



Coastal Bend Bays & Estuaries Program, Inc.

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Meeting Summary – August 10, 2004

Environmental Education and Outreach Implementation Team (EEOIT)

The EEOIT held their fourth meeting on Tuesday, August 10, 2004 from 9:00 a.m. – 11:00 p.m. Members present were:

Tara Schultz – EEOIT Co-Chair

Michelle Horine – Kritters-4-Kids, Coastal Bend Wildlife Photo Contest

Monika De La Garza – CBBEP PR & Outreach Manager

Ray Allen – CBBEP Executive Director

- I. The meeting minutes were approved. The team reviewed meeting rules.
- II. The EEOIT reviewed the FY2005 Annual Work Plan and budget.
 - A. The EEOIT discussed the following budget items:
 - ❖ Teaching Environmental Science I, II, & III includes TCEQ & EPA funding.
 - ❖ Michelle Horine explained the Kritters-4-Kids program. The cost of the books depends on the amount ordered.
 - ❖ Curricula Needs Assessment Project budget increased to \$15,000. (It was bumped to \$7,500 after review of original budget.)
 - ❖ CBBEP Info Book decreased from \$20,000 to \$10,000. The quantity will be less because there will not be an insert.
 - B. Tara Schultz concluded that there was a consensus and the FY2005 budget was approved.
- III. **Curricula Needs Assessment Project Review** - Monika De La Garza tabled the discussion for the next meeting so that other EEOIT members would have some input.
- IV. **Process for 2006** – The EEOIT discussed the schedule for the FY2006 budget.
 - A. Monthly meetings were planned for the 2nd Tuesday of every month from 9:00 a.m. – 11:00 a.m. ***Due to conflicting schedules the meeting schedule has changed to the 3rd Thursday of each month meeting at the same time 9:00 a.m. – 11:00 a.m.***
 - B. The following dates were outlined for the 2006 process. ***Timeline set needs to be updated at the March 17th meeting.***
 - 2004
 - ❖ Sept. 14 – Set a scope for the Curricula Needs Assessment Project
 - ❖ Oct. 12 – Work on ranking projects

- ❖ Nov. 8 – Continue working on ranking projects and explore new projects
2005
- ❖ Dec. 14 & Jan. 11 – Prioritize projects and funding levels
- ❖ Apr. 12 – Project updates
- ❖ Jul. 12 – EEOIT elections & FY2007 discussion
- ❖ Oct. 18 – FY2007

V. **Project Ranking Factors (PRF)** – The EEOIT discussed applying the PRF to all projects but decided that only certain projects would have to meet the PRF criteria.

- A. Scoring method – Team decided that a simple ranking system would be the best way to start. Tara Schultz thought that maybe the team should rank each project especially since they are being ranked by importance. EEOIT felt it was important to apply the PRF to all projects. Michelle Horine stated that a simple way to rank a proposed project was to see if the project is within the CBBEP 12-county area. Tara stated that if the answer is “no”, the project should not be considered.
- B. EEOIT decided that PRF factors 1 & 2 would be answered with “no” or “yes”. Factors 3 – 8 will be ranked from “0 – 5”. Tara Schultz agreed to create the PRF scoring sheet.
- C. Proposed projects will be presented to the EEOIT by presentation or proposal and then ranked by the team. Members will bring project ideas to meetings for discussion.

VI. **EEOIT Chair Discussion** – At the time of the August 10th meeting, Maggie Dalthorp had submitted a resignation as EEOIT Chair. Group discussed sending out a nomination form with an updated listing of the EEOIT directory and an election would take place at the next meeting. ***The EEOIT Chair, Maggie Dalthorp announced that she would be staying on as EEOIT Chair until the next election. This happened after the August 10th EEOIT meeting.***

VII. **Next Steps** – Next EEOIT meeting was scheduled for September 14, 2005. The focus of the meeting would be the Curricula Needs Assessment Project. Members were asked to help with Bayfest. ***The meeting on September 14th was cancelled. EEOIT rescheduled for March 17, 2005 from 9:00 a.m. – 11:00 a.m.***