

BOARD LINES

A MONTHLY TRAINING NEWSLETTER FROM KEEP TENNESSEE BEAUTIFUL TO TENNESSEE KEEP AMERICA BEAUTIFUL LOCAL AFFILIATE BOARD MEMBERS



Reed Hoping for BIG Results from Annual Report

Each year, Keep Tennessee Beautiful (KTnB) affiliates are required to do an annual report, which is sent to Keep America Beautiful (KAB) and KTnB.

This report is filled with facts and figures, describing what was accomplished that year.

More importantly, it shows the cost benefits of each program to their service area.

If utilized correctly, annual reports can be a helpful tool to each organization, tracking each affiliate's successes, as well as providing a case for why continued financial support is warranted.

Keep Sevier Beautiful (KSB) Executive Director Elizabeth Reed has been busy putting her annual report to work via "THE BIG CHECK".

For the past couple of weeks Reed has been hauling around "THE BIG CHECK" to town meetings in her service area (Gatlinburg, Pigeon Forge, Sevierville, and Pittman Center).

"THE BIG CHECK" shows your funders or potential funders what they might have paid for the programs and projects you provide. In these difficult financial times, it is important you show in hard numbers what you are worth," Reed explained.

"It is hard to beat our value as affiliates. We give an awesome return for every dollar invested. Meet with the people who get to make the decisions on [your] budget. It may be a committee, or you may need to go in front of the entire council. Either way, a 'BIG CHECK' is

hard to ignore and will remain in their memory as they sit making budget cuts."

"THE BIG CHECK" is an idea Reed borrowed from KAB's Cecile Carson, a presenter during the New Directors Workshop at the 2010 KAB National Conference.

Reed has attended this workshop each year

she has attended the KAB National Conference, as a refresher. She is always searching for new ideas to utilize at KSB.

Reed notes that the annual report also should be reviewed with the affiliate board, as an education tool.

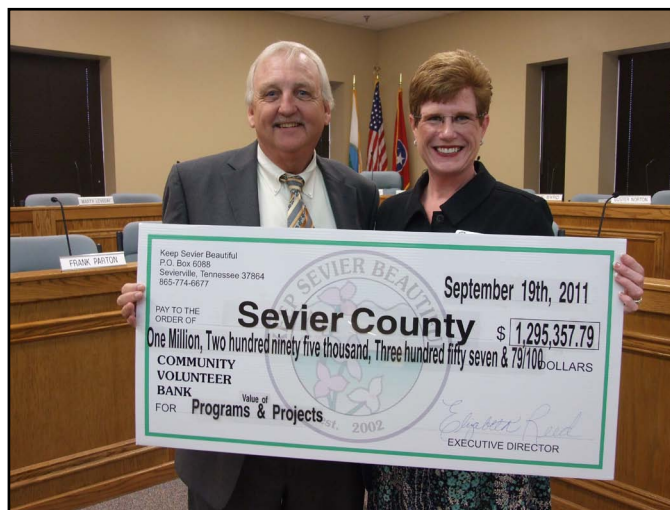
She recently reviewed her annual report with KSB's board members. During this meeting, Reed explained to them cost benefit analysis, and highlighted accomplishments of the organization, creating pride for their hard work.

"It also shows where we can improve and that helps with long term planning. It helps them as they are your

first line in getting the word out about your affiliate. They are your cheerleaders and you have to teach them the cheers," Reed said.

Reed hopes that utilizing her annual report in this way will help to eliminate and prevent budget cuts in her program.

"The annual report is a tool and needs to be used as a tool, not just that dreaded report that we have to do in August every year."



Picture Courtesy of Elizabeth Reed

Keep Sevier Beautiful (KSB) Executive Director Elizabeth Reed (right) is pictured with Sevier County Mayor Larry Waters and "THE BIG CHECK" at a recent meeting in which Reed explained KSB's cost benefit to Sevier County. "THE BIG CHECK" displays the actual value (\$1,295,367.79) of KSB to Sevier County.

Send us your email address to receive BoardLines: emcdavis@memphis.edu.

BOTTOM LINE

"The influence of a beautiful, helpful character is contagious, and may revolutionize a whole town." - Collier Graham

Tips to Reduce Your Office's Waste: Computers & Other Techniques

Computers

Like other appliances, computers can be major energy hogs. Adjust screen savers, energy plans, and quality to streamline your company's computer efficiency.

1. Unplug computers when not in use: Encourage employees to shut down and unplug their computers when they leave the office for the day.
2. Buy for quality: When shopping for computers, buy units that will last and avoid becoming obsolete too quickly. This way, you will avoid contributing to e-waste.
3. Buy for energy savings: When shopping, be sure to ask if your computers, monitors, and printers are energy efficient.
4. Give your computer a nap: Ask your IT department to set your computers to go to sleep when not in use. Creating short energy breaks can cut energy use by up to 70 percent.
5. Banish screen savers: Make sure that employees know screen savers won't save energy. They eat up lighting and processing energy. Instead, set screen savers to "none" or "blank screen."
6. Buy smaller monitors: You can reduce your monitor's consumption by up to 30% by using a 2-inch smaller monitor.
7. Consider laptops: Consider buying laptops instead of desktops, as they generally use less energy and are more efficiently made.

Miscellaneous

Every little thing adds up when it comes to office waste. Check out these tips for even more ways to reduce your consumption at work.

1. Use simple cleaning supplies: Discuss cleaning supplies with your maintenance crew. Ask them to consider using cleaners like baking soda or vinegar instead of commercial products.
2. Do the dishes: Provide reusable dishes, silverware, and glasses for luncheons.
3. Provide filtered water: Instead of bottled water, provide employees with filtered drinking water, and reusable cups.
4. Install low-flow faucets and toilets: Help conserve water by installing low-flow faucets and toilets in restrooms and other common areas. This will also help conserve electricity by reducing your water heater's output.
5. Buy local, organic coffee and tea: If you provide coffee or tea service to employees, be sure that it's local and organic to reduce your environmental impact.

6. Consider office sharing: If you have a number of employees who do not use the office regularly, consider assigning offices based on a schedule. You will save on utilities, equipment, furniture, and more.

7. Plant a tree for gifts: In lieu of sending a holiday gift to clients, plant a tree in their honor.

8. Buy sugar and cream dispensers: Avoid paper packets and save waste by offering employees sugar and cream in large dispensers.

Information courtesy of www.sciencealert.com

**Keep America Beautiful's
58th National Conference
Renew. Restore. Regrow.**



**Where: Harrah's Hotel New Orleans
When: Nov. 30-Dec. 2**

Make your plans today to be in attendance at this year's KAB National Conference. You will hear from KAB experts and affiliates on best practices in beautification and community greening, fundraising, environmental courts, board development, and social media.

This year, KTnB and TDOT will pay \$200 towards the registration of one person per affiliate to attend the conference. When you are registering for the conference, enter TN200 when it asks if you have a discount code. The \$200 will be automatically deducted and billed to us.

Register by clicking [HERE!](#)

Keep Tennessee Beautiful's mission is to educate and rally Tennesseans to take personal responsibility for improving their community environments through litter prevention, beautification and waste reduction. Located at The University of Memphis, Extended Programs Division, KTnB is sponsored by the Tennessee Department of Transportation.

Tennessee **KAB** Affiliates are supported by:

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