

# MEETING MINUTES

## NCF-Envirothon Operating Committee Summer Meeting

Saturday, July 22, 2023 – 9am-5pm AT

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**\*Action item of committee underlined and bold\***

Attendees: Millie Langley (chair), Mark Hedge, Becky Geneau, Carrie Milligan, Ashley Melvin, Shonny Nordlund, Megan Grimes, Kelley Farrar, and Debbie Waycott. Staff present: Jennifer Brooks and Stephanie Tolar.

- Call to Order – Roll Call – quorum present
- Approval of May 2023 Virtual Meeting Minutes
  - *Tabled until next meeting*
- O.C. Membership Update
  - OC now at 11 members – still missing representative for Northeastern & Midwest seats
  - Application period to open this fall. Please encourage any reps you know in those regions to consider applying.
- NCF Update
  - Summer Board of Trustees meeting will be held on Wednesday, July 26 at 7 PM ET. Millie and Jennifer will be unable to attend due to the 2023 competition, but Jennifer submitted an update to the board in advance.
- NCF-Envirothon Program Manager Update – presented by Jennifer
- NCF-Envirothon Education Specialist Update
  - Focused on 2023 competition for last several months. All tests, etc. are ready to go for competition.
  - Working with NY on 2024 study resources. Part A of CI posted in mid-September
  - Long-term projects:
    - NGSS correlations
    - need to grow pool of test reviewers for next year
    - NCFE will be taking on more of the overall resources, tests, etc. development.
- Competition Updates:
  - 2022 Ohio – Jennifer presented copies of the 2022 final financial report recently submitted by Ohio. Discussion of report followed.
  - 2023 New Brunswick – presented by Becky and Jennifer
    - Overview of 2023 event and individual activities

- 49 teams competing this year – 51 registered: China registered 3, but due to visa issues only a total of 4 students (out of 15) can attend. The 4 students will compete as 1 team but be ineligible for awards/prizes.
- Demonstration of the 2023 Envirothon mobile app – everyone is encouraged to download and use it this week!
- Expectations of Student Conduct – Rules Violation Discussion
  - Discussion on potential issues that could arise (particularly afterhours) and what the response would be if violations are found.
  - The Envirothon's 1-800 # will be posted on resident hall doors for emergency/afterhours issues (calls forward directly to Jennifer's cell phone) so if a call is placed and an issue need addressing in the middle of the night, Jennifer will call on 1 or 2 additional OC members to investigate.
  - If violations are noted, then the student/team will 1<sup>st</sup> receive a warning, then could face team disqualification if issues persist.
  - All warnings should be reported immediately to Carrie, Millie, &/or Jennifer so a list can be compiled and monitored.
  - Study Session Rules – formal rules have been drafted and will be shared via the 2023 Envirothon app for review by all teams before Monday evening. OC reviewed the rules.
  - Preliminary Oral Presentation Judging Room Guest Rules, Procedures, and Guidelines – document outlining expectations for “guests” in OP preliminary presentation rooms was reviewed and discussed. The document is based on the already adopted rules outlined in the official NCF-Envirothon Competition Rules and Regulations. This will be utilized by the host volunteers who will be monitoring the OP rooms.
- 2024 New York – presented by Blanche and Host Committee members
  - Education – update from JoAnn
    - Need to find new OP resource professional to lead the OP development.
  - Visitor Services – update from Susan
    - Lots of on campus activities
    - Niagara Falls tour for Education/Fun Day
    - Advisor/Guest Tours – several different options being organized
  - Logistics – update from Blanche (on behalf of Al Fagan)
    - Locations all set for training/testing days
  - Have 3 new NRCS committee members on the host committee

- Funding – raised/has pledged \$85K+ to date
  - Signing contract with major sponsor in the coming weeks
- Buses – meeting on Aug 28 to finalize (have to pay deposit in Jan)
- Campus – meeting on 8/28 to finalize campus locations to be used
- Opening – securing singer to sing the National Anthem (USA and possibly CA?)
- Awards Baquet – in planning
- Airport Shuttles – will be offered for arrivals (Sunday) and departures(Saturday)
- Special Awards – to be given to various students nominated throughout the week by OC, advisors, &/or staff
- Future Host discussion – presented by Jennifer
  - 2025
    - Alberta Envirothon approached staff in early June about Hosting in 2025. Staff (Jennifer) has talked/meet with them virtually to discuss the possibility several times.
      - Alberta has tentatively secured 3 major forestry sponsors (Weyerhaeuser, etc.) that have pledged an estimated \$405,000 CAD in sponsorship money thus far (~\$306K USD - NOT including any registration fees)
      - The forestry funding is due to an Alberta provincial forestry education initiative (i.e., special tax on the forestry industry), so is time sensitive and must be used by Alberta Envirothon by the end of 2025.
      - They are looking into Calgary locations first and then Edmonton options for the Host site.
      - Alberta has never Hosted before, so staff and the NCFE Operating Committee will have to work with them closely for planning over the next 2 years.
      - Alberta Envirothon has sent committee members to New Brunswick to learn more about Hosting duties, responsibilities, roles, etc., and to serve on the Competition Advisory Team.
      - Theme will likely be forestry-related.
  - 2026 – possibly Mississippi – also interested in hosting in 2025, able to “tentatively” raise ~\$225K to date, but willing to wait to 2026 since Alberta’s funding is very time-sensitive.
  - 2027 – Maryland – very interested in Hosting on the 10<sup>th</sup> anniversary of when they last hosted in 2017.
    - Looking at being at Mount St Mary’s University again, DC day, crab broil, advisor/guest tours, etc.
    - Likely topic: farming, agriculture, Maryland farming, etc.

- O.C. Standing Committee Reports\*
  - Competition Advisory Team (CAT) – Carrie will be the CAT lead for the week.
    - Review of duties and volunteers
  - Scoring Committee – Ashley, committee chair
    - Review of scoring committee duties, needs, timing, and volunteers.
  - Diversity Grants Committee – presented by Jennifer
    - Overview of DG activities to date
    - Stephanie will be transitioning into the staff lead for this committee starting with the 2024 DG cycle
  - Education Committee – presented by Debbie and Stephanie
  - Rules/Program Policies Committee – presented by Millie
    - Review of NCFE Competition Rules & Regulations
      - Team Registration Fee deadline revision – motion made by Ashley to revise Section I.3 to read: *“All team registration fees must be paid in full prior to arrival on the Host campus unless arrangements have been made in advance with NCFE. Team registration, set by the Host NCF, is due by ~~May~~ June 1 of each year. Team registration fees paid after ~~May~~ June 1, but before the closing registration date (to be determined by the Host and NCFE) will incur an additional \$150 fee.”* Motion was seconded by Debbie. **Motion approved.**
        - Rules amendment will go to NCF for final approval and adoption.
      - Comments from Envirothon China on travel and team eligibility – see attached.
        - Discussion of comments.
- Old Business – none at this time
- New Business - none at this time