

**NCSTA Board Meeting
January 26, 2019
Meredith College**

Members Present: Carrie Jones, Ben Owens, Joette Midgett, Manley Midgett, Mary Ellen Durham, Cliff Hudson, Carol Moore, Meredith Mitchell, Molly Barlow, Evelyn Baldwin, Mary Kate Holden, Kay Swafford, Becky Dunstan, Mike Tally, Erica Caine, Lori Khan, Rebecca Robison, Monique Simmons, Alisa Wickliff, Michelle Chadwick, Kim Alix, Raulston James, Angela Adams and Carol Maidon.

Happy New Year if we didn't say so already!
Doughnuts, coffee and juice were served at 9:30 am..

GOAL GET KIDS EXCITED ABOUT LEARNING SCIENCE IN NC. BE MEMBER CENTERED!
Value of PDI's as educators. Networking!

A quorum was met.

Carol Moore indicated who can vote and who cannot vote.

Carol called a point of order for an item not on the agenda to recognize Past President, Mike Tally. He was given a clipboard for planning the PDI as well as hand crafted pen. Mary Ellen Durham recognized him as well as Carol Moore as incoming president with a gift of bright ideas light bulb.

Carol Maidon reviewed information on Parliamentary Procedure. She asked, "Why do we use Parliamentary Procedure?" It's to offer an opportunity to allow everyone to speak to an issue when there are concerns. Before we can vote on issues, we must establish a quorum: a majority of Executive Committee and a majority of the District Directors. Carol Moore added we have quorum for today's meeting. All board members can make motions and second those motions. Please say your name when you make or second a motion. Complicated motions should be submitted in writing to the secretary. Amendment language was discussed; there is no friendly change to the motion. Call for the question does not go to a direct vote. It needs a $\frac{2}{3}$ vote to pass that motion which is to stop the discussion. The original motion also needs a vote. Our constitution states we must discuss the motion. If no quorum, we can just discuss, but no vote taken. The Agenda belongs to the whole Board. It can be amended; items can be added or subtracted. We vote on the proposed agenda, then we start. Minutes require a vote. The Treasurer's report does not require a vote. At Lunch, to stop the meeting, a motion needs to be made. Once we return from lunch, a motion is required. To adjourn a motion is required. Carol's expertise in parliamentary procedure came from serving on a School Board.

Carol Moore moved to approve the agenda. Mary Ellen mentioned Joette's report should say Business Manager instead of Finance report. The agenda was approved as amended.

Minutes

Any discussion on minutes for August?

Vote to approve minutes from the August meeting, passed.

November minutes, any discussion or amendments?

Vote taken, minutes were approved.

Business Manager's Report

- Joette mentioned we were at a low point in membership. 352 current members, agreement reduced membership rate, no numbers given from the Charlotte Regional Conference. A bit late not unusual. Membership is tied to the PDI, in conjunction to PDI registration. In 2017 people joined at the PDI, but then their membership expires in 2018. Carol Maidon distributed a handout looking at membership numbers since 2007. Normally, we lose an increment of 500 after we host a regional meeting. People think because they join NSTA they are automatically a member of NCSTA. Past Presidents get lifetime membership for NCSTA as well as the Vi Hunsucker Award winner. Have not received the funds from Charlotte conference. Financials do not look as good, proposal were delayed as well. We had a later conference, probably a few more weeks before figures are given to us. Joette mentioned a board vote needs to happen to co-host the NSTA Regional Conference. However, we would be competing with them if we failed to co-host.
- Joette has sent all of the reimbursement docs. 4 documents. 2 versions of 2 documents. Travel and then other expenses. You can print one of the forms or you can send it digitally. This procedure has been in place for two years. Reimbursement checks come directly from the bank. They come to you in a timely manner. If you don't receive a check within a week, please contact Joette Midgett.
- Ann McClung is now in charge of Constitution & Bylaws. Changes to the constitution are probable for today, so it will be updated for the next meeting. Joette will send this to us as the board. Joette has written a motion matrix of minutes all the way back to 1973. She found 5 motions that were not in the policy manual. She has color-coded information in the policy manual. Our policies show we recognize the Science Fair winners, but we haven't done this for years. To change this will require a vote. Joette has coordinated with Ann McClung. We either get rid of what we no longer do or we do it. She made font changes. Please review changes to the constitution before the next meeting as well as the body of the Constitution. When Fred Beyer died he left NCSTA an Endowment. He donated \$500 to trust fund each year when he was living. His endowment provides \$500 per year. However, he did not state how this endowment was to be used in his will. It is up to us to decide this. Joette found a procedure in the 1980's, that this would go to the Trust Fund. She suggest going through the History is a neat activity.
- Financials were sent with today's Profit and Loss Statement. See hard copies or emailed ones. Please review carefully. Conference income is money collected from last conference in January and February Expenses \$62,451.86 Net Income -\$26,403.25 Everyone that attended the regional from NC will be a profit to us, change from before when they had to pay their dues to be members. We did not touch saving last year, Carol Moore asked how many times we had gone into the saving account.
- Trust Fund...Fund we don't touch. Almost \$100,000.00. If we could collect \$450 today, we could get to this point.

Motion from the Executive Committee as presented by Carol Moore
Motion: The Ad Hoc committee of Science Fair, Science Olympiad, Envirothon, and Robotics be combined into a committee named Student Competition.
The motion passed.

Motion from the Executive Committee as presented by Carol Moore
Motion: This new Ad Hoc Communications Committee. It will have the following responsibilities: introducing the Board to new technologies, be in charge of the associations social media platforms such as Twitter, Facebook, and blogs. They will also play a major role in suggesting website changes.

- **Amendment of the motion** establishing a Communications Committee was made by Raulston James to change the existing motion to rename proposed Communications Committee to the Public Relation Committee. It was noted that this committee doesn't include the Reflector because this is part of the Publications Committee (a standing Committee) although there has not been a publication in two years.
Motion on floor, any discussion?
This amendment did not pass.
- **Mary Kate motioned to amend the motion to include that the duties are to add to enhance communications and public relations (at the end).**
This motion to amend passed.
- **Carol Maidon made an amendment to the motion to add that the Communication Committee absorbs the responsibilities of the previous ad hoc committee of Technology Committee.**
This motion to amend passed.

With the above listed amendments, the motion to establish the Communications Committee passed.

Point of Clarification Publications is a separate entity.

Ben Owens asked for clarification regarding the Communications Committee with expanded duties.

Motion on Reimbursement Policy from the Executive Committee as presented by Mary Ellen Durham

Motion: Reimbursement of lodging costs for attendance at the NCSTA Board meetings will be determined by the following: if there is no adequate hotel/motel available near the location of a NCSTA board meeting that offers the North Carolina State Employee rate, the treasurer, with assistance, if needed, of a board member residing in or near the district in which the meeting is scheduled, is to research the quality and rates of area hotels and identify to the NCSTA Board a hotel to be used for lodging with rates closest to the North Carolina State employees rate. Reimbursement for lodging at another hotel will be limited to the rate of the recommend facility.

Rationale: Most of the desirable hotels in the larger North Carolina metropolitan areas currently only consider the US government rate of \$115.00 per night. Sometimes we cannot find an appropriate hotel, reasonably close to the Meredith College meeting site for the current NC state employee lodging rate \$71.20.

Attendance at Board Meetings, if no adequate hotel near the meeting site, the treasurer or his/her appointee shall research the quality and rates of nearby hotels. Members will need a state employee id.

The Motion carries.

NC increased its mileage rate to \$0.58

Mike Tally in charge of PDI for this year.

Brainstorming Activities led by Carol Moore.

Rules...for the activity

1. One Idea per sticky note
2. Write down your ideas
3. When you write idea down, build off each other then classify. Don't look at each other look down.
4. Place ideas on poster paper with sticky notes and share your best ideas per classification (keynote speaker, sessions, incentives, pr)

Mike will combine all this together to help with the planning of PDI.

2019 Budget and Conference Items

Mary Ellen Durham discussed the Finance Committees meetings/work.

- No Treasurer's Report due to our budget planning and conference planning.
- Streamline the budget spreadsheets
- Numerous budget requests
- Special thanks to committee members: Carrie, Cliff, Meredith, Joette and Mary Ellen
- This is a proposed budget
- Bulk of monies we get in the fall from PDI and carries over for the year.
- Budget proposal based off of 2017 not off of the joint Regional meeting in Charlotte.

Mary Ellen Durham Discussed the Budget Recommended by the Finance Committee

- Allocating that much money and if doesn't cost that much it doesn't cost that much.
- Operating Expenses are our bills!
- Traditionally, we have sent a representative to CAG (Congress of Associated Groups)
 - Normally goes to President-Elect, another executive board member then to District Director, but Carol Maidon is traveling abroad at that time. The date is 3rd week of July 14-17 in D.C. The Finance Committee left money in the budget for this trip. Mary Kate Holden volunteered to attend as our representative with understanding that she will share her experience there.
- Renewal year for SMORES comes due April 6th..... Ben Owens made a He suggested to leave it in budget and take out the name defer to the Finance committee by March.

- Reasonable amounts funds were dedicated for plaques and the grant funds were kept in the budget.
- Annual audits maintained in Bylaws and Constitution
 - Internal Review Mary Ellen and one of her committee members on yearly basis.
 - Periodically needs to be an external review (last one five years ago)
 - Recommendation internal review this year (no cost) and next year external audit (with cost and multiple people involved). Finance committee will report the findings.
 - Internal audit to be held within the next few months.
 - Raulston James said you could do an internal audit 4 out of 5 years.
 - Audit more extensive than reviews.
- B-Wellcome is not a donation but a grant.
- \$400 was added to this year's budget for meeting lunches. At one time Board members received a per diems for lunch; later members were asked to contribute money for the lunch ordered (as a means to save money). Request to include this amount in the budget so the president elect would provide pre ordered food for 2 meetings.

Motion by Rebecca Robison to recess for lunch

Seconded by Evelyn Baldwin

Motion Passed

Motion by B. Woodard to start back up from lunch

Seconded by Cliff Hudson

Motion Passed

Mary Ellen Durham continued her budget explanation.

- HOSTECH Server shared with multiple entities. There have been instances that error messages have occurred. Joette has been working with them to be cleared up resolution for this to be taken care of. Slightly changes to the motion, from \$25 to \$83 dedicated server to partner with Math organization. Split cost with Math Organization. No one makes money off the other. Joette thinks the original problem was fixed. At next meeting we will revisit how the server is working. It was put in the budget to use as needed.
- Video Conferencing for Digital Meetings Variety of options for past meetings. Purchase a Zoom account. Finance committee let Mary Ellen do due diligence by researching this issue. Maybe someone had access already. She contacted Campbell University. They shared her plea with the Provost of Campbell. They will supply free of charge 3 accounts for Executive, regular board and committee meetings in their CISCO Webex which can be accessed by phone, email or tablet. It is a multi-faceted technology.
 - Due to the Emeriti status of Maidon and Durham, we have a three-year time period for us to use. The Executive board will do a practice run before we need to do a virtual meeting. Carol Maidon, Mary Ellen Durham and the webmaster will be the contact person for this use. Please Use! Mary Ellen has sent a thank you acknowledgement.
- The Finance Committee agrees with PDI Committee regarding budget allocations based on the fact of B-Wellcome funds. Add at least two food snacks during PDI.

- Mike Tally mentioned “Make A Wish” Campaign by regions. Wish list to fund special project, like a mini-grant. Spend the money and get reimbursed. Option for all 8 regions, \$300 maximum. They must be present to win and would be acknowledged at our conference.
- Money included Past President Breakfast, Student Teachers’ Event, prizes, etc.
- Share-A-Thons within the Vendor Halls
- Do something for our presenters.....Certificates,etc. Incentives for many years of presenting. Get a Voucher for Drinks at Concessions (Goodie Bags) They would probably be willing to come back to present.
- \$8,500.00 for the reception includes B-Wellcome funding. If we don’t receive these funds, no reception will be held.
- What do we want our Event App to include, Ben and his committee will look at this and share at the next meeting. SCHED system for apps used by other states that border us.
 - Include schedule changes and updates to sessions
 - Someone have a Session N/A Box if one session is cancelled.
 - Conference APP included in the budget

Mike Talley Discussed the PDI

- Strand on Digital Literacy has been included. Teachers now need Digital Credits. How do we use this literacy to teach science? Need a dedicated verbiage of digital literacy.
- Angela mentioned the verbiage is found on the DPI website. Angela will help coordinate this discussion and review of proposals. Carol Maidon mentioned the presenters must meet the goals or teachers are not eligible for those credit. People with expertise in this field, we hope, will consider presenting.
- 2 big rooms - Exhibitors and Reception/Awards
- Lower budget supplies this year for registration. Identify first time attendees (colored sticker). Conference registration form will have to include a check to indicate this.
- Carol Maidon mentioned plaques are very costly and that is covered under the grant.
- It was noted that perhaps participant attendance cost be inclusive with parking. Schools will not reimburse for parking but will pay for registration.

Goal---for budget to be balanced!

2017 Total Income \$136,024.86 based on 574 attendees at PDI

2 Ways to Balance The Budget

Cut costs or Raise cost of Registration at Conference

Raise rate by 10 dollars gives us \$5,740

By 20 dollars gives us \$11,480

By 30 dollars gives us \$17,220

By 40 dollars gives us \$22,960

By 50 dollars gives us \$28,700

- It was asked to do this in increments of \$40 or \$50 increase. Joette noted that if we raise rates, the forms have to be reprinted to include the rate change.
- Even if we raise the rate, it’s cheaper than last year, if we are going to increase the price this will be the best year to do it. In 3-5 years we will see the difference.

Finance Committee Motion on Registration Fee

- **Rate Increase by \$40 pre-registration \$130**

Amendment to the Motion

- **Motion to amend by Alisa Wickliff to increase by \$60 Carol Maidon Seconded.** This would make \$150. One District Director mentioned she has to pay out of pocket.
 - However, registration will now include parking, make it enticing. We must hype the 50th birthday celebration.

The vote for the motion to raise registration to \$150 was passed. There was 1 opposed; 1 abstention. The motion carries

**Motion was made from the Finance Committee to accept the 2019 budget.
*The motion unanimously passed!***

Ben Owens was introducedTwitter and Social Media

- Who manages our tweeting? 432 followers currently.
- Different can be different types of chats by subject. Earth Science, Biology, Chemistry
- District Directors can tweet out information to their members.
- Google Tweet Deck
- Optimal time to post is Friday nights.

Overview of Ben's Communication Committee:

- Social Media Platforms
- Website, Twitter and Facebook
- Goals: go to resource for news and tools
- Don't try to be the single clearing house of everything science
- Focus on critical few items, do those well
- Media footprint for our target audience.
- Feedback:
 - Pluses coverage of the convenings, good questions and answers, memberships
 - Deltas: Too many categories, not current, 2000s look, no hook
- Ideas
 - Crowdsourcethe stories, rotate the content, eye-catching, easy to read, user friendly, consider adding instagram, power of story, collaboration
 - Everyone needs to help

Lori Khan GRANTS

- Proposals: Two of them passed the committee
 - Tom Savage \$550 Study Grant to attend a Study Grant summer of 2019 in Cherokee County
 - Cheston A. Saunders \$1000 Miniature Skeleton Kits and Modeling Kits

The motion to approve these two grants passed.

No Written Reports by District Directors. Need them by next meeting. Ask District Directors what they have done in the last couple of weeks before next meeting.

REMEMBER THE POWER OF TWITTER!!!!

Report on Student Completions by Manley Midgett

Science Olympiad and Science Fair season begins next Saturday, attend one.

Need awardees in the next few months

District Directors got templates from Carol Moore. They need to create the template and build a relationship with your region. You represent your members. Link the awards to the template.

Dates for Next Meetings

No Retreat due to putting \$ for PDI

- Saturday March 30th Face to Face in Hickory, NC Revisit this date as it is the State Science Fair.
- Saturday, June 22nd Virtual Meeting
- Saturday, August 3rd Save the Date for Face-to-Face or Virtual
- Monday, November 11th @ 7 pm.

Motion to adjourn by Mary Kate Holden; second Carol Maidon

Motion Passed

Meeting adjourned at 3:00 pm

Respectfully submitted,
Brad Woolard
NCSTA Secretary