

## Missouri Envirothon Committee Meeting

Lincoln University Carver Farm

March 12, 2003

Present: Rose Marie Hopkins, DNR Soil and Water Conservation Program; Carol Hubbard, Shelby County SWCD; Peggy Lemons, Cole County SWCD and MASWCD Executive Secretary; Judy Stinson, DNR Soil and Water Conservation Program; and DeDe Vest, NRCS.

Guest: Felix Wolfe, LU Carver Farm Manager.

**Call to Order.** Peggy called the meeting to order at 10:20 a.m.

**Approval of the Minutes.** The minutes of the December meeting were approved upon a motion by Judy. The minutes of the December meeting of the 2005 Envirothon Committee were also approved upon a motion by Carol.

**2003 Budget and Financial Update.** Carol distributed the most recent version of the budget for the 2003 Missouri Envirothon. Revisions were discussed to reflect known and anticipated changes from that information which she had prepared. The cost of shirts was increased to reflect adding the Canon logo and the offsetting increase in the grant from Canon to cover this. Judy is still waiting to receive something in writing from Bass Pro but she is confident money is coming. The money from two of the four Societies has been received. Rose Marie will send the Soil and Water Society check to Carol. DNR is paying for lunch and the porta-potties. Peggy forewarned not to expect money from NRCS or MDC this year due to budget issues. An adjustment was also made in the incidentals category. Carol has had no response from any of the commodity groups she sent requests to although she pointed out that they need to hold this kind of request until they have meetings with their respective boards. Judy moved to approved the budget. Motion carried.

Peggy reported that the 501(c)3 approval has been received from the IRS. She will file the organizational chart with the Missouri Secretary of State in the near future.

Carol distributed reports for the checking and savings accounts. Basically, the savings is for 2005 and the state competition is covered through the checking account. Judy moved to approve all financial reports. Motion carried.

**Organizational Chart.** Peggy reviewed the organizational chart. Based on the December meeting, some corrections need to be made, which Peggy will handle.

**Regional Competitions.** Peggy reminded those attending of the dates and locations of the regional competitions. At this time, those attending to help are:

4-2	Southwest	DeDe, Judy, Peggy, Rose Marie
4-9	Central	Carol
4-9	Southeast	Judy, Peggy, Rose Marie
4-10	St. Louis	Judy, Peggy, Rose Marie, Mary, Jennifer

4-11 Northwest Judy is checking to see if help is needed  
4-15 Kansas City Rose Marie  
4-16 Northeast Carol

Contacts will be made directly with each regional chair as these names are subject to change. There may also be help from other members of the Soil and Water staff but they will also be contacting the regional coordinators directly.

**Review of 2002 Comments.** Judy shared suggestions she received by email and from the evaluations for the 2002 event. The list includes:

- Consistency between the regions regarding alternates and the use of note cards
- Oral judges want the information in advance in order to create better questions
- Share the judges' comment sheets to the teams
- Make the oral points possible equal 100
- Rotate the judges between the two panels
- Allow the use of note cards since note cards are allowed at nationals
- Use more substantial easels
- Standardize the poster size
- Keep trash bags at each testing stations
- Warning signal in case of weather or other emergency with a plan for where to go
- Announce emergency procedures at the welcome ceremony
- Require students to complete an evaluation as a "ticket" to access the test key
- Send a separate evaluation to the teachers at the school upon their return
- For teacher training, train on preparing a team for the Canon Envirothon
- Have a booth at each regional promoting the Missouri Envirothon
- Have a booth at the Missouri Envirothon promoting the Canon Envirothon
- Use recycle containers
- Ensure receipt of photo releases from all teams
- Add additional help in the scoring room

These suggestions were discussed at length. As practical, many suggestions have been incorporated into the 2003 event.

**2003 Competition** Peggy reviewed the forms for 2003. Suggestions were made to add a sentence to the coaches form regarding knowledge of student medical insurance information. The due date for t-shirts and special lunches is being added. Additional detail that no alternates are allowed at the state competition will be added. Also, it will be noted on the student directions that 3x5 note cards are allowed to be used for reference notes for the oral presentations.

It was decided to make some minor changes to the agenda. Team registrations will be held from 7:30-8:15. Worker instructions/orientation will be held at 7:30.

Judy distributed the rotation information and team numbers. Team guides will be assigned to a team not from that person's area.

The new t-shirts will be white with the new logo. Due to budgetary constraints, shirts will no longer be provided to each volunteer but may be purchased at the Envirothon. Judy is working on a new method of designation for the team guides. She has asked Kay Asher from the Canon Envirothon for old Canon Envirothon hats and we'll put a big tag on it similar to a fishing tag. Then the team guide may keep the hat.

Rose Marie reported there has been real good response to the call for volunteers. In trying to bring in people that have never helped at the Envirothon, there will be many new faces. There are still a few jobs available so next week, Rose Marie will send another email to all the districts and the NRCS Area Conservationists offering those remaining slots.

Felix Wolfe met with the committee and answered questions relating to logistical plans. LU will provide two gooseneck trailers with drivers to transport the teams from the stations located far apart. LU will also provide two four-wheelers for the runners. Felix didn't have any concern about crossing the road as the teams will be on the trailers and not walking. Normally, he arrives at 7:30 a.m. but he will come in earlier on May 1 and we will be able to set up the prior afternoon. Parking for the buses will be on the gravel area of the lot. If that is insufficient, then additional parking is readily available. Felix offered the use of the grill for lunch so the caterer would not need to bring one. LU has the 15-18 tables needed for the stations, registration, etc. The committee looked around the building and tentatively identified the rooms to be used on the day of the event.

DeDe will do the nametags for the volunteers. Rose Marie will send the list of names when it is final. DeDe will get the card stock to fit Soil and Water's holders.

The committee reviewed the aerial photo and discussed possible sites with Felix. There is further need to discuss specifics with Mary to see what the test writers want. The aquatics station could be in the Aquaculture Building where research is being conducted.

In relation to the judging sheets, the judges will need guidance for such things as the number of references a team is expected to cite and the importance of a single viable solution presented. There will be no need for easels as posters could be displayed with the clips or push pins on the white boards available in the classrooms. Judy has the timer supplies including stop watches and time cards.

Judy went over the materials list with the committee and assigned a few items left to bring on the day. The committee is to wear an Envirothon shirt of choice to the Missouri Envirothon.

The committee discussed the advisor activity. Colleen is checking with her husband, Steve, who is on the LU faculty for suggestions of someone to discuss ongoing research or other topic of interest. The Aquaculture Building could be a back-up plan.

The award presentation procedure will be the same as last year.

Evaluations were already discussed with suggestions from 2002. It was felt that the teachers need a separate evaluation directed toward their perspective of the competition to be sent to them directly.

**Review of Orlando Meeting** Judy reported on action taken and announcements made at the board meetings in Orlando in February. She reported on the response to the three options for the 2005 current issue presented at the Executive Board Meeting. Canon wants landuse changes modified to historical landuse and also include savannas with it. Missouri also plans to include karst issues, too. Missouri is to have the final topic to be presented at the 2003 Canon Envirothon in Maryland. A resolution was adopted requiring the new topic to be posted on the web site by August 1 of the year prior

to the competition. In the past, it was September 15 so this moves the date up six weeks. It is not expected to have any impact on Missouri for 2005.

Some other action taken in Orlando is that there will no longer be an annual logo. Canon expressed concern, and the executive committee concurred, that the Canon Envirothon is an annual event held in various locations. By having a different logo each year highlighting the location hosting, it appears to be more of a state-sponsored event rather than the Canon Envirothon. West Virginia is not pleased with the situation due to concerns about fundraising. Judy does not feel that this will impact 2005 as it has always been presented to potential fundraisers that it is the Canon Envirothon being held in Missouri. This does mean that there will not be a state shirt, which would mean one less expense for Missouri. Peggy mentioned that Missouri could still have a t-shirt and make it available for sale during the contest. This could be a souvenir for students plus make money, too.

In the future, the Canon Envirothon will be held on a regional rotation. Canada is on track for 2006 and will either be hosting at New Brunswick or jointly with Manitoba and North Dakota. New York is planning to submit an application for 2007. This next Envirothon will include South Dakota and Louisiana for the first time.

**2003 at Maryland** Those that will be going to help from Missouri have been requested to be in place on July 23<sup>rd</sup>, ready to work on July 24<sup>th</sup>. The dorms will be available at that time for those early arrivals. The teams will not be arriving until that Friday. At this time, those planning to go are Peggy, Carol, DeDe, Judy, Rose Marie, Tina Hovendick, her daughter, Deneen Jenkins, Mary Burt, Jennifer Lewis, Sheila Braden, and Travis Dinsdale. Carol's sister, who lives in the DC area, has agreed to be an oral judge. Judy will forward the list of names to Maryland with the job preferences based on what kinds of responsibilities they will have for 2005. Although Maryland is in good shape in respect to help for support to their competition, they are counting on Missouri to be very involved. Seeing the real work will give the Missouri volunteers the maximum amount of experience to be gleaned in anticipation of 2005.

Registration will be \$375 each, which includes food and dorms. Airfare should be about \$250. The Missouri Envirothon and NRCS will probably rent vehicles as non-state employees can no longer ride in rental vehicles procured by state employees. Arrival times will be coordinated in order to carpool the 90 minutes from Baltimore to the college.

Peggy has the forms to be submitted acknowledging Missouri's intention to send a team to Maryland, which she will complete. Plans are still in place by the host state to sponsor a one-day trip into Washington DC. If Washington is not considered to be safe due to war, then an alternate activity will be substituted. Maryland is acutely aware of the need for flexibility. The safety and security of the students is of the highest importance.

**2005 Update** DeDe announced that the site administrator for Wilson Creek is leaving. She has met the replacement. When that person is on board, the committee will schedule a meeting. The new person is aware of the Envirothon activities and supportive.

In light of additional states coming in 2003, it may be necessary for Missouri to adjust the budget for 2005. Some growth was built into the budget, but it may have been too conservative.

**Next Meeting** The next meeting of the Missouri Envirothon Committee will be April 22 at the Lincoln University Carver Farm at 10:00. A post-event meeting to wrap up any remaining details is scheduled for May 29 at 10:00 in Columbia. The May meeting should include the regional chairs, if possible.

Being no other business that could be conducted at this time, the meeting adjourned at about 2:30.

Rose Marie Hopkins  
Secretary