



Quad Cities Earth Coalition Meeting Minutes

December 8th, 2016
River's Edge 700 West River Drive
3:30 p.m.

ATTENDANCE: Robbin Dunn (COD, Public Works), Laura Berkley (Bi-State/RICWMA), Ryan Merritt (Davenport Parks & Rec.), Ariel (Davenport Parks & Rec.), Sarah Fitzgerald (R.I. Soil & Water), Kris Bergren, Jared Johnson (WVIK/Tallgrass)

PREVIOUS MEETING MINUTES: A motion was made by Kris Bergren, seconded by Laura Berkley to approve the October 13th 2016 Meeting Minutes. **MOTION PASSED**

TREASURER'S REPORT

- Balance Of Accounts As Of 12/2/2016
 - Checking: \$4,041.61
 - Savings: \$5.02
 - Total: \$4,046.63

Ryan expressed that he would send out updated account balances after the meeting.

- Encumbrances/New Expenses:
 - Far Reach Web Hosting- Final invoice #4207 (\$72.00)
 - Insurance- A new quote is being prepared for liability insurance; Sarah Fitzgerald is in email contact with the R.W. Troxell representative John Greene. Sarah Fitzgerald suggested that the board approve the payment of liability insurance in between meetings. **A motion was made by Laura to approve the payment of the liability insurance, in between meetings, if the new quote is of a similar amount. The motion was seconded by Kris Bergren. MOTION PASSED**

- Finance Committee Updates: None

- Other Updates/Discussion: A short discussion on meeting location followed, during which it was mentioned that "River's Edge" is a more convenient location for multiple members of the group as it is closer to their places of work. Additionally, it was mentioned that one member would not be able to attend if the meetings continue to be held at Nahant Marsh. Sarah Fitzgerald presented the group with a print out of the results from the survey sent out regarding meeting time. **A motion was made by Laura Berkley and seconded by Kris Bergren to hold the Bi-Monthly Earth Coalition meetings on the second Thursday of the month, at 3:00 p.m., at Rivers Edge 700 West River Drive. MOTION PASSED.**

OLD BUSINESS

- Strategic Plan
 - Review and continue to work the plan.
 - Articles of Incorporation. Will be uploaded to new website.
 - Updates on By-laws. An updated version of the By-Laws was sent out via email prior to the December 8th Meeting. The major changes discussed in person were:
 - Move from “member” to “board driven” organization
 - Flexibility of Member Pledge, individuals will get out of the organization as much as they put in.
 - The idea that it will be important for any major changes proposed for the bi-laws will need to be approved by membership.
 - The addition of a fifth board member to break any ties in voting/establish a majority or quorum (Membership Coordinator)
 - The addition of “In all matters not covered by these bylaws, the most current edition of Robert’s Rules of Order shall prevail” to the end of the By-Laws as a catch all for situations that may arise in the future. **A motion was made by Laura Berkley and seconded by Jared Johnson to approve the proposed changes to the By-Laws. MOTION PASSED.**
 - Updates on Website: Robbin Dunn and Ryan Merritt displayed the draft version of the new website they have designed for the Coalition. Topics discussed included:
 - Home page features
 - Calendar Events, QC Earth calendar will draw from Tallgrass QC Calendar, Jared Johnson will send calendar link to Robbin Dunn or Ryan Merritt
 - “Get Involved” Page features
 - X-Stream Cleanup, United Way, and other various volunteer/friends groups will be included on volunteer page
 - Members will be able to add events to QC Earth Calendar
 - “Get Connected” Page features, community organizations
 - “Get Programs” Page features, educational inventory components will be included here, brochures, flyers, lesson plans. Naming conventions will be developed for documents in order to sort by audience, as well as an uploading checklist.
 - “Who We Are” Page features, member sign up, By-Laws, current members.
 - Fillable PDF membership pledge, developed by Sarah Fitzgerald by January 15th, to be featured on website.
 - “Contact Us” area to be added to website, similar to a comment card, these will be routed to Ryan Merritt and Sarah Fitzgerald’s emails
 - Launch date for new website? Soft launch date of Feb. 14th**
 - Environmental Program/Educational Inventory: Educational inventories have been updated and returned to Robbin. Members will be able to add components of these to the “Get Programs” page of new website.

- Records Management: Articles of Incorporation, By-Laws, Meeting Agenda's, Minutes, etc. will all be uploaded to website to aid in records management.
- Next Strategic Actions:
 - Website soft launch Feb. 14th /uploading of items to website by membership
 - Development of Membership Pledge Card/PDF form
 - Development of Welcome Packet for new members

NEW BUSINESS

INFORMATION SHARING

- **Laura Berkley**-City of Rock Island recycling drop off location has been moved to 2nd Street and 7th Avenue. This new location does not have raised platforms.
- **Robbin Dunn**- Single stream recycling program for Davenport and Bettendorf has been extremely successful with a large increase (+897 tons in Davenport) in tonnage recycled.
- **Ryan Merritt**- Davenport Parks and Recreation has received a grant from the American Water Charitable Foundation to install an interactive water station/learning center at one of their existing parks.
- **Sarah Fitzgerald** – The R.I. County Soil & Water Conservation District is entering into their busy “booth” season. RISWCD will have a booth at Bald Eagle Days, Farm Show, as well as Flower and Garden show. All of these shows are located at the QCCA, and RISWCD would be happy to distribute materials from the QC Earth Coalition.

NEXT BOARD MEETING – February 9th 3:00 p.m. River Edge Davenport

ADJOURN



Quad Cities Earth Coalition Meeting Minutes

October 13, 2016
Nahant Marsh Education Center
3:30 p.m.

ATTENDANCE: Robbin Dunn (COD, Public Works), Laura Berkley (Bi-State/RICWMA), Emily Santiago (Wapsi), Jared Johnson (WVIK/Tallgrass)

PREVIOUS MEETING MINUTES: [Approved](#)

TREASURER'S REPORT

- Balance Of Accounts As Of 09/30/16
 - Checking: [\\$4,149.61](#)
 - Savings: [\\$5.02](#)
 - Total: [\\$4,154.63](#)
- Encumbrances/New Expenses:
 - Robbin Dunn, Weebly, [estimated \\$144.00](#)
 - Far Reach Web Hosting, [Oct to December \\$108.00](#)
 - Insurance, [To be discussed at next meeting](#)
- Status of 501c3 Report (990). [Ryan submitted the report for Tax Year 2015. Tax year start date 07/01/15 through 06/30/16. A receipt for the submission has been filed.](#)
- Status of P.O. Box. [New PO Box is 4772, Davenport, IA 52808. The new POB location is the Post Office on 2nd Street in Davenport.](#)
- Finance Committee Updates. [None.](#)
- Other Updates/Discussion. [Ryan, Laura and Robbin are now on bank account.](#)

OLD BUSINESS

- Strategic Plan
 - Review and continue to work the plan.
 - Articles of Incorporation. [No new news.](#)
 - Updates on By-laws. [A draft of new by-laws will be developed and presented at the next meeting based on great discussion. Membership organization with a decision making board is the direction discussed to simplify.](#)
 - Updates on Website. [New domain name will be \[www.qcearth.org\]\(http://www.qcearth.org\). The newly developed website will be shown to members before it is published.](#)
 - Environmental Program/Educational Inventory. [Robbin sent out to all but has not received any responses. Additional outreach to be conducted. Robbin will also be sending a link for people to update their organization/contact information for the website.](#)
 - Various Strategic Planning Actions
 - Conflict of Interest. [The Conflict of Interest Policy presented was approved and will be incorporated into the by-laws.](#)
 - Records Management. [To be addressed with website.](#)

- Affirmative Action Statement. The Affirmative Action Statement presented was approved and will be incorporated into the by-laws.
- Liability Insurance. To be discussed at next meeting.

NEW BUSINESS

- Proposed new meeting date/time. Kirsten would like to attend but has a conflicting appt. All agreed that the 3rd Thursday of the month at 3:30 would work for them. The new date will be put to the membership for approval before changing.

INFORMATION SHARING

- Jared Johnson with WVIK and QC Tallgrass attended and provided some background and information on his organizations.
- Laura shared information on a study to be conducted on the capacity of the Scott County Landfill and how it may serve an adjacent community.
- Sarah shared chestnuts and updates on Wapsi Conservation Center programming. Cocoa Picasso program is doing great.
- Robbin shared information on a field trip and showcase of learning to be held next year.

NEXT BOARD MEETING – December 8, 2016, 3:30 pm, Nahant Marsh

ADJOURN



Quad Cities Earth Coalition Meeting Minutes

August 11th, 2016
Nahant Marsh Education Center
3:30 p.m.

ATTENDANCE

Robbin Dunn (Davenport Public Works), Sarah Fitzgerald (R.I. County Soil & Water), Laura Berkley (Bi-State Regional Commission), Amy Loving (EICC/Nahant Marsh), Ryan Merritt (Davenport Parks & Recreation), Christina McDonough (Scott County Health Department)

PREVIOUS MEETING MINUTES

- No corrections proposed
- A motion was made by Robin to approve the previous Minutes, seconded by Amy,
[MOTION PASSED](#)

TREASURER'S REPORT

- Balance Of Accounts As Of 07/31/16
 - Checking: \$4331.96
 - Savings: \$5.02
 - Total: \$4336.98
- Encumbrances/Expenses Since Last Regular Meeting:
 - Reimbursement to Laura for Fresh Deli catering (\$122.35)
 - Webhosting quarterly invoice (\$108.00)
- Status of 501c3 Report (990)
 - Eric Engstrom, CPA, 2010 E. 38th Street, Suite 104, Davenport, IA 52807, 563-441-1600.
 - Laura had attempted to contact Eric in April and had not heard back. Called his office again to follow up and he was unavailable.
 - Laura checked on the status of the IRS reporting associated with the 501C3 and found that everything is up to date. The 990 N electronic postcard will need to be submitted by Ryan in November 2016 in order to complete reporting for Fiscal Year 2015-2016.
- Status of P.O. Box
 - Ryan checked into where the previous P.O. Box was located and found that it was at the Davenport Post Office located on Kimberly and Marquette.
 - The previous box is no longer active, there are no current charges, and the key is no longer active.

- It was decided that by next meeting Ryan will open a new P.O. Box and all official paperwork and financials will be sent to that box.
- Finance Committee Updates.
 - Ryan will be added to the account with signing authority, as the new Treasurer.
 - Robbin will meet with Ryan before next meeting to hand out materials etc.
 - It was suggested that Ryan begin compiling a "Treasurer's Cheat Sheet" to outline duties, in order to streamline later transitions from treasurer to treasurer.
- Other Updates/Discussion.

OLD BUSINESS

- Election
 - Nominations were as follows: Robin Dunn (Chair), Laura Berkley (Vice Chair), Sarah Fitzgerald (Secretary), Ryan Merritt (Treasurer)
 - A motion was made by Amy and seconded by Ryan to elect each of these individuals to the position they were nominated for. **MOTION PASSED**
- Strategic Plan
 - Review and continue to work the plan.
 - Updates on Name. Quad Cities Earth Coalition
 - Logo. Ryan has distributed the version of the logo that won the most votes (featured above), social media sites have been updated with website to follow after a new design is decided upon.
 - Articles of Incorporation Robin has found the official copy of the Articles of Incorporation and will be scanning them so that they can be included on the website for both the public and membership to view. She has also found all paperwork associated with the 501C3 through the state of Iowa. The required Bi-Annual report was filed in January of 2015 and is therefore up to date.
 - Updates on By-laws. No work has been completed yet besides the name change "Known Further As: Quad Cities Earth Coalition" will be added to By-Laws and the official name "Quad Cities Earth Week Coalition" will still be listed on legal documents.
 - Updates on Website. A motion was made by Amy seconded by Christina to update the website design and hosting site. **MOTION PASSED** Work to be done by next meeting, an email address will be included with the new website design.

- Various Strategic Planning Actions
 - Conflict of Interest. No updates at this time, statement will be placed on new website when complete. Will be modeled after City Of Davenport or Bi-States example.
 - Records Management. No updates at this time will be placed on new website when complete.
 - Affirmative Action Statement. No update at this time will be placed on new website when complete. Will be modeled after City of Davenport or Bi-States example.
- Tallgrass QC Meeting
 - Ryan and Robin met with Jared who represents Tallgrass QC and he has expressed interest in attending QC Earth meetings in the future.
- Environmental Program/Educational Inventory
 - Robin has sent out the Program/Educational Inventory in its current form
 - It was noted by the group that some organizations have not reported on the programming that they offer and updates are needed throughout.
- Liability Insurance
 - A motion was made by Amy seconded by Christina to approve the "Selective" insurance agency quote prepared by R.W. Troxell and Company for liability insurance to cover the coalition, with a yearly premium of \$430.00. **MOTION PASSED**
 - Sarah will submit the necessary paperwork by next meeting

NEW BUSINESS

A list of potential "targets" to invite to participate in coalition activities/ attend coalition meetings will be fully developed after more of the strategic planning action steps are accomplished. If you have any ideas in the meantime please email to Sarah as she is compiling a list.

INFORMATION SHARING

- **Christina:** The Food Rescue Partnership will be engaging in its own strategic planning and has received an endorsement from the EPA. Contact Christina for more information.
- **Amy:** Nahant has many events planned for the upcoming weeks/months please contact Amy for more information or reference the Nahant website.
- **Robin:** A Natural Resources Manager will be hired to replace Brian Stineman the interview process is currently under way. Additionally, the public works department will be developing a merit badge in conjunction with an Explorer Program for ages 14-20.
- **Ryan:** Please send Ryan any information about events or programming that you would like to be distributed via the coalition Facebook page or website.

NEXT BOARD MEETING – , 3:30 pm, Nahant Marsh

ADJOURN



QCEWC Meeting Minutes
June 6, 2016

ATTENDANCE

Amy Loving (EICC/Nahant), Brandy Welvaert (WCSC), Sarah Fitzgerald (RISWC), Emily Santiago (Wapsi), Ryan Merritt (DPR), Robbin Dunn (DPW)

TREASURER'S REPORT

- [Laura Unavailable to Report](#)
- Status of 501c3 Report (990)
 - Eric Engstrom, CPA, 2010 E. 38th Street, Suite 104, Davenport, IA 52807, 563-441-1600. [Laura to call and check on. Nothing new to report.](#)
- Finance Committee Updates. [None](#)
- Other Updates/Discussion.
 - Robbin reported that the checking account signatures and authorization were transferred to Laura and Robbin. Robbin mentioned when the changes were made it was discovered the bulk of the cash was in the savings account and not in checking which resulted in overdraft fees. Laura was going to make the appropriate balance transfers. Because we were not aware if the PO Box was active, the mailing address for the account was changed to RICWMA temporarily until more can be found out about the PO Box and/or a permanent mailing address can be identified. We found the PO Box key, Ryan was going to stop by the post office and find out what the status of the box might be since the annual fee had not been renewed.

OLD BUSINESS

- Strategic Plan
 - Review and continue to work the plan.
 - Updates on Name. [By unanimous vote, our new name is Quad Cities Earth Coalition.](#)
 - Logo. [Ryan is going to work up a couple of designs for a new logo and send out.](#)
 - [Amy is going to add Ryan to the FB page as an Admin.](#)
 - Updates on Articles of Incorporation Conflicts. [No updates at this time. Also discussed was the State of Iowa's biennial report for non-profits. Robbin will do some more digging.](#)
 - Updates on By-laws. [No updates at this time.](#)
 - Updates on Website. [Work will begin with new logo and name.](#)
 - Various, tuck in with Strategic Planning Actions
 - Conflict of Interest. [No updates at this time will be placed on new website when complete.](#)
 - Records Management. [No updates at this time will be placed on new website when complete.](#)
 - Affirmative Action Statement. [No update at this time will be placed on new website when complete.](#)

- Planning Document/Environmental Program Inventory – resend, May 31st deadline? To be placed on website/foundational document for website. [Robbin to resend before next meeting.](#)
- Insurance. Sarah reported the cost is \$430 a year for liability. Place on next agenda for vote.

NEW BUSINESS

- Brian Ritter stopped by for a few minutes to talk about the Tallgrass QC initiative/organization and provide a little background and what he knows about the organization. It seems like it would be beneficial to both organizations to collaborate. Brian mentioned Jared Johnson with WVIK would be a good point of contact to reach out to. Amy, Ryan and Robbin are going to schedule a meeting with Jared to introduce the organization and discuss partnership/collaboration.
- New Executive Officer's need to be selected. The group decided a data collector should go out asking all members what positions they might be interested in. Once information is collected we will use this for nominations and selection of new officers.

INFORMATION SHARING

- Amy reported on the upcoming QC Pollinator conference, summer camp and a new program Music @ the Marsh. The new program has a cool line up for Jun/Jul/Aug.
- Brandy reported on single stream recycling.
- Ryan reported on Youth Fest.
- Emily reported on the success of the Wapsi's Paint by Nature program.
- Sarah reported on some upcoming opportunities, including an ecocamp on Aug 9th and 11th, hayrack rides, biologist, tour wetland row.

NEXT BOARD MEETING – Thursday, August 11th, 3:30 pm, Nahant Marsh

ADJOURN



QCEWC Meeting Minutes
April 14, 2016

ATTENDANCE

Ryan Merritt (DPR), Kristen Bergren (BHP/SC/KMB), Paul Hansen (KRIB), Robbin Dunn (DPW), Emily Santiago (Wapsi), Amy Loving (Nahant)

~~MEETING MINUTES~~

TREASURER'S REPORT

- Balance as of 03/30/16:
 - Checking: \$98.00
 - Savings: \$4,382.34
 - **Total: \$4,480.34**
- Expenses since last regular meeting (~~Encumbered payment not cashed~~):
 - GKG/Waste Commission – URL - \$12.00, group approved to pay
 - Quad Cities Leadership Consulting - \$2100.00, group approved to pay
 - Far Reach Web Hosting 3 months - \$129.00, group approved to pay
 - Fresh Deli 02/11/16 - \$112.35 pd
 - Fresh Deli 02/22/16 - \$122.35, group approved to reimburse Laura Berkley
 - PO Box Fee – Unknown Status – POB # is 2245
 - There was an overdraft fee and a \$2 commercial account fee applied re: balance. Laura reported there have been a few fees due to bounced checks, money not in checking but is in savings. Amy, Laura and Robbin to coordinated with Rob to get access to account changed. Checking account is with IH Mississippi Valley.
 - Group also discussed and approved paying for a Weebly website, approx. \$150 per year, includes website hosting and application/software.
- Status of 501c3 Report (990)
 - Eric Engstrom, CPA, 2010 E. 38th Street, Suite 104, Davenport, IA 52807, 563-441-1600. Laura to call and check on.
- Finance Committee Updates. None at this time.

OLD BUSINESS

- Strategic Plan
 - Reviewed and started a timeline. See below.
 - Various, tuck in with Strategic Planning Actions
 - Conflict of Interest
 - Records Management
 - Affirmative Action Statement
 - Planning Document/Environmental Program Inventory – resend, May 31st deadline?
To be placed on website/foundational document for website
 - Insurance

- Results of timeline discussion to implement various components of Strategic Plan.
 - Amy to collect input on a new name. Suggestions were discussed and provided at the meeting.
 - Ryan will help to develop a logo once a name is selected.
 - Robbin will locate Articles of Incorporation and share with Paul and Amy so they can review and find out if there are any issues re: re-naming.
 - Robbin and Laura to look at the by-laws and suggest a more simplified model.
 - Robbin presented a weebly based website idea. Group approved go ahead. Ryan and Robbin will work on a new weebly based website based on presentation.
 - Production of marketing plan to begin in June when new fiscal year begins.
 - Passport program, revisit in June.
 - Budget and sponsorship, to discussed in June.

NEW BUSINESS

- Robbin extending invitations to new LLW and Waste Commission contacts for next meeting.

INFORMATION SHARING

- Robbin reported on an Alma Gaul inquiry and the Showcase of Learning.
- Laura shared on RICWMA recycling event coming up.
- Kirsten shared an Eagle View Sierra Club event, Herbert Hoover Hike.
- Ryan shared info on a few Davenport Parks and Recreation events coming up including free family fun days at Fejervary Learning Center and Youth Fest.
- Shiffra shared that her position with the Iowa State Extension Office ends soon, seeking other opportunities locally and regionally.

NEXT BOARD MEETING – Thursday, June 9th, 3:30 pm, Nahant Marsh

ADJOURN



ROCK ISLAND COUNTY SOIL AND WATER CONSERVATION DISTRICT
3020 East 1st Avenue, Milan, Illinois 61264
Phone: (309)764-1486 ext. 3
www.rockislandswcd.org

QC Earth Week Coalition

Meeting Notes December 10th 2015

-Planning Document Progress: Educational Inventory document needs to be sent out to new members, and reviewed for accuracy/to see if it's up to date

-Insurance: Sarah will have 3 finalized liability quotes to submit to the committee by next meeting (Hamlet, R.W. Troxell, & one from Brian Ritter)

-Strategic Planning:

Potential Focus Group Candidates:

QCCA, Cities & Government, U of I Extension, Environmental Business's, River Action, Big Business, Visitor's Bureau, The Radish, Reporters & Publishers, Teachers, AEA, RIROE

It was proposed that one or two members of the focus group be from each "sector" listed above

Overall questions we hope to answer from strategic planning:

What are some of the best ways we can serve the QC's environmentally?

What gaps are present in our combined educational inventory?

What suggestions do past/no longer active organizations and members have?

How can we better gain and retain members?

What is our new mission and focus going to be?

Should we focus on one big event in the future or diversify our combined efforts and programming into smaller more spread out workshops/events?

Is our website effective? What changes need to be made?

-Website: Refer to above comments about website

Unfortunately this is where I had to step out and head back to the office ☺



**QCEWC Meeting
October 7, 2015 | Nahant Marsh
Meeting Minutes**

ATTENDANCE

Amy Loving (EICC/Nahant), Laura Berkley (BS/RICWMA), Amy Loving (EICC/Nahant), Christina McDonough (SC), Dave Murcia (Wapsi), Kris Bergren (Sierra Club and Keep Moline Beautiful), Sarah Fitzgerald (RISWCD), Samantha Yeager-Walrath (LL&W)

8-5-15 MEETING MINUTES

Kris motioned to approve minutes and Amy seconded. Minutes were approved unanimously.

TREASURER'S REPORT

- Laura is working with Paula on getting access to the account.
- Encumbered Expenses (payment not cashed): TBD
- Finance Committee Updates. No updates.
- PO Box: Do we have the key? When does the box need to be renewed?

OLD BUSINESS

- Planning Document (Strategic Planning) Progress
 - Please fill in the necessary information into the catalogue. Robbin will send out again.
- Insurance. Sarah Fitzgerald can asked her insurance agent for more information and possible quote.

NEW BUSINESS

- Strategic Planning. Amy Loving contacted Dan Ebner, Quad City Leadership Consulting, Inc., to discuss conducting a strategic planning session. Amy had not heard back as of the time of the meeting.
- Website. Robbin will be contacting for more information and updated quote.
- Conflict of Interest Statement. Was approved at the last meeting. Just need a clean copy with updates for signatures.
- Meeting Date and Time. Robbin had sent out a survey asking when people wanted to meet in order to allow more people to attend. Thursday at 3PM was the top choice for 4

of the 6 respondents. Laura motioned to move the meetings to the first Thursday of every other month at 3:00PM. Dave seconded. The motion was approved unanimously.

- Destruction of Documents Policy, Anti-Harassment Policy, and Anti-Discrimination Policy.

Proposed Language:

“It is the Policy of the Quad Cities Earth Week Coalition to provide equal opportunities to all individuals and organizations with an interest in supporting the Mission of the coalition without discrimination because of race, color, religion, creed, sex, national origin or ancestry, marital status, age, mental or physical disability, political affiliation, gender identity, familial status, or sexual orientation.”

“It is the duty of all Quad Cities Earth Week Coalition members, volunteers, and QCEWC program participants to create an environment that is free of harassment and intimidation. Violation of this policy will be met with swift and appropriate actions.”

- Kris motioned to approve the language and Sarah seconded. The motion was approved unanimously.

FUTURE BUSINESS - PRIORITIES, GOALS AND TIMELINE – All to be addressed/discussed further after strategic planning is completed.

- Internal communication
- Committees
- Shared marketing
- Shared development, implementation and evaluation of activities

NEXT BOARD MEETING

Thursday, December 2 at 3:00 p.m. at Nahant Marsh

ADJOURN



OCEWC Meeting Minutes

August 5, 2015

ATTENDANCE: Lexi Carlstrom (WC), Paula Webinger (WC), Brian Ritter (EICC/Nahant), Robbin Dunn (DPW), Laura Berkley (BS/RICWMA), Amy Loving (EICC/Nahant), Christina McDonough (SC), Paul Hansen (KRIB), Sherry Stau (Nahant)

6-3-15 MEETING MINUTES. Approved.

TREASURER'S REPORT

- Balance as of 7/31/15:
 - Checking: \$6,006.39
 - Savings: \$ 740.38
 - Total: \$6,746.77
- Expenses Paid or Encumbered. None
- Finance Committee Updates. Taxes filed. We should reach out and ask that the Treasurer be added to the Point of Contact list for CPA Engstrom in addition to Rich Miller.
- Paula Webinger will no longer be able to serve as Treasurer. Nominations were received however those nominated were unable to fill the position. Amy Loving, Vice-Chair, will be acting Treasurer until another QCEWC representative is able to step into the position. Paula to coordinate with Amy to transfer the finance files, PO Box and transferring bank account authorizations to Amy and Laura.

OLD BUSINESS

- Programming Document Progress. Robbin to follow-up with coalition members.
- Insurance. We can seek a quote so that we are aware of the expense should the organization decide to pursue. This was not assigned to anyone.

NEW BUSINESS

- Strategic Planning. Brian to schedule Dan Ebner to attend the next meeting. This will be the first step in shaping a strategic planning session for the organization. Some discussion: behavior change, solutions based fair, workshops in a box, envirokids, citizen academy, CUE's, environmental things you should know and career fair.
- Website. Move forward. Robbin will start by contacting Jones for Design. The website will be used as the holding place for all coalition documents to promote transparency, and accessibility to all given the organizations make-up. Add this item to Secretary duties.
- Conflict of Interest Statement. Conflict of Interest Statement approved with modification to OCEWC where appropriate. Copies to be distributed at next meeting for signature.

- Destruction of Documents Policy. Destruction of Documents policy was approved with modification to QCEWC where appropriate.
- Meeting Date/Time. Reach out to coalition members to find out what times are best to meet; Wednesdays at 10am, Wednesdays at 3pm, Thursdays at 3pm. Meetings would remain during the 1st day/week of the month.
- Anti-Harassment and Anti-Discrimination policies were discussed as possible organization operational needs. Robbin to provide a copy of the city's current policies to see if they might be applicable/easily adopted by QCEWC.

FUTURE BUSINESS - PRIORITIES, GOALS AND TIMELINE – Movement on these items will occur with completion of Strategic Planning.

- Committees
- Internal communication
- Shared marketing
- Shared development, implementation and evaluation of activities

NEXT BOARD MEETING

Wednesday, October 7 at 10 a.m. at Nahant Marsh (subject to change)

ADJOURN

INFORMATION SHARING

- Nahant Marsh is hosting an insect tagging program on the last Saturday of the month at 10am.
- A 2nd Annual QC Pollinator Conference will be held on June 22nd and June 23rd, 2016. Thursday speakers, Friday field trips. Action steps focused.



**QCEWC Meeting
June 3, 2015 | Nahant Marsh
Meeting Minutes**

ATTENDANCE

Paula Webinger (WC), Rob Junker (QCCA), Rich Miller (QCCA), Brian Ritter (EICC/Nahant), Robbin Dunn (DPW), Laura Berkley (BS/RICWMA), Amy Loving (EICC/Nahant), Christina McDonough (SC), Dave Murcia (Wapsi), Todd Moeller (Wapsi), Sally Ferguson (RISWCD), Ryan Merritt (DPR)

4-1-15 MEETING MINUTES

Ray Leader with BSA was not recorded as attending in error, the minutes will be updated.

TREASURER'S REPORT

- Balance as of 5/31/15: Checking: \$1,240.38, Savings: \$6,005.39, Total: \$7,245.77 (\$.51 Dividends received)
- Encumbered Expenses (payment not cashed): \$500 to Nahant Marsh, QC Pollinator Conference Sponsorship
- 501c3 status of 2013 filing. Rich Miller and Paula both had conversations with Eric Engstrom, CPA regarding the filing and have been advised to do nothing more at this point. Eric has agreed to assist QCEWC with financial record/activities when needed.
 - Eric Engstrom, CPA, 2010 E. 38th Street, Suite 104, Davenport, IA 52807, 563-441-1600.
- Finance Committee Updates. No updates.

OLD BUSINESS

- By-laws Revision – VOTE. The revised by-laws were unanimously approved and adopted.
- Planning Document (Strategic Planning) Progress
 - The planning document developed as a result of work with Iowa State Extension office will be renamed a program/catalog document. While valuable to overall planning efforts and organizational goals, the general consensus was that the session and the document developed really did not represent the strategic planning the organization needs.
 - Brian Ritter will invite Dan Ebner, Quad City Leadership Consulting, Inc., to sit in on the next QCEWC meeting as a preliminary step in setting up a date and time to have him facilitate a strategic planning session with the group.

- Insurance. Brian to forward a copy of the e-mail from TGT/Gallagher. Some information needs to be provided to get a quote. The group feels like the necessary protections are in place given the organization's status/activities and natural coverage provided under the umbrella of a 501c3 org. This is not a priority at this time, but the organization will seek the quote just so it aware of what costs might be associated with ensuring the Executive Board.

NEW BUSINESS

- Election Nominations. Nominations were made. Voting will take place at the next regular meeting in August for the following positions: Laura Berkley is the Chair, Amy Loving is the Vice-Chair, Robbin Dunn is the Secretary, and Paula Webinger is the Treasurer.
- Define and establish committees: Finance and Others
 - A typo will be corrected under Communication & Marketing and a bullet that states Federal and State financial document filing will be added under Finance.
 - It was suggested that all Voting Members must serve on a committee. *This should be discussed at the next QCEWC meeting and the by-laws should be amended to reflect this requirement if approved.*
 - Paula shared a preliminary committee list with descriptions. The committees are not finalized but are a start to continued discussion. There was also some absences.
 - Finance Committee. Paula Webinger, Brian Ritter, Laura Berkley.
 - Communication & Marketing. Amy Loving, Christina McDonough, Robbin Dunn, Ryan Merritt.
 - Program/Education. Liz and Emily from Nahant and the Wapsi.
 - By-Laws and Membership. To be activated when needed. More recently this committee was served by Robbin Dunn, Paula Webinger and Laura Berkley to develop the amended by-laws. With the completion of the by-laws the committee is inactivated.
 - A Strategic Planning Committee will also be an intermittent committee established as needed. To move the process of Strategic Planning this committee was initiated at the meeting. The committee is comprised of: Brian Ritter, Dave Murcia and Christina McDonough.
- There was a lot of other good discussion. Increasing membership and otherwise. With regard to increasing membership Laura was going to reach out to some of our prior partners who have not been regularly attending. The group felt that greater outreach should not be done until we have completed strategic planning and have a good idea about where the organization is headed.

- Brian Ritter also brought up a few items the organization should look into adopting – a Conflict of Interest Statement and a policy for destruction of documents. Brian to forward items developed for Nahant as a resource to QCEWC when discussing these items.
- Website discussion. Sally shared a quote and some information on possible development of a new website. Group reviewed the quote and there is interest in pursuing this avenue. Calendar capabilities was a big part of the discussion. Robbin is going to test calendar options in a Weebly account she has and will share with the group. Further discussion next month.

PRIORITIES, GOALS AND TIMELINE – All to be addressed/discussed further after strategic planning is completed.

- Internal communication
- Shared marketing
- Shared development, implementation and evaluation of activities

NEXT BOARD MEETING

Wednesday, August 5 at 10 a.m. at Nahant Marsh (subject to change)

ADJOURN

INFORMATION SHARING

- Amy Loving shared information on the upcoming QC Pollinator Conference.
- Christina McDonough discussed some of the initiatives related to the Food Rescue Partnership. Robbin will forward the Draft Resource Guide developed for possible additional input/information from members, with the meeting minutes.
- Sally Ferguson announced she will be leaving RISWCD for a career advancement opportunity.



QCEWC Meeting
April 1, 2015 | Nahant Marsh
AGENDA

INTROS and Attendance: Christina McDonough (SCHD), Robbin Dunn (DPW), Paula Webinger (WCSC), Theresa Hauman (DPR), Brittany Rose (DPR, Intern), Laura Berkley (RICWMA), Ryan Merritt (DPR). Brian Ritter (Nahant, present at Information Sharing), Ray Leader (BSA)

2/4/15 MEETING MINUTES – Corrections to Christina McDonough name and org abbreviation. Dave Murcia added to attendance. Approved with corrections.

TREASURER'S REPORT

- Checking Balance - \$1475.58
- Savings Balance - \$6004.39
- Open Encumbrances - \$235.20 Website Maintenance
- 501c3 – No updates. Need to check on registered agent State of Iowa and confirm 2013 filing has gone through.
- Fundraising and Finance Committee – No updates.

STATEGIC PLAN SUMMARY and NEXT STEPS

- Planning document status. – Only one organization provided an update. Robbin will re-send and remind everyone regarding the need for the update. The document is a foundation for many decision-making processes to come.
- By-laws status. – Draft changes to the by-laws were reviewed with the group. All felt like the committee was on the right track, removing unnecessary language, adding information where there were deficiencies and just general update. The Committee also suggested that the structure of the organization be simplified with elimination the Board of Directors. The structure will now be Members and Executive Officers (just removed a layer that was not needed). All in attendance agree this was a good change. Several other good suggestions came of that conversation.
- Insurance – Brian Ritter to get a quote for insurance for the Executive Board. The group felt like inherent protections in place as a 501c3 protect the membership. Where special events are coordinated, special event coverage may be needed.
- Audit – Will be written into by-laws.

Priorities, Goals and Timeline

- Internal communication – Next Meeting
- Shared marketing – Next Meeting
- Shared development, implementation and evaluation of activities – Next Meeting

Committee and sub-groups – Discussion at Next Meeting

- Communications & Marketing – Next Meeting
- Education – Next Meeting
- Other – Next Meeting

INFORMATION SHARING

- 5/2 Nahant holding its spring cleanup. Garlic mustard, trees, cleaning along Wapello and S Concord.
- 4/18 RICWMA holding an electronics collection event. 9am to 1pm, RI Co Fairgrounds.
- Parks will be hosting nature focused talks for youth a Fejervary this summer. Theresa to send a calendar to sign-up if interested in presenting, Robbin will forward once received. If you are interested in participating in Youth Fest, which will be held 07/08, e-mail Theresa Hauman at thauman@ci.davenport.ia.us.
- 04/25 Davenport Public Works will be holding its annual Arbor Day Tree planting event. The Showcase of Learning will be held on May 16th.
- Christina reported what a great job Augustana's graphic design group is doing for the Food Partnership Logo.
- The Waste Commission of Scott County is hosting a recycling and landfill tour on 04/22.

NEXT MEETING

Regular Coalition meeting: June 3, 2015 at 10 a.m. at Nahant Marsh



**QCEWC Meeting
February 4, 2015 | Nahant Marsh
AGENDA**

Mission: Through environmental education and activities, we help citizens understand their personal responsibility in creating a sustainable environment.

INTROS – Attendance: Rob Junker (QCCA), Robbin Dunn (DPW), Paula Webinger (WC), Theresa Hauman (DPR), Amy Loving (Nahant), Sally Ferguson (RISWC), Paul Hansen (KRIB), Christina McDonough (SCH), Ashley Hardy (DPR), Heather Ballou (ATEEC), Shifra Gassner (ISE), Brittany Rose (DPR), Kristen Bergren (Sierra/BHP), Dave Murcia (Wapsi)

12-3-14 MEETING MINUTES – Minutes were Approved

TREASURER'S REPORT

Balance as of 1/27/15: Checking: \$2,475.58; Savings: \$6,002.81; Total: \$8,478.39

Check 1002 to Fresh Deli catering 12/12/14: \$175.00 (cleared)

Check 1003 to Scott County Extension 1/16/15: \$1,000.00 (yet to be cashed)

Biennial Report filed online 1/20/15

[Rob to check on QCCA accountant to see if they could act as the organization's registered agent.](#)

STRATEGIC PLAN SUMMARY and NEXT STEPS

Definitions

Planning document

- Need to cleanup/finish by adding a one-two sentence description of each activity and NGSS Standards where applicable. [Organizations are to send their updated spreadsheets to Robbin by Monday, March 30th. Even if not complete, just send the updates performed. There was some discussion about sharing on googledrive or in other ways and the decision was made just to have each send their separate spreadsheet and Robbin would update accordingly.](#)
 - [Add categories/tags for search/index](#)
 - [This will be the foundational document for website and coordination of initiatives](#)
- How do we keep updated?

Review Reflection and Observations from Planning Day

Priorities, Goals and Timeline

- Internal communication
- Shared marketing
- Shared development, implementation and evaluation of activities

- Structural needs based on planning efforts
 - Possible name change. [There was some discussion but group felt like it was too soon to make this decision.](#)
 - By-laws. [A by-law committee was established. The group will meet, review and draft recommended updates for presentation to the membership. Rob, Sally, Paula, Laura and Robbin to sit on by-law committee.](#)

- o Insurance. Insurance covering the officers will need to be taking out.
- o Membership. There was some discussion on membership. To be discussed further in conjunction with by-laws.
- o Committee and sub-groups
 - Fundraising and Finance. Committee renamed Finance and is comprised of Rob, Paula and Theresa.
 - Audit. Rob to check to see if Erick Ingstrom is interested. Should be a 3rd Party.
 - Communications & Marketing. Rob, Sally, Paula, Theresa and Amy offered to serve on this committee.
 - By-laws & Membership. See above.
 - Education Committee. Some discussion.
 - Other
- o Other discussion.
 - Amy Loving is going to send a note out to past Earth Week Fair teacher attendees to let them know the fair is not being held this year.
 - Continued discussion on website and people posting to the site.
 - QC Times calendar of events. Asking the times to add an eco or nature type category. Sally showed the event calendar and how it might be used.
 - Mission Statement was reviewed and all agreed the Mission Statement reflected the goals of the organization and that changes to the statement were not needed.

INFORMATION SHARING

- 02/14, Blackhawk Park Valentine's Day luminary
- 03/26, Flower and Garden Show
- 02/13, Tree Hugger Trivia
- 03/28, Environmental Film Festival
- "Our Water" Photo Contest

NEXT MEETING 04/1/15, 10am, Nahant Marsh

~~Regular Coalition meeting: April 1, 2015 at 10 a.m. at Nahant Marsh
Committee meetings:~~

Earth Week Coalition Meeting Minutes 12/03/14

Attended: Amy Loving (Nahant), Kris Bergren (Sierra/Blackhawk), Robbin Dunn (DPW), Paul Hansen (KRIB), Patty Pearson (BiState), Sherry Stau (AC), Heather Bloom (ATEEC), Rich Miller (QCCA), Dave Murcia (Wapsi), Emily Santiago (Wapsi)

- Introductions
- Meetings Minutes from 10/1/14 were approved. Motion made by Paul, second by Dave.
- Treasurer's Report. 12/1/14 Balance: Checking 12/1/14 \$650.58; Savings \$8,002.13; Total \$8652.71.
 - Checking Balance 09/30/14 \$733.58, Renewed PO Box on 10/21/14 for \$83 (\$62 + \$21 late fee). Box is rented through 09/30/15.
 - Savings Balance unchanged from 09/30/14.
 - Encumbrances. Consultant Fee, up to \$1,000 (approved 10/1/14).
- 501c3 Status. Rich reported the 990 for the period 5/1/13 to 04/30/14 has been filed. The QCCA Expo Center's accountant is filing the organization's 990 for tax year 05/01/12 to 04/30/13 today. There is no fee being charged to the organization by the accountant. The accountant reported to Rich that we will likely see some letters come through from the IRS threatening penalties for filing the return late, but that most likely the penalties will be waived. In transitioning responsibilities filing the tax return for 2012/13 was overlooked.
- Earth Week Fair. Vote result (sent by Jennifer Best via e-mail 10/14/14): More than 2/3 of the membership felt there should not be a fair held in 2015. Response rate was 75%.
- Strategic Planning meeting will be held Dec 12 8am to 2pm at the ISU Ext and Outreach Office located at 875 Tanglefoot Lane, Bettendorf.
 - Rich reported that either he or Rob will be attending; both of them will not be able to attend. Attendance will be: Rich/Rob, Jennifer Best, Robbin, Paula, Brian, Amy, Sally, Dave, Sheryl, Kristen, Paul.
 - The group voted to have lunch catered in for the meeting. Fresh Deli to cater. Robbin to send menu to attendees so they can make a selection and food can be ordered. Amy made the motion, Robbin seconded.
 - Reminder to bring homework.
- By-Laws. Rich reported at the last meeting he had looked at them and felt they were fine. Robbin asked that they remain on the agenda until after the Strategic Planning session. There may be updates based on the outcome of the plan, and the group should take the opportunity to consider of looking at the structure of the organization, the by-laws and possibly simplifying. All in attendance agreed the by-laws should stay on the agenda.
- Communications. There was some discussion on the website, facebook page and EE guide. All agreed this is another item that should be discussed after the strategic planning session as the outcome of the session will also affect decisions made about communications.
 - Patty mentioned Bi-State has a conservation directory she is going to let Laura know this came up and will ask her to bring a copy to the strategic planning session. (*the Bi-State website states.... Regional Conservation Directory is a directory of federal and state environmental, conservation and natural resource agencies and includes various citizen advocacy references. Available for purchase. General Technical Assistance and Special Studies.*)
 - Robbin reported that she e-mailed the student that expressed interest in helping update the current EE guide, but did not hear anything back. Amy to reach out to him.
- Insurance for Board and Officers was briefly discussed. Rich reported we should pursue a couple of days of coverage if hosting the Earth Week Fair.
- Information sharing:
 - Nahant reported it has some adult education classes coming up: Bee keeping and taxidermy.
 - EICC/Nahant/Wapsi will be holding a summer camp. Amy mentioned they would like to take a field trip during the camp and is wondering if QCEWC might consider funding/sponsoring two busses for a day to help keep costs down/offset the cost to attendees. The groups are also going to offer some scholarships.
 - 50+ acres of (groundwater fed) wetlands has been donated to QCCA. Located E side of 92 across from QC Downs near Choppers. A shelter has been constructed. The wetland is fenced in/secured. To visit the wetlands you need to check out a key at the QCCA. The wetlands do have fish. A bioblitz is

tentatively being scheduled for July. Work on parking areas is being performed. No electrical at site. A porta-potty will be placed on-site during the summer months.

- QCCA will be hosting Bald Eagle Days in January and has a busy schedule now through April.
- Wapsi's Winter Fun Day event is coming up. Attendees will make a wreath and have coco Picasso.
- Sierra Club meets 3rd Monday of the month at Moline Library. Dec presentation will be from a bird researcher from Greenland, Jan presentation upper rock river/Wisconsin, Friday, Feb 13th Trivia night at Freight House.
- Patty reported that Bettendorf will be installing a new 100 acre park – Forest Grove Park. The area was formerly a farm. Once converted it will have adventure trails, wildflower/prairies and there are plans for a PV grade school to be located on the edge of the park.
- Robbin reported that DPW has a few things going on, including a spring cleanup.

Earth Week Coalition Meeting 10/01/14

Attendance: Paula Webinger (WC), Rich Miller (QCCA), Tracy Mulliken (II Ext), Amy Loving (Nahant), Brian Ritter (Nahant), Kyle (Nahant, AmeriCorps), Sally Ferguson (RICSW), Ray Leader (MN/Sct), Dave Murcia (SCCB), Jennifer Best

- Jennifer Best shared results of the membership survey (enclosure). Much discussion ensued about the Coalition and the Fair. It was decided that the Coalition should conduct strategic planning, and a second survey should be sent addressing only Earth Week Fair.
- Brian Ritter made a motion to increase funding to pay a consultant from up to \$500 to up to \$1,000 – to include strategic planning. 2nd by Amy. Motion passed unanimously.
- Balance as of September 30, 2014: \$733.58 checking & \$8,000.13 savings. Account opened at IHMVCU on 8/26/14; must keep minimum balance of \$500 in checking to avoid penalty fee; ordered 150 business checks.
- Rich reviewed by-laws and said they are fine – no changes need to be made
- Quotes for Directors and Officers insurance – Rich talked to Expo Center insurance company and his rep. recommended we simply add a rider to Earth Week Fair insurance, which would cover only the days of the fair. He said we don't need other insurance. It was mentioned that organizations cover their employees working on Boards.
- A St. Ambrose student contacted Amy about putting together an EE Guide, and Amy suggested the student could update our old guide. Amy will follow-up with the student and Robbin.
- Prepare for strategic planning. Jennifer will send us all “homework” to do ahead of the session
- Information sharing:
 - October 4: Wapsi River Center Ecology Day, Nahant Marsh Autumn Festival, and Waste Commission's public landfill tour.
 - Oct. 20: Nahant will have a groundbreaking for expansion at 10 a.m. Coalition members are invited.
 - November 7: Marsh Madness Trivia, which is a fundraiser for Nahant Marsh at 6 p.m. at Knights of Columbus in Davenport
 - Wapsi River Center has aligned their programs to Next Generation Science Standards
 - Corps of Engineers may not be able to plan the school portion of Bald Eagle Days in the future

Adjournment at 11:40 a.m.

Next meeting December 3rd at 10 a.m. at Nahant

Earth Week Coalition Meeting 06/05/14

Attendance: Paula Webinger (WC), Rich Miller (QCCA), Sam Heilig (Corps), Rob Junker (QCCA), Sheryl Solomonson (Il Ext), Amy Loving (Nahant), Brian Ritter (Nahant), Sally Ferguson (RISW), Rich Stewart (RISW), Kris Bergren (Various), Ray Leader (MN/Sct)

- Group reviewed April's Earth Week Fair.
 - Wished more public had attended public night. Keep Thursday night.
 - Keep Thursday/Friday school days.
 - No lunch trouble this year.
 - Bussing scholarships helped 416 students attend. 10, 100\$ Scholarships were provided for a total of \$1,000. Considering attendance was 1483, the scholarships represented a good chunk of attendees. Paula noted that without the scholarships several of the school would not have attended.
 - There was a little bit of a line issue between shows.
 - West High volunteers need more engagement. Down time for the volunteers resulted in goofing around.
 - Amy informally asked teachers what they thought about the fair and she said no negative issues were brought forward. All felt the fair was fun and valuable.
 - Need bags to collect materials students receive at various booths. This could be funded for next year or other donations may be available.
- Finance Committee reported the budget was \$8,938.85. All expenses have been paid with the exception of approximately \$250 for the website.
- Sam mentioned that she is moving to a new position and that the outreach program at the Corps is being restructured. She is not sure if the Corps will be able to send a representative to future meetings but felt like the organization would still participate in the fair.
- Rich to check on the status of form 990.
- Nominations for executive board were accepted. Voting will take place at August meeting.
 - Chair: Rob Junker?
 - Vice-Chair: Rich Miller
 - Treasurer: Vacant
 - Secretary: Robbin Dunn
- Rich noted that he will need assistance if we is to continue. Little things fell through the cracks this year.
- Robbin to work off of the member/e-mail lists provided and update.
- It was noted many members did not pay for their booth space, but had also not attended the number of meetings necessary to receive the benefit. This was allowed to expand the offerings at this year's fair. How do we expand the offerings at the Earth Week Fair? Paula received pricing to have a membership survey developed. The cost will be between \$50 and \$500. The group agreed to have the survey developed, Paula will pursue. Paula also asked for anyone interested in serving on a committee to develop the survey meet after the regular meeting. (Kris Bergren, Brian Ritter, Amy Loving and Robbin Dunn met with Paula after the regular meeting to discuss the membership survey.) It was also noted that better attendance might be encouraged with a different meeting time/place.
- After discussing portions of the by-laws the group agreed they need a thorough review and updating. The group may have to consider purchasing insurance for the officers as well. A committee should be established to evaluate.

Next meeting August 6th at 10am at Nahant.



QCEWC Meeting
March 11, 2014 | 9 a.m.
QCCA Expo Center
NOTES

INTRODUCTIONS: Sam, Rich, Amber, Amy, Paula, Rob, Raymond, Mike

FINANCES (Rob, Rich, Sam)
Balance as of 3/11/14: \$14,290.12

Sponsors

City of Moline/Keep Moline Beautiful: \$2,000
Waste Commission: \$2,000
Iowa American Water: \$1000
Living Lands and Waters: \$1,000
Republic Services: \$500
RICWMA: \$450
Eagle View Group - Sierra Club: \$100
Radish: (in-kind)
QCCA: (in-kind)
\$7,050 promised cash to date

Estimated Expenses to be paid:

Pella Wildlife	\$4,000
Sound	\$500
Insurance	\$500
QCCA	\$3,800 (amount paid last yr., which included \$1,015 for lunches)
Bus Grant	\$1,000 (up to)
Radish	\$680
WHS bus?	
Vol. lunches	
Billboard	\$650/week/billboard
Radio	~ \$750
Sponsor banner	
Other	

EDUCATION COMMITTEE (Amy, Brian, Greg, Kristen, Paul, Sheryl, Paula)

School registration as of 3/11/14

Thursday: 9:30, 69	10:30, 22	11:30, 24	1:00, 36	Total, 151	Lunch, 93
Friday: 9:30, 258	10:30, 151	11:30, 0	1:00, 0	Total, 409	Lunch, 120

- Amy has sent several e-mails to past attendees; AEA/RIROE have been asked to send e-mails; hard-copy dropped off at AEA Thursday
- Amy will send messages to homeschool groups
- 1 bus grant application received to date
- Winner of Keep Moline Beautiful contest will receive bussing to EWF

MARKETING (Rob – need others to join)

QCEWC Facebook page

<https://www.facebook.com/pages/Quad-Cities-Earth-Week-Coalition/231567870268625?ref=hl>.

Please like if you have not.

Paid advertising

-Radish ad in March and April

-Billboards: TBD. 4 available: Kimberly, Brady, 2 on John Deere Road. May do 1 IA; 1 IL

-Radio

Drawing for public

Options discussed: cabin at SCP, rain barrel, print, membership to Nahant, Barge Party tickets

Other

-Rob to send News Release

-Banners to be updated

-Help spread the word – post flier, include in your e-news, social media, etc.

-Robbin sent flier to Scouts and will send e-mail to past Scout attendees (MailChimp)

-Nahant shared flier at STEM festival

-Amy sent e-news to subscribers (Mail Chimp)

LOGISTICS (Rob, Rich, Sam)

Contracts received (as of last week) enclosed – which includes 39 booth spaces. Last year we used 44 booth spaces. Goal is 50.

Please get your contracts in as soon as possible to help the logistics committee.

Load-in Reminder

Wednesday, April 23 from 8 a.m. to 4 p.m. Let Rob or Rich know if you need other arrangements.

VOLUNTEER COMMITTEE (Laura, Paul)

Reusable Useables may not be able to come unless we can provide volunteers

Laura is working with West High

Paul is working with Rock Island HS Environmental Club for the public hours – not yet confirmed

OTHER/ANNOUNCEMENTS

NEXT MEETING

Wednesday, April 2 at 10 a.m. at Nahant