

NCF- Envirothon Operating Committee Minutes

Bally's Hotel, Las Vegas, Nevada

February 8, 2020 Winter Meeting Minutes

NCF Envirothon Operating Committee Members: Kerin Hume (DE), Andrea McKeown (MO), Becky Geneau (NB), Millie Langley (NC), Wendee Dodds (OH), Lorelle Steach (PA), Jeff Folger (CT), Shonny Nordlund (MT), Jeanne Dryburgh (NE), Jacqueline Monteith (MB), Barry Burch (MD)

NCF Members: Laura Demmel, Jennifer Brooks, Stephanie Tolar

Absent: Peggy Lemons NCF

Guests: Linda Dee (AZ), Betty Holley (AL), Bill Gill (Smithfield Foods), Alyssa Hamill (Smithfield Foods), Ashley Melvin (DE), Megan Grimes (NE), Tinelle Bustam (DC), Irvil Kear (PA), Wayne McKeever (WV), Courtney Curenton (AL), Brooke Myres (SC)

Steach opened the meeting at 9:06 AM CST.

Roll Call by Folger

Minutes: The minutes of the December 11 conference call meeting were reviewed. Motion to accept Langley, second by Hume: vote unanimous.

Special Guest:

US Forest Service – Tinelle Bustam introduced herself as the Acting Director of Conservation Education Division. She informed the committee that the new USFS liaison for the Diversity Grants is Iris Velez.

Smithfield Foods, Inc. – Bill Gill and Alyssa Hamill

Hamill announced that they are working with their Nebraska plants to coordinate for the Summer Event. 21 States have Smithfield plants and she urged all of those states to reach out to their local Smithfield folks for in-kind assistance.

NACD/NCF Updates: Demmel

- The Envirothon name and logo trademark registration has been renewed.
- NCF received a \$320,000 grant from the NRCS.
- NCF applied for a Native American Agriculture Fund grant for increased diversity grant funding specific for U.S. tribal youth but didn't receive it.
- NCF submitted an application for a Smithfield Foundation grant in order to develop a core Envirothon curriculum and to build an alumni network. Laura Demmel, Jennifer Brooks, Jeremy Peters and John Redding toured the Smithfield headquarters in September, meeting with top Executives to continue strengthening the NCFE-Smithfield partnership.
- Staff also met with the USFS to discuss using a portion of grant funds to develop a college-age Natural Resources conference. The fall NCF fundraising campaign raised ~\$6,000.
- The NCF-Next Generation Leadership institute is being developed with Ray Ledgerwood acting as the facilitator. They are developing a curriculum that will address 'personal leadership and communication'.

- North Carolina donated a portion of the proceeds from last year's summer event totaling \$8,421.

NCF Updates: Brooks, Tolar:

- Brooks:
 - visited 9 State/Provincial Envirothon events to date.
 - working with the Nebraska event planners.
 - attended the National FFA convention and the North American Association of Environmental Educators annual conference.
 - The 2019 event has been closed out.
 - Deb Waycott's responsibilities have been split between her and Stephanie Tolar.
 - Dues have been paid by 35 States/Prov. and 6 have paid an extra donation of \$200.
 - Team registration links on the website are expected to working in the next two weeks.
- Tolar:
 - working with Nebraska on tests.
 - going through the existing documents and updating.
 - working to develop standardized audio training for the oral presentation judges.

2019 Event Final Report - North Carolina: Langley

- The PowerPoint oral presentations were a challenge and an unknown.
- The logistics of special dietary requirements were also a challenge.
- Final expenses have been distributed.
- They had plenty of volunteers, which went along way handling some on the unknowns.
- Discussion on sequestration times: each host will determine the amount of time to fit their schedules.
- They made a profit.
- The education day was very popular with the students.

2020 Event: Nebraska: Dryburgh, Grimes - July 26 to Aug 1st

- The budget is on schedule.
- They are working with Brooks and Tolar on training and testing.
- Oral Presentations: they will use NC guidelines. Only PowerPoint will be used, no paper/pencil or poster board option.
- The University will supply laptops and IT support.
- Background clearances needed. They will run the volunteers' names through the US sex offender registry

Chaperones and Advisors will need to supply their own background checks, and supply the results to the University

- Discussion on background checks and minimum requirements
- Advisor activities: no special tours will be organized. There will be a list of local places to visit.
- PLT training workshop - \$20 registration for up to 50 participants.
- Volunteer sign-ups will be starting on March 1st.

- Fun Day: The Omaha Zoo plus an extra activity toward the end of the day.
- Registration for guests is \$800. Off-site guests will be \$400.
- Team registration is \$1800. One day early arrival is allowed for an extra \$250, no meals until Sunday evening. Single room requests for Advisors is available for \$100 extra
- Ops Comm members can arrive on Friday for \$125 extra. But no meals until Sunday evening.
- No fee for parking.
- Day rate is \$75 for guests and \$150 for the fun day.
- The Award banquet will be held at the Student Union. No cost determined yet

2021 Event: New Brunswick, Geneau – July 25 to July 31st

- The host Committee is up and running. Most participated in the 2011 event.
- The budget is expected to be \$400K. Grants and sponsors are being sought.
- An “Envirothon store” may be used as a fund raiser.
- Current Issue is: “Climate change in Natural Resource-Dependent Communities”. They have submitted Current Issue topic, key points, and learning objectives to Tolar for review.
- Orals will be PowerPoint.
- Fun Day at Hopewell Rocks during low tide.
- Advisor tour are being developed as well as pre-event tours.
- There is a shuttle from Moncton Airport for a fee.
- There will be a bi-lingual event guide.

2022 Event: Ohio, Dodds:

- Two RFP’s are out to Ohio State and the Univ. of Ohio.
- The Current Issue topic will be determined based on the event location.
- The fun Day and Advisor tours will be designed to “Show off Ohio”.

2023???? West, but up for grabs

- New York has entered a bid to host and have proposed two possible sites. Hobart Univ. or Binghamton Univ.
- Motion “To accept the bid” by Burch, second by Hume.
- Discussion: questions were raised about the # of rooms, IT capability, Air Conditioning – It was recommended that they contact the planners and ask that they make a presentation at the Summer Event. “Vote unanimous.”

Committee Reports:

- Diversity Grants: Funding has been increased this year to \$21K. They are extending the deadline until February 14th.
- Education Committee: Folger reported that the committee will be working with Tolar to locate and provide new links. Also there was discussion about developing an internship guide.
- CAT: Dodds reported that they are working with Nebraska.
- Scoring: Hume: Nothing to report.
- Rules: Langley: Discussion on revising documentation to reflect gender neutral references.

New Business:

- Gene Schmidt made a plea to develop alumni support for the program
- Discussion on the Operating Committee terms and vacancies: Folger stated that he will be unable to continue for another term, but he would be available to participate in this current program year until August. Burch stated that he would not be able to participate in the monthly conference calls, but would continue.
 - Nominee for the Canada-at-large position is Debbie Waycott. McKeown is willing to fill the Midwest Region vacancy, which would allow Waycott to fill the at-large position. Motion: to appoint Debbie Waycott to one of the three “at-large” positions made by Langley, seconded by McKeown; vote “unanimous”.
- Steach will be stepping down as chair of the Operating Committee. Langley has agreed to act as Chair starting now. A recommendation will be sent to the NCF.

Host Guide Update

- Brooks reviewed and made changes to the Host Guide.
 - The test questions content and formatting was re-worked: 70% general and 30% host specific.
 - Sequestration time will be a minimum of 5-6 hours.
 - Eliminated the “paper/pencil” oral presentation. Discussion on an either/or requirement going forward for the annual NCF-Envirothon. There are concerns on constraining some hosts that may not have adequate resources (computers and IT support).
 - Added “brand guidelines” on the use of the logo.
 - Consolidated housing recommendation into one section.
 - Timeline for deliverables: changes to make deliverables consistent. Discussion on submission dates of study materials.
 - *Table adoption until Sunday.*

Test Writing Guidelines

- Tolar updated education and testing documents:
 - Added formatting guidelines for station tests.
 - New guidelines are designed to increase the quality of tests and improve consistency across tests.
 - Provided example training station outlines for both 1-hour and 90-minute training windows.
 - Created standardized template for station tests.
 - Goal is to have tests standardized from year to year.
 - Updated Test Writing Guidelines provide examples of effective questions and questions that are not effective.
 - Motion “to accept the changes” by Langley, second by Hume. Vote unanimous.
- Under development is audio training for Oral Presentation judges.

Code of Conduct. – For adult volunteers was reviewed.

- Question: pertains to Advisors as well?
- Gender neutral references included.
- Discussion on the definition of a “competition participant” when the age is 18 or over.

- Re-defining “minor” to a team member.
- Re-draft and submit to the Committee for review.

Additional Agenda Items:

- Indigenous people’s translation: Monteith from Manitoba shared her experience in taking the Envirothon to the indigenous people of Manitoba. She distributed brochures that contain translation to some of the languages.
- Reviewed the request criteria for a non-English speaking team to notify the host that translated material need be developed. Motion: “the request must be made within a week of their state/Prov. Competition completion” by Burch, second by Dryburgh. Vote unanimous.

Adjourn 4:35pm

Re-Convene Sunday, February 9, 2020

Call to Order: 9:11am

NCF Envirothon Operating Committee Members: Kerin Hume (DE), Andrea McKeown (MO), Becky Geneau (NB), Millie Langley (NC), Wendee Dodds (OH), Lorelle Steach (PA), Jeff Folger (CT), Shonny Nordlund (MT), Jeanne Dryburgh (NE), Jacqueline Monteith (MB),

NCF Members: Jennifer Brooks, Stephanie Tolar

Absent: Peggy Lemons NCF

Guests: Linda Dee (AZ), Betty Holly (AL), Megan Grimes (NE), Irvil Kear (PA), Larry Davis (WA), Aubrey Evans (KS), Tenlee Atchison (MT)

New Business – Continued

- Larry Davis (WA) addressed the Committee about fostering tribal participation. Possible Diversity Grant project.
- **Non –Discriminatory Statement:** Brooks:
 - An update statement was presented to review and comment. Discussion on listing different classes: how to list and not exclude. Motion: “adopt a short version without listing classes” by Nordlund, second by Hume. Vote unanimous.
- **Code of Conduct:** Brooks distributed revision based on previous comments. Motion: “to approve the Code of Conduct as revised with recent changes and submit to the NCF board for approval” by McKeown, second by Langley. Vote unanimous.
- **Host Guide:** Host guide revision items were discussed. Motion: “to restrict the oral presentation to an electronic medium such as PowerPoint or other similar method. If the host wishes to use another method, it will have to be approved by the Operating Committee.” By Langley, second by McKeown. Vote: Steach, Dodds, Langley, McKeown, Folger, Geneau, Monteith, Dryburgh, Aye; Nordlund, Nay. Motion passes.
 - Timeline Revisions: Revisions to the timeline was reviewed.
 - Motion: “Approve the Host document revisions and submit to the NCF for adoption” by Hume, second by Dryburgh. Vote unanimous.

- Recommendation: Future hosts can be included on present host conference calls.
- Jeremy Peters, Exec. Director of NACD addressed the Committee. He commented on the trademark renewal process.

The next conference call meeting will be determined by a doodle poll.

Adjourn: 11:15 am