

**Joint Meeting of the New Jersey Commission on Environmental
Education and Inter-agency Work Group - AGENDA**

Monday, February 28, 2000

9:00 a.m. – 12:00 noon

DEP Headquarters, Public Hearing Room, First Floor, Trenton

9:00 a.m.	Coffee, tea and hot cocoa	
9:10 a.m.	General Remarks	
	* Welcome and introductions	Frank Gallagher
	* Review and approval of meeting notes	Frank Gallagher
	* Upcoming meeting and event dates and info.	Tanya/Frank
	* Membership update	Tanya Oznowich
	* Other:	
9:20 a.m.	Inter-agency Work Group Committee Update	George Schlosser
	Electronic Network Committee Update	Frank/George
	Finance and Legislative Committee	Dave/Frank
10:15 a.m.	BREAK	
10:30 a.m.	Program Committee Update	Tanya Oznowich
	* Update on guidelines for stipends, promotional ideas and requests for assistance	
	Publications Committee Update	Karen/Anne
	* Group discussion on revised Plan of Action and the EE promotional brochure	
11:50 a.m.	* New business	Frank Gallagher
	* Summary of meeting highlights and assignments	
	* Next meeting logistics	
12:00 noon	Depart	

Meeting Notes – Tuesday, November 23, 1999
*Joint Meeting of the New Jersey Commission on
Environmental Education (NJCEE) and Inter-agency Work Group (IWG)*

NJCEE and IWG Members Present:

Robert DeCicco, Emile DeVito, Erin Dougherty, John Dougherty, Mimi Dunne, Joni Elliot, Frank Gallagher, Anne Galli, Paul Kaleda, Lynn Keepers, Christine Kerezury, John Kirk, Arthur Mitchell, Tanya Oznowich, Barry Schlegel, George Schlosser, James Shissias, Karen Wintress

Guests:

Diane Hewlett-Lowrie, Janice Reese-Berardo, Dale Rosselet

NJCEE and IWG Members Absent/To Receive Meeting Attachments/Handouts:

Richard Belcher, Joe Eldridge, Rodney Groff, Don Haverstroh, Toni Hendricksen, Pat Kane, Katherine McLaughlin, Ray Mueller, David Nash, Sam Race, Barbara Rich, Helen Skerratt

General Remarks:

- Winter Meeting: January 31, 2000 at DEP, Public Hearing Room, First Floor, Trenton
- Spring Meeting, March 23, 2000 at Cheesquake State Park (Directions to be distributed on 1/31/00)
- Set aside April 27th on your calendar, possible Earth Day Ceremony in Trenton (TBA)
- Frank opened the meeting and welcomed ANJEE guests and new DOE rep./introductions
- September meeting notes were informally accepted as is, by those present (quorum not reached)
- NJCEE positions currently open and nominations are being sought:
 - Student representative
 - School administrator
 - High school teacher
 - Tanya received an OK to submit the resumes received already but will hold them until February – nominations are actively being sought
 - Tanya has been working with the Dodge Foundation to finalize the env. ed. promotional video (that we previewed). She provided comments to the foundation on distribution and also provided them with a NJ env. ed. resource list, to be distributed with the package. She also reviewed the final two videos.

Update: Finance and Legislative Committee:

- The NJCEE has slightly over \$19,000 remaining in the trust fund account. Tanya has verified the records and bookkeeping is up to date.
- Frank distributed a list of the NJ Legislative Committees and their membership (**ATTACHMENT 1**). Frank discussed the draft legislative outreach plan that is being pursued by the committee, which features a number of meetings with key committees and representatives in state government. These meetings would be attended by select groups of NJCEE and ANJEE members and would be arranged for this winter/spring, 2000, with the environment, education and agricultural committees in both the Senate and the House.
- ANJEE and NJCEE members were approached to see if anyone had personal relationships with a Legislator that could be included in this process.
- Pursuit of the plan was OK'd; John made the motion; Anne seconded it; all approved.
- The next meeting of this committee is 12/7/99 at 3:00 p.m. at DEP in Trenton.

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Update: Program Committee:

- Tanya announced that the NJCEE and IWG received \$50,000 for Earth Day 2000. This was a requested amount that was included in a larger request she submitted to the Governor's office for discretionary funds, with support provided by DEP Deputy Commissioner Judy Jengo. This amount was deposited in a state account that Tanya is now assigned to and responsible for.
- Tanya discussed meeting with Art and his supervisor, Jay Dooling, at the NJ Dept. of Education. The DOE has arranged for the NJCEE to provide a presentation on env. ed. at the April State Board of Education meeting (a first). The DOE was supportive of the plan and willing to help promote and support it in a variety of ways.
- The group reviewed the draft spending plan for \$50,000. The "guts" of the plan were determined at a smaller committee meeting and the plan was fine-tuned for the DOE meeting. **(ATTACHMENT 2)**
- The group OK'd the plan in its entirety.
- No committee meeting date was set. Many members of this committee have left the commission; assistance is needed.

Update: Electronic Network Committee:

- Frank, George and other committee members distributed the NJCEE Network Web Site Diagram **(ATTACHMENT 3)** and reviewed how the framework for this information network would be organized. Comments are welcome (excellent job!) As explained, the web site would be the home page for the NJCEE, ANJEE and CEAE (host at Cook College).
- There was some debate regarding web site design and costs related to design and maintenance. George shared that he put out a volunteer "plea" for free web site assistance, through a national volunteer organization.
- The "end product" deadline is October 1, 2000.
- Also distributed and discussed was the RFP **(ATTACHMENT 4)** for a web site designer. Frank announced that the NJCEE, in conjunction with ANJEE, received \$5,000 environmental education grant from EPA to further develop the web site.
- The group informally made a motion to host the Earth Day 2000 site at the NJCEE site, especially since \$5,000 in the Earth Day 2000 funds was attributed to this effort. Anne made the motion and Joan provided a second; all approved.
- The next meeting of this committee is 12/9/99 at 10:00 a.m. (site unknown).

Update: Inter-agency Work Group:

- George distributed the env. ed. survey tool that will be used within the principal state agencies. **(ATTACHMENT 5)**. The group had time to review it, comments will be received by George through January. The survey will be modified to go statewide, the text and questions depending on feedback from the state personnel who respond to it. (Thanks, George!)
- The state survey will take place in December – February. The survey can then be sent statewide to select entities in the spring and summer. The commission will need to vote for costs related to a bulk mailing of surveys, if one is needed. Optional ways of getting it "out there" include a press release and promotional articles through NJEA, ANJEE, NJSTA and other organizational publications.

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Update: Publications Committee:

- The group reviewed the text for the draft annual report, Tanya had reformatted the text and received editorial and graphics assistance from DEP staff (copies were limited due to length; not provided as attachment.). Some comments were made (and also e-mailed in later, thanks George!)
- The group OK'd that 750 copies of the report be copied. Copies would go to libraries, cabinet members, Legislators and other key audiences/constituents. It will be accompanied by a cover letter from current Chair Frank Gallagher. It will also be sent out-of-state by request, to show New Jersey env. ed. activity. It was noted that the survey should help track information and resources for future annual reports.
- Karen and Anne discussed the 1999 annual report – the format should be “shorts,” like this one. The text should be collected more quickly and finalized earlier in the year. Start documenting your activities and submitting them now to the committee.
- The 1999 or 2000 annual report should be more comprehensive and focus on trends, goals, objectives and accomplishments in env. ed. in the state.
- Karen provided some “pieces” of the revised plan of action for comment (**ATTACHMENT 6**). The committee asked to re-organize and change the target audiences, the group OK'd this request. Karen also suggested that there be less audiences and that we should use a more theme-based approach instead of listing specific organizations. Comments are still being solicited and this will receive one hour of group discussion at the next joint meeting.
- Anne briefly discussed the env. ed. brochure. She provided the specs to some commission members for printing and put in a request for outstanding and meaningful environmental education photographs. She also mentioned that the text will need to be changed to reflect New Jersey concerns, challenges and accomplishments in env. ed.

Guest Presentation: The Alliance for New Jersey Environmental Education:

- Diane Hewlett-Lowrie, President of ANJEE provided remarks on the organization. These included its history (since 1984), conference information, awards, relationships and history with the NJCEE, March Leadership Retreat and regional events and programs.
- Diane also noted that NJCEE and IWG members are also “honorary” members of the Alliance during their service in these groups. Each person is entitled to one free day at the ANJEE conference. Conference program information was distributed and attendance was encouraged. Commission and IWG members were invited to participate in Frank's Friday workshop session focusing on the commission and the Plan of Action.
- Diane discussed that ANJEE members are being encouraged to assist NJCEE and IWG members with committee work. This is happening slowly but it is happening.
- ANJEE is a good partner for NJCEE, especially for certain funding requests when we can get private grants and put them into ANJEE (with 501c3 status) instead of into the state trust fund/account.
- ANJEE will continue to include commission updates in the ANJEE newsletter.

Submitted: 1/2000, T. Oznowich