Who
- Shig, River, Fran
- EEAC Steering Committee
- EEAC Membership
- EE Professional Development Providers serving NYC
- Developer(s) for rate quotes (ask Sarah P.)

What
- A searchable database of NYC place-based EE professional development offerings for educators on EEAC's website.

Where/When
- Website Working Group Meetings (Outside of Steering Committee)?
- Monthly Updates at EEAC Steering Committee Meetings
- ~~EEAC Climate Change Conference - City College (December 2020)?~~
  - ~~An opportunity to update the public about progress and ways to be involved in project~~

Why
- To strengthen the teaching of Environmental Education in NYC and further meet our mission.

How
- **(Project point person/Deadline)**

Meeting Agenda 8/12/20
Attendees: River, Shig, Fran, Mary M.
Questions to Reflect on for Clearinghouse
- Recap: How did this idea emerge from TEEP? *What was the original idea? Why was there urgency behind the request?*
  - *1st TEEP annual meeting, one of the needs brought up up for teachers to find out about PD and EE. That year, DEC allowed River to make this a work project and with the help of an Intern created a database. It has lived there and there there is a google form for orgs for folks to add info, and folks have been adding to it from last TEEP meeting.*
  - *This conversation has been going on for a while, seems like an obvious function for EEAC to serve. Field trip and resources - DOE list of partners, originated to EEAC, we've lost our attachment partners, DOE is bypassing us completely.*
- How accurate is this vision of the clearinghouse? *Do we need a new name?*
  - *What are our next steps here?*
    - ***New bucket for youth-led opportunities***

- - *Curricula, training opportunities speaks to what is in the same wheelhouse for PD (place-based NYC)*
    - *Field trips, internship, field trips is a stretch something else like Explorable Places*
        - *Sometimes field trips are connected to PD'*
        - *Explorable places… also booking trips from website*
    - ==**Fran can update document to clarify meanings of headings and possibly downplay field trip role?? Discussion to be had here…**== --draft communication
    - DSNY website can link to the page at the org education page that is updated yearly
    - Primarily for PD but can check box if field trips offered and link to ed page
    - Explorable Places is a for profit
    - Discussion about this name happened, seemed to be stick.
- How much of the database of PD opportunities is ready to share as is? How much of it needs fact checking especially since Covid related shifts?
    - *What are our next steps here?*
        - Not very up-to-date: who to contact and what to offer
        - List feels complete!
        - **Google Form exists to get updated data to gather that information, but not connected with database**
- How ready is the website to host a first lift of a database? How comfortable is Shig taking on these responsibilities? Where does Shig need support from SC and membership?
    - *What are our next steps here?*
    - Scope of work needs to be defined. Shig has an idea of a scope.
    - **We could go something now… it could take a couple of hours, but it would be a first step.**
        - Shig has been using word press and playing with functionalities
        - Plug-ins in Wordpress, many are free: Participant Database
            - Simple, not a full database
            - Mainly meant for people who want to join a club or org, can sign up on the website themselves
            - We could set up a system to invite the org to sign in and enter the info, or we do it for them and invite them in
            - Add-on is easy, you can buy additional features to make it more functional
                - Drawback: the way for other people to add their organization to the website if we give them the sign in form, they just enter their link and email
                - After $10 you establish a login page
                - When we have these little things adding up, sometimes they do work well, sometimes they conflict with each other and hurt the system

- If we want to be really big here, we'll need a big database
  - To do this properly, need expertise and time to manage it by hiring a pro
  - A database whether online or in a computer in-house, 2 ways to look at it
    - DESIGN PHASE
      - *Nothing to do with software*
      - Can be moved to any software once done
      - Figure out all the data
        - Interview enough of the folks who will be entering data (for example. Dates and fee info)
        - IF there is a lot of info, we want orgs to enter it themselves
      - Set of fields needed (name of org, etc).
      - Can adjust, but not significantly
      - https://docs.google.com/spreadsheets/d/1d49q9XqFTn9WLdpGDrwKbjMRTJKRc-kp1ZoPcV3ptY8/edit?usp=sharing
        - Shig's suggested fields for database
          - Pattern of plug-on, groups fields according to relationships
          - 1st set in design
          - Can link to membership free version, org. Level is $279
          - Once this sheet is completed, then the clearinghouse spreadsheets can be added by reconfiguring fields
          - Once that is done, that can be converted into upload as csv.
- Next step(s):
  - **Defining fields for database**
    - **Field/Labels >>**
      - **Shig will solidify, Fran will set up google doc to collect feedback from SC**
    - Under programs, we could re-use spring survey
      - DOE wound up sending one out that reached more folks

- **Spring Curriculum Survey as a reference for fields**
  - In some cases we had a description of what we are asking… that can be done w/ a sign up form
  - We would then contact these orgs/or reference org to see what we are missing, then we can reach out
  - <mark>**River can check for contact info in database now to make sure they are okay**</mark>
  - **Shig can set up webpage by seeing email**
- <mark>**Wednesday September 9th… next meeting__Fran will send out, Zoom will set Zoom link**</mark>

- IMPLEMENTATION - **TBD**

Other questions

- How do we determine if we need an outside developer to take on the job of rebuilding the website? **(TBD)**
- How would grant funds help build capacity for this work? - **TBD**

To be completed by 3/13: Next Steering Committee Meeting 3/18
- Identify potential funding streams and application deadlines (google spreadsheet) - **Fran**
- Add information about relevant DEC grants to spreadsheet (google spreadsheet) - **River**
- Identify pre-existing websites that have searchable databases (google spreadsheet)-**Shig**
  - Possible people to Consult: Susan Anderson: Go Green BK, Meg: Explorable Places
- Create working draft of project one-pager pulling from TEEP presentation - **Fran**
  - **Draft: https://infograph.venngage.com/ps/Mzoo5Exp3RA/eeac-clearinghouse-one-pager_20311**
- ~~Establish an initial work plan with accountability deadlines - **Fran**~~
- ~~Developed a survey for NYC place-based professional development providers to determine needs (110 organizations in database) - **River**~~
  - **In opportune time to ask about**

To be completed by next steering committee meeting 4/18?
Fran will create a collaborative list of ways orgs/individuals can interact with the website and identify which items could potential be funding streams
Shig will continue to explore website architecture and functionality

ALL can update collaborative documents (funding sources + websites)

Need a deadline
- To develop a survey for EEAC membership on professional development needs-**River**
    - **Is it a google form?**
    - **Thorough process over 3 years asking needs, what else will we find out?**
- **[Google Form](#) for providers to give us their PD info**

Need project point person and deadline (pending)
- **Develop Revenue Stream Model(s) for Website**
    - How can this website generate funding for EEAC? Who can develop models and projections for us?
    - I.e. explorable places - bookable field trips ~$375 a year to book website
    - Our wants: perhaps up-to-date calendar of offerings that organization can edit/add to for a cost
- **Reach out to organizations in database to confirm offerings**
- **Check if links are working in database**
- **Determine range of costs associated with a website that could meets our stakeholders' needs including on-going maintenance**

Need a committee process to determine next steps and deadline
- Reach out to potential funders
- Apply for grants
- Accrue funds
- Determine who will create and manage website (consider hiring an independent contractor to oversee practice)
- PR around website launch
- Launch site
- Plan celebratory event around website launch
- Utilize

Resource(s)
- **To build the capacity of group:**
    - [Candid](#) (formerly the Foundation Center)

Notes 3/18/20 call notes
River, Shig, Fran (5pm to 5:20pm)

River updated grant pages for DEC funding sources, updated form for organizations to provide feedback about their course offerings (not sure when to send). Unsure what more we can learn from users/members because the process has been ongoing for the past 3 years.

Shig exploring database websites (looking at current websites, wordpress to see how it can be utilized as a database, it's limiting to a theme for how it looks, we want not just how it looks and how it interacts (search categories, functions, can people post or not, how organizations want to access their information -- an interface thinking)

> Learning how to customize the themes (something crude to play)
> Working on functionality
> - How it would look - related more to strategic planning>>redesign + clearinghouse
> - Then we can think about what resources do we need, at what point do we need to interact
> - What would be searchable?

Fran will create a collaborative list of ways orgs/individuals can interact with the website and identify which items could potential be funding streams