives posted to the website
- Learning Resources (In process ETA: Sept 25-27) There were a few complications and they had to have further reviews/edits and now are ready to be posted to the website.
- 2019 Oral Presentation - Power Point/Traditional

**Diversity Grant** - Diversity Grant interim and final reports are due early October. These need to be submitted so the overall report can be submitted to the USFS. Montana, Ohio will need to submit reports. The template for the report can be found on the website.

<https://www.envirothon.org/aboutus/diversity-grants-applications-reporting-awards>

**Annual Report** – Laura has asked that I/we put together an Annual Report of the past year. This report will be used as tool for promotion and fundraising. I asked on 19/9/18) email that if you have something you would like to see in the report or suggestions to please forward them on to me. The plan is to have this done for early October. ***If you have any suggestions, quotes, trivia that you might like to share please forward them on to me by October 1st.***

**2019 Envirothon Season** - Intent to Participate will be sent out later in October. Prince Edward Island will be holding their provincial competition October 26/27. Other states are starting to send their dates for the upcoming season.

Pictures attached are from PEI - Hall of Fame. Press Release will be released by the PEI gov't later today/tomorrow.

**Newsletter (Bi-monthly) - Discussion** with Lorelle to maybe start a bi-monthly newsletter maybe just 1-2 pages. The template needs to be designed (later October) and we would assign a couple regions to collect information from their states for the newsletter. **Stay tuned for this one!**

**Reminder that the NCFOP Minutes** are posted on the website. Under CONTACT/Operating Committee UN: NCFOC PW: NCFOC

## **Social Media**

- **Facebook – Muddy Monday**, Tell me something nice Tuesday, Wild Wednesday has started. These posting will happen a couple times a month. Yesterday was the first Muddy Monday.
- **Facebook Group Page** - Started last fall, needs some follow up with the members.
- **Twitter/Snap Chat** – Active

**Statistics:** 2018 stat's need to be analyzed/compiled.

**Enquires** - Employment Position, Program/Provinces (British Columbia, Saskatchewan, Alberta)

**FYI: Work hours** – 20 hours week (Monday (afternoon) Tuesday (all day) Wednesday (afternoon) Thursday (all day) Friday (off))