

BOARD LINES

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



Board Members: A Central Part of KTnB

An organization is only as strong as its board.

Board members take on important tasks to help the organization survive and attain success.

These affiliate board members are irreplaceable, and are one of our most important assets. **As one of those board members, YOU are a part of Keep Tennessee Beautiful, as well as your own affiliate.**

Keep America Beautiful (KAB) has a national network of over 580 local affiliates. These groups combine education with hands-on stewardship to address the needs of communities effectively at a local level.

At the heart of these affiliates are their boards. Board members enable affiliates to exist and grow. Those affiliates, in turn, work with and support state affiliates,

and those state affiliates funnel directly into KAB. Board members of local affiliates are actually part of three families: the local affiliate, KTnB, and KAB.

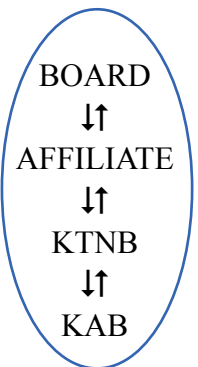
Without local board members none of this is possible. KAB is a grass-roots organization.

As a result, the 24 affiliates here in Tennessee serve as the backbone of Keep Tennessee Beautiful, and we want to be a resource for you.

As a refresher, a board member's responsibilities include the following:

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements.

KTnB appreciates the hard work, sacrifice, and overall great efforts that board members bring to support each KTnB affiliate. If we can help you with training, questions, or just general support, please feel free to contact our office. We are all on the same team!



Personal Characteristics to Consider When Looking for New Board Members

1. Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
2. Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself.
3. Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
4. Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your non-profit's development, a sense of humor.

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

BOTTOM LINE

"No act of kindness, no matter how small, is ever wasted." - *Aesop*

Tips to Reduce Your Office's Waste: Equipment Waste & Electricity Usage

Equipment Waste

Manufacturing office equipment contributes greatly to reducing air quality and landfill waste. Consider these tips when you are purchasing equipment for your business.

1. Buy used furniture: When appointing your office, check out sites like Craigslist or FreeCycle for cheap or free used furniture. You can also check out remanufactured cubicles for both cost and environmental savings.

2. Recycle cds: Do to usage of flash drives, you may have a ton of old cds stacking up at your office. Visit

www.cdrecyclingcenter.org and mail your old cds to them. They will recycle them for you. You only have to pay for shipping.

3. Buy used copiers and faxes: Manufacturing equipment like copiers and faxes creates lots of waste. Buy used equipment to eliminate waste, but make sure that they are still efficient.

4. Unplug equipment when not in use: Encourage employees to shut down and unplug copiers, printers and other equipment when they leave the office every evening.

5. Recycle your e-waste:

Cell phones, computers, printers, and other equipment can often be recycled. Look for recycling programs in your area that accept these kinds of materials.

6. Buy high-quality equipment: When buying equipment, be sure to purchase something that will last and not become obsolete quickly. That way, you will avoid having to buy new equipment and contributing to manufacturing waste.

Electricity

Small changes in air conditioning, lighting, and fixtures can make a huge difference in your energy consumption. Follow these guidelines to save the environment and save on your electricity bill.

1. Change your thermostat: Set your thermostat a few degrees lower in the winter and a few degrees higher in the summer. Encourage employees to bring personal fans and sweaters to ensure that they stay comfortable.

2. Switch to compact fluorescent bulbs: As your current light bulbs burn out, replace them with compact fluorescent bulbs. They are more efficient and last much longer than traditional bulbs.

3. Buy from a green energy company: Many utility companies generate their electricity using wind or other alternative energy sources. Consider purchasing your electricity from one of these companies.

4. Create an after hours and weekend thermostat setting: If you know your employees are not going to be in the

office, create a setting that conserves more energy during these hours. Be sure to allow an override function so that it can be changed if someone decides to come in to work.

5. Turn off lights when not in use: Ask employees to turn off lights when they leave. Invest in automatic switches in places like the bathroom and supply areas so that they turn on and off whenever someone enters or leaves the room.

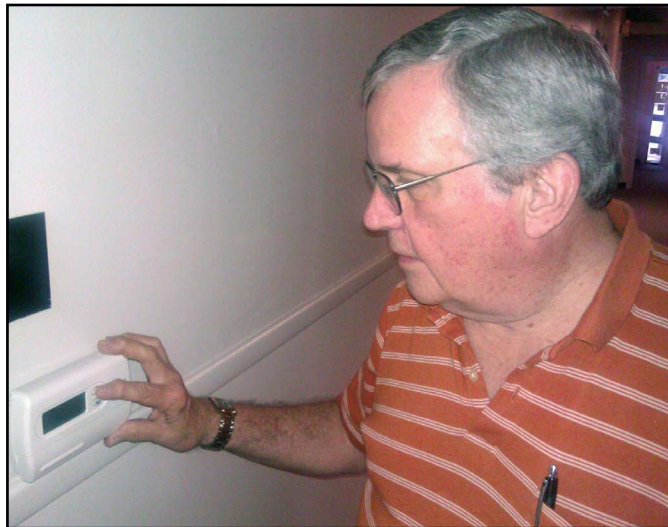
6. Take advantage of natural lighting: Install windows and skylights so that you can use natural daytime

light instead of electrical lighting.

7. Buy Energy Star fixtures: When buying fixtures, look for the Energy Star label to save at least two-thirds more energy than regular ones.

8. Unplug vending machines: When your office goes on vacation or leaves for the weekend, unplug vending machines.

Next month's issue will feature tips on how to reduce computer energy usage, as well as some miscellaneous tips on office waste.



Keep Tennessee Beautiful Chief of Staff Gordon Wilson pays careful attention to the temperature at the KTnB offices via the thermostat, setting the temperature a few degrees higher in the summer to conserve energy.

Information courtesy of www.sciencealert.com



[Click Here to Buy StopLitter Items!](#)

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:

Keep America Beautiful, Inc.
1010 Washington Blvd.
Washington Square
Stamford, CT 06901
Phone: 203.659.3000
Fax: 203.659.3001
www.KAB.org

Keep Tennessee Beautiful
The University of Memphis
976 W. Park Loop, Ste 113
Memphis, TN 38152-4110
Toll-Free Phone: 888.862.5326
Fax: 901.678.4924
www.KTnB.org
www.stoplitter.org