



**WESTERN NEW YORK ENVIRONMENTAL ALLIANCE
BOARD OF DIRECTORS
MEETING AGENDA**

DATE TIME: *July 23, 2013 @ 12:00 Noon*

LOCATION: *Community Foundation for Greater Buffalo 525 Larkin Building*

1. Call to Order Robert E. Knoer, Chair

2. Roll Call

Robert E. Knoer,	Chair	(REK)	Present
Judy Einach,	Vice Chair	(JE)	Present
Arthur Wheaton,	Treasurer	(AW)	Present
Loren Smith,	Secretary	(LS)	Present

Jay Burney		(JBy)	Excused
Brian Dold		(BD)	Excused
Erin Heaney		(EH)	Excused
Rebekah A. Williams		(RW)	Present
Micaela Shapiro-Shellaby		(MS)	Present
Justin Booth		(JB)	Present
Terry L. Yonker		(TY)	Excused
Ryan McPherson		(RM)	Present
Ally McPherson		(AM)	Present

Also Present:

Richard Stockton		(RS)	Excused
Kristen Kaszubowski		(KK)	Present
Josh Beres			Present
Kristen Janson			Present

3. Approval of Agenda (Ryan Moves, Art Seconds, no opposition) and Prior Minutes (Rebekah moves, Ryan seconds, no opposition)

4. Organizational Issues

- a. Treasures Report (AW) Art and Cara plan to meet early in August to discuss the proposal for additional funding – this should be in line with the timeframe of the CFGF. The Growing committee put forward a request for \$500 to ensure that constituencies are aware of the new food policy council and knowledgeable about its purpose with an eye

towards ensuring community participation on the committee. They seek funding for screening of a recent film on August 16th to ensure that there is ample time for applications go get into the committee. RK moved to approve the request, AW and RM seconds, the motion passes.

- b. Nominations Committee Report` (RW) Rebekah sent around the results from the survey of board abilities (attached below). An info sheet about serving on the board (attached below) will be sent to all members – provide input on the document by Friday. This is meant to increase participation in the working groups by members. We should have a conversation at the next board meeting about the survey results.

- i. 2013 Slate of Directors

5. Old Business:

- a. Second Quarterly Meeting report (JBy) There were 62 people at the meeting, the pre-meeting presentation went well, logistics went well. We should develop a questionnaire to evaluate the quarterly meetings – please send Kristen suggestions about questions to include.

- b. Third Quarterly Meeting (REK). Marcy as a location should be confirmed by the end of the week. Agenda: 4:30 – mapping power in Western New York with the ‘little sister’ tool from the Public Accountability Initiative. We should give them a small honorarium. RW moves we provide an honorarium of \$50, RM seconds, the motion passes.

- i. Presentation of Advocacy Agenda

- i. Date: **September 10, 2013**
 - ii. Place: Marcy
 - iii. Agenda:

- a. 4:30 Advocacy pre-meeting “Little Sis” at 4:30
 - b. 5:30 – 6:00 Networking Dinner 5:L30- 6:00
 - c. 6:00 Presentation of Agenda Items: Each Working Group will have an opportunity to present the status of the 2013 planks and proposed 2014 Agenda. Member questions are encouraged.

- c. 2014 Congress (REK)

- i. Date: **NEW Wednesday, November 6th (5:00 pm to 9:00 pm)**
 - ii. Agenda: Focus on Advocacy
 - iii. Speaker: We have reached out to the Regional Administrator Judith Enck who will be the keynote speaker. We should consider the opportunity for a smaller meeting with the board as well. RM will be on point for her WNYEA schedule and agenda that day.
 - iv. Place: UB EOC - 77 Goodell Street
http://www.buffalo.edu/ubreporter/campus/campus-host-page.host.html/content/shared/university/news/ub-reporter-articles/stories/2013/eoc_grand_opening.detail.html

- d. Greenway Task Force There was a productive meeting with Sam Magavern. The major question at this point is how much PPG wants to carry the ball. Several issues are under consideration.

6. New Business:

7. Report of Committees:

(PLEASE NOTE written minutes or a report should be submitted to the list serve prior to the meeting if possible)

a. Membership Committee (LS,JE,AA)

- i. New Applications Membership Report: The Tonawanda Creek Watershed Committee and Buffalo's Young Preservationists are recommended as members, the Park School is recommended as an affiliate. From the last meeting, we note that the Buffalo Recycling Alliance is separate from the Partnership for Public Good and therefore is eligible as a member as recommended previously. Denise Hammel signed the pledge supporting our action agenda and therefore can be a supporter. LHS Moves, AW seconds, all approved.

Q: - what is the expected involvement from a school? We should encourage student involvement

- i. Buffalo's Young Preservationists – Members
- ii. Tonawanda Creek Watershed Committee – Members
- iii. The Park School - Affiliate (as is Nardin and Tapestry Charter School)

In addition, we determined that the Buffalo Recycling Alliance is separate from PPG so we can give them membership status as we discussed at the last meeting.

c. Communications and GROW Subcommittee (RM KK)

- i. Internships. Josh B continues to work to connect with WNYEA members and to keep the GROW web site. Kristen J is also working on the back end of the website, the blogs and other components, and outreach to alliance members. She is also working on the pollinator project.
- ii. Grow716. The web site is up and running, several pilot campaigns are going on. Check them out! There is an information session August 13th, part of the long-ranging workshop series.
 - i. Information Session August 13, 2013 from 4:30-5:30 at the CFGB
- iii. Ryan, Kristen and the GROW team talked with the UB Center for the Arts about putting together a proposal to develop a video to focus on the WNYEA. Discussion about the focus of the video ensued.

8. Report of Alliance Groups:

(PLEASE SEND Any DETAILED REPORT OF MEETINGS VIA EMAIL SO WE HAVE TIME FOR DISCUSSION)

- a. **Working Groups—Privileges and responsibilities of Chairs (attached)** (REK)
- i. Habitat and Natural Resources (JBy) No Report
 - 1. Progress on Agenda
 - 2. Status of 2014 Agenda Proposals
 - ii. Parks and Recreation (BD) No Report
 - 1. Progress on Agenda
 - 2. Status of 2014 Agenda Proposals
 - iii. Energy and Climate Change (TY) No Report
 - 1. Progress on Agenda
 - 2. Status of 2014 Agenda Proposals
 - iv. Pollution and Hazardous Waste (JE)
 - 1. Progress on Agenda. The group visited Congressman Reed’s office in Olean. A small group is going to visit Congressman Collins’ office.
 - 2. Status of 2014 Agenda Proposals
 - v. Urban Regeneration (AA) Art has a meeting scheduled for August 13th at 1:00 to re-boot the group.
 - 1. Progress on Agenda
 - 2. Status of 2014 Agenda Proposals
 - vi. Environmental Justice (EH) No report
 - 1. Progress on Agenda
 - 2. Status of 2014 Agenda Proposals
 - vii. Growing Group (RW)
 - 1. Progress on Agenda. We have a food policy council!
 - 2. Status of 2014 Agenda Proposals
 - viii. Transportation (JB)

1. Progress on Agenda. There was a successful meeting about the Scajaquada. Comments are being submitted to Assemblyman Ryan's office. The core group continues to determine next steps.

2. Status of 2014 Agenda Proposals

b. Report of Liaisons to Process Groups

1. Issues & Advocacy (MS) See above.

a. Progress on Agenda/ Presentations

b. Rapid Response Team (REK MS). See the rapid engagement and annual platform infographics – send comments to MS.

i. Need a third member. MS indicated that EH will be assisting. RK moves that we elect EH as the third member of the RRT. RM. Seconds, No objections, the motion passes.

ii. Graphic presented. Rapid response and its connection to the planks

2. Education & Outreach (LHS)

a. Progress on Agenda. A plank is being worked on focusing on outdoor education. Thanks to Bob for attending our last meeting.

3. Organizational Capacity (AM)

a. Initial Meeting. Look for a meeting in the near future. AM will be engaging in a needs assessment to identify core work that can translate into a work plan, etc..

9. Adjourn (approximately 1:30) RM moves, AM seconds. No opposition heard.

REMAINING REGULARLY SCHEDULED MEETINGS:

Board of Directors 2013 Scheduled Meeting Dates: Fourth Tuesday of the Month

August 27 September 24 October 24 (NOTE: Thursday)

Quarterly Meeting September 10, 2013

WNYEA Congress: Annual Meeting Wednesday November 6, 2013

November 26, 2013 Organizational Meeting

Holiday Break No Meeting December 2013

WESTERN NEW YORK ENVIRONMENTAL ALLIANCE

Board Nominations Committee

BOARD DIVERSITY SURVEY

Summary & Results

Monday, July 22, 2013

Ten out of thirteen board members completed the survey. The results collected are below.

Six of the ten board members that took the survey are under 45 years of age, two are between 45 and 60 years, and two are over 60 years of age. All ten board members are Caucasian, one that is also of African American descent, and six of those board members are male.

The following are areas of expertise followed by the number of board members that are involved in those areas: administration-7, finance-4, fundraising-9, business-5, legal-2, PR & marketing-4, planning-8, volunteer-8. One individual added two areas of their own, advocacy and organizing.

The “organizational experience” section of the survey includes business, government and nonprofit. All ten members stated they had nonprofit experience. There were also the portions of organizational experience business and government. Five members claimed to have experience with the government portion, and 4 with business.

In the future, the board survey could include geographic representation to help us identify whether there is a need to further diversify our board by ensuring the entire Western New York region is well-represented in the Alliance leadership.

The board may also wish to consider additional areas of expertise particularly necessary to leading an environmental alliance.

Age:

- Over 60 (2)
- 45-60 (2)
- Under 45 (6)

Sex:

- Female (4)
- Male (6)

Race:

- Asian
- African American (1)
- Hispanic
- White (10)
- Native American

Area of Expertise:

- Administration (7)
- Finance (4)
- Fund Raising (9)
- Business (5)
- Legal (2)
- PR & Marketing (4)
- Planning (8)
- Volunteer (8)

Added Expertise Areas:

- Advocacy (1)
- Organizing (1)

Organizational Experience:

- Business (4)
- Government (5)
- Nonprofit (10)

WESTERN NEW YORK ENVIRONMENTAL ALLIANCE

Board Nominations Committee

WORKING GROUP CHAIR CANDIDATE

Information for Interested Parties

Friday, July 19, 2013

[DRAFT ONE-PAGE INFO SHEET]

The WNY Environmental Alliance (“the Alliance”) needs you to step up and help build our region’s environmental movement!

The Alliance’s Board of Directors Nominations Committee is currently seeking candidates to fulfill seats on the Board. We are seeking Board Members who will Chair Working and Process Groups as well as serve as at-large Board members. Please note that the responsibilities of the at-large Board Members are different than those of Alliance Chair Board Members.

BENEFITS TO ALL WNYEA BOARD MEMBERS

- Network with Western New York environmental leaders
- Build capacity for your agency or organization
- Collaborate with groups interested in your mission
- Create a coalition for environmental advocacy issues
- Get a free lunch each month during your Board tenure!

ALLIANCE CHAIR RESPONSIBILITIES

- Host regularly scheduled meetings
- Maintain meeting minutes
- Provide a report of the group’s activity
- Lead development of an advocacy platform
- Keep the group’s listserv active
- Provide content for GrowWNY.org

WHAT IS THE NOMINATIONS PROCESS?

- **Jan through June:** Attend regularly scheduled Working or Process Group meetings
- **July meeting:** Submit your name as an interested Board candidate
- **August meeting:** Submit Board Candidate Questionnaire
- **Sept / Oct meeting:** Working / Process Group votes at monthly or bi-monthly meeting
- **November Environmental Congress:** Alliance Membership approves Working / Process Group appointees

If you’d like to contact an Alliance Board Member directly with questions or about your interest in serving on the Board, please email Board Chair, Robert Knoer, at rknoer@knoergroup.com.

As Chair of one of the Alliance Working or Process groups you have certain responsibilities to the Alliance Board of Directors. They are to:

Host regularly scheduled meetings. Meetings should be held no less than bi-monthly, preferably each month, and on the same day and time each month. Meetings should be scheduled for a full calendar year by the end of the November prior.

Maintain meeting minutes. Minutes should be kept for each meeting and draft minutes provided to member organizations for editing and approval. Once minutes are approved, they should be uploaded to the GrowWNY website so that they can be accessed by any member organization.

Provide a report of the group's activity. The majority of Board Members are Chairs of Working or Process Groups so the Alliance can encourage collaborative efforts across different environmental issues. A Working or Process Group Chair should be prepared to share what their group is doing at monthly Board of Director meetings to further encourage this kind of collaboration at Board Meetings.

Lead development of an advocacy platform. A Working Group Chair should lead their group members using the advocacy process documents found on the GrowWNY website to formulate specific requests for annual advocacy support from the Alliance Board. They may also join the Advocacy Process Group for additional support and to learn what the other Working and Process Groups are concerned with.

Keep the group's listserv active. Your Working or Process Group listserv should be active. Encourage individuals in your group to join your listserv, and remind people to post meeting and event announcements, resources, notices, and other information relevant to your group.

Provide content for GrowWNY. It is important that Working and Process Groups commit to provide a blog a month to the GrowWNY website. These blogs can come from any of your member-organizations and can be on any number of topics.