

NCSTA Full Board Meeting Minutes

Date: August 27

Format: Hybrid, Meeting was held at First Christian Church, Greensboro, NC (1st partial in-person meeting since our January 2020 Retreat at Haw River) Some were on Zoom participating Virtually

Members Present: MaryKate Holden, Brad Woodard, Joette Midgett, Manley Midgett, Carol Maidon, Mary Ellen Durham, Cliff Hudson, Sandra Weitzel, Brain Whitson, Jennifer Stalls, Michelle Hafey, Kelly Ficklin, Brad Rhew, Carie Fugel, Tom Savage, Krista Brinckek, Adrienne Evans, Jennifer Crawford, Carie Jones.

Meeting was called to order at 10:10 am.. MaryKate gave the welcome thanking everyone for being in attendance in person or virtually.

****Quorum Established**** (6 out of 8 District Directors were present as was the full Executive Board of Directors)

Approval of Agenda—with the added item brought forth by Carrie Jones Kelly Ficklin offered the motion with Brad Rhew in second. Unanimous passage

Consent Agenda— The minutes from our June 23rd meeting were approved with Kelly Ficklin offering the motion and Brad Rhew in seconding the motion.

Treasurer's Report (Mary Ellen Durham)

This report was accepted by those in attendance, see below.

NCSTA Treasurer Report

August 15, 2022

NCSTA received an income \$22,102.47 from dues, interest, contributions and fees as of August 15, 2022. With costs of the scheduled PDI increasing, the expenses for the same period were \$28,514.07. The North Carolina Science Teacher Association, with all outstanding bills paid in full, enters the last quarter of the year operating at a loss of \$6,411.60. As of August 15, 2022 the total assets in checking and savings equaled \$133,073.90. This amount includes \$22,674.89 in checking and \$110,399.01 in savings. Detailed financial information will be provided by the Business Manager in the August financial statements and report.

Respectfully Submitted,
Mary Ellen Durham,
NCSTA Treasurer

Business Manager's Financial Report (Joette Midgett)

The Profit/Loss Spreadsheet was sent through email to the board.

- We have \$100,000+ in savings currently, Joette asked us not to interpret from this spreadsheet a “doom and gloom” situation. We have been resilient before in financial hardships and we can persevere again. This resilience has been shown in the past, currently and in the future.
- Keep in mind that PDI costs \$90,000 to hold.
- We have been 2.5 years without a PDI in person so this has affected our bottom line from where we were after the 2019 PDI due to the pandemic.
- We have 1 year before we have to tap into our savings and use monies from the trust fund, how long this holds up depends on how much we spend it, mainly how well we do at PDI.
- For 2023 Benton Convention Center in Winston-Salem is the site of the PDI, we have a contract with them
- For the 2022 PDI, if rooms can be shared, carpooling to the event will greatly reduce some costs
- Cliff Hudson made sure that new board members knew we have a savings account and a trust fund separately. Again, we are in a pivotal situation with our income.

Action Items

#1 From the Finance Committee, see below.

The Finance Committee poses the following motion to the NCSTA Board for discussion and approval.

Motion: The NCSTA finance committee moves that the NCSTA board approve the renewal of a two-year contract for the position of Business Manager, and a two-year contract for Web Master, at the annual salaries of \$25,000.00 and \$4000.00 respectively for Joette Midgett. Motion passes unanimously

****Manley and Joette Midgett stepped out of the meeting during the discussion****

This was not completed at the beginning of the year due to an oversight in planning and implementation of the Virtual PDI held in February. The duties and salary are being kept the same as in previous years.

It was mentioned that Joette’s duties include tax filing, reimbursements and many other items of the organization. Joette knows the ins and outs of her job as Business Manager. It would be nice for Joette to show one of our own the ropes of her job.

Carol reminded those in attendance that Joette also does the same job for the Math organization in the state. Joette’s job duties are posted and she has said she would give 1 year notice if she decided to step down.

****Manley and Joette came back into the meeting****

Brad Woodard thanked Joette for what she has done and is doing for NCSTA. Everyone was in agreement with the sentiments.

#2 Constitution/ByLaws Motion from Carol Maidon

ACTION ITEM Carol sent this out to the full board through the board@ email.

PROPOSED BYLAWS AND POLICIES CHANGES

North Carolina Science Teachers Association Bylaws
(This requires a vote by the board and our full membership.)

Article V
Board of Directors

Original Rational Revision

The immediate Past
President of the
Association will serve as
the Parliamentarian for
the Board.

To be a parliamentarian
requires basic knowledge
of parliamentary
procedure. This may or
may not be the case for
every immediate Past
President. However,
another board member
may have the appropriate
knowledge and could
serve in this position.

The Parliamentarian for
the Board will be
appointed by the
President.

Policies of the North Carolina Science Teachers Association

(This requires a vote by the board.)

II. Officers

B. Parliamentarian. The immediate Past President of the Association will serve as the Parliamentarian for the Board.

This position will no longer be designated as the responsibility of immediate Past President. Therefore, it can simply be eliminated under this section which defines officers.

No revision.

This does require a board vote and full membership vote during elections since it involves a change in the Constitution and Bylaws

Sandra Weitzel moved for the motion with Brad Woodard seconding it.

Manley Midgett gave an amendment to the motion with the words upon approval of the board at the end. There was no opposition, Cliff Hudson seconded the motion by Manley. It was approved unanimously. The Parliamentarian for the board is chosen by the President.

The overall motion was made by Carie Fugle and seconded by Jennifer Crawford.

#3 Study Grant Action Item (Carie Jones)

Motion: Transfer \$500 Study Grants over to Curriculum Grants

Rationale: wanted to be able to fully fund a teacher's request for Aquatic Kick Nets from Carolina Biological due to there being unused monies in the Study Grants.

Carol Maidon moves the motion with a second, motion passes.

Questions: Are there limits? Depends on if we get requests or not? Is the money used by the end of the year, does it stay there and get reallocated? How many grant applications do we have, only 2 that were valid this year. There were 4 different proposals but only 2 qualified.

We reduced the funding in the amounts of grants in years past. The reasons these exist is to help our membership.

A reminder that the Fall deadline is September 1st and the Spring deadline is March 1st, so this is offered twice per year.

It was mentioned that the Lamonte Company has these kits at \$100 per piece which would make it \$981.41

It was asked if we could possibly change the Sept. 1 date to August 1st or send out an email or social media reminder about these grants.

PDI Update/Discussion (Sandra Weitzel/Manley Midgett)

- The Jobs List has been emailed out to the board
- Reminder-The PDI is our money making for the year
- Registration and Vendor Payment is where we make the most from PDI
- Our duty is to get people to attend PDI
- There is a link to members for registration, room accommodations as well as booth sign ups sent out through the board@ email
- Several board members reported needing access to the board@ emails and documents
- Adrienne Evans will help coordinate Vendor Hospitality
- Carie Fugle will take pictures at PDI, social media presence will be a must
- Board members need to make reservations ourselves with Marriott, reminding them that the board will pay ½ of the room. Our contract states that we have to pay for all of our rooms. We have to pay for unrented rooms, we have to have X number of rooms. In past years we have barely eked out the number of rooms we needed.
- Laura Lowder will be working on the “Reality Check” luncheon for the Pre-Service teachers.
- Teresa Cowin had asked for a roommate, Carie Fugle will contact her.
- Cliff reported an action packed slate of sessions, we have enough sessions and will need backup sessions as in years past in case some presenters cancel
- With the Share-A-Thon contacts, make sure their email addresses are correct
- We have 150 presenters for 120 slots, there is a Wait List of 20 persons. There are people with duplicate sessions. There are 5 open sessions/rooms, we can hang on to those as inevitably some will cancel.
- With the presenters, this is a good indicator we hope for attendees.
- The Sched app will be used again as there will be no printed program, Brian will help with this. The app will include the schedule, bios for presenters as well as bios for keynote speakers. In 2019, over 300 used this app, this app truly pays for itself.
- With having no printed program, we will save \$6,000. There will be a few printed schedules on plain paper schedules for people to use. For those who don't have iphones, etc..
- We need help at the Registration Booth, our highest volume is in the early morning, we normally have good coverage for these times on Thursday and Friday. There will need to be coverage for the NSTA and NCSLA booth, Jennifer Stalls will coordinate
- If you are a Share-A-Thon presenter, make extra copies.
- Signs—MaryEllen and Brad Woodard, the Convention Center will have signs outside of rooms, everything will be on one level
- Our keynote speaker will be Luke Dollar
- Give-Aways—Teresa Cowin, there will be a big give-away at the end of the day on Thursday as well as Friday
- The Burroughs-Wellcome fund includes monies we did not spend from our Virtual PDI in 2022 (February)

- There will be raffles.
- Kelly Ficklin will coordinate the Spin-A-Wheel, which is always an attendee favorite and will be done in the Exhibit Hall. These will take place on both days Thursday and Friday.
- We will have split lunch each day with Elementary attendees being in the Exhibit Hall while secondary attendees at lunch and vice-versa.

*******Lunch Break for In-Person Attendees at Greensboro, NC*******

We will resume at 12:30 pm.

- Kristana Rogers will be leading the Share-A-Thons, there are ones for Elem. Middle and Secondary (with categories of Physical/Chemistry, Biology and Earth) Information was shared about how they run, the format will be tables set up for people to go around and get make-it-take-its, demos and explanations of labs. Typically these are the teacher's most successful lessons. Typically the biggest room is Elementary, then Biology. MaryKate mentioned that these Shares are really fun and informative. There will be sign ups online for a record of those attending, it is a good way for Pre-Service teachers to enjoy a way to teach that is less threatening.
- Tom Savage asked us and district directors to get the word out about Grant-A-Wish, \$200 per wish, must be people who have registered for PDI. Deadlines will be announced online and will be approaching soon.
- For the Awards Ceremony there needs to be one slide per award winner.
- Parking Notes—Reimbursement form for members that incur expenses by parking in the deck, will need to be filled out, will pay parking for attendees just like 2019 with some changes, everyone will pay and will apply for reimbursement, this is the most cost effective way, instructions will be provided (1 receipt per day).
- Food—Cliff Hudson, Awards Reception is the main expenditure of food, Manley provides the orders and Cliff will facilitate it. Food also is in the location of Vendor Hospitality with Adrienne Evans, Brad Woodard and Manley helping; at the Reality Check with Laura Lowder for Pre-Service teachers, the Past President's Meeting (Manley) and there will be sponsors of food for the breaks and possibly two lunches, 1 lunch is spoken for for 100 people, we will have to figure out those logistic (tickets in the hands of the right people). In 2019 due to the 50th birthday celebration of our organization, many of our Past President's came to the breakfast held for them.
- General Session Thursday 10:30-Noon (1.5 hrs) Luke Dollar to speak 45-50 minutes, there will be a script for incoming president to accept the pass of the gavel. District Directors and Executive Board members will need to be present during this time.
- Awards Ceremony—Order of the winners by districts
- Publicity—Newspapers locally as well as TV stations around the Winston-Salem and Greensboro area. MaryKate to coordinate press releases. Districts, school systems (state-wide) need to know about our PDI. Social media sites and a email blast as well as our website need to be utilized
- Timeline—Sandra will be checking on everyone's progress, some duties will be done earlier others closer to PDI

- Sandra will host a planning meeting virtually on Zoom during the first week of October, likely on the 6th of October (Thursday) at 6 p.m.. to see where people stand and how the PDI is shaping up, there will be a board meeting at 8:15 on November 2nd from PDI on Wednesday night.
- Elections/Nominations Krista reported that all of the odd districts had someone running. We need a Treasurer and President-Elect nomination. This form is on our website. Must fill out online and provide bio.
- Jennifer Crawford will be coordinating stuffing the attendee bags for PDI and will need help on Wednesday around 4:30 or 5 p.m.. for people getting to Winston-Salem earlier
- Manley and Joette normally arrive in years past on Tuesday night but that may be Wednesday am this year Wednesday from 4-8 p.m. is Exhibitor Check-In
- Also needed is help with the close of PDI loading
- Registration Updates (as of 8/26/22) 42 registrations, this is a good sign There were 36 in 2019 and 37 for the Virtual PDI in 2022
- Vendor Updates—Joette, there were 39 with some multiple booths, in 2019 there were 30 and for the Virtual PDI 28
- We have not had Spring competitions for the last two years to have conversations about PDI, we need to convince people to attend. In 2023, there will likely be more competitions that we can have those conversations and hand out the “Save The Date” cards.
- Teachers can ask local businesses to sponsor their attendance at PDI. Veterinary offices, dentists, banks, chambers of commerce, science-related businesses, etc. would be great tools to get people there. There have been many reasons teachers cannot attend Professional Development sessions due to buses and subs, etc.. There are monies from ESSR funds that expire in late September according to Brian Whitson. This would help accelerate learning and provide learning recovery in the classrooms
- A tentative schedule of each day was displayed on the screen. The last session will be from 2:40-3:30 on Friday and a Prize Give-Away on Friday at 3:30 p.m.
- Carol Maidon also stated that the NC Delta Kappa Educational Fund is available to help women in education.

Committee Reports (District Directors shared what is going on in their districts)

- District 1 (Jennifer Stalls) Space Education Ambassador Implementation of Plant The Moon, Kenan Fellow Support, STEM Work Scholars and she reported only 17 members.
- District 8 (Tom Savage) Shared that he sends a newsletter out
- Nominations/Elections (Krista B.) Odd districts are covered with District 3 director stepping down, 2 nominations have been received thus far The gaps to fill in this slate of nominees are with Treasurer and President-Elect. Mary Ellen Durham will be stepping down after many years of service. Thanks for all you have done for NCSTA Mary Ellen, Cliff will work on a nomination for President-Elect. To be eligible for these two positions (Treasurer and President-Elect) interested board members must have had 1 year of leadership on the board. We need a date for nominations to start and close. Nominations will close on September 24th, voting will open October 1st. Mary Ellen Durham pointed out to make sure all candidates are vetted and eligible. Brian Whitson

will update the Nomination Form to add bio and picture headshot, there also needs to be a statement of why you want to run for the position. Included items would be goals, professional background. If you want to run for a position on the Executive board be reminded you must have 1 years of experience on the board minimum. We need to advertise open positions on our website.

- Social Media Updates, using Facebook, Instagram, Twitter, deadline for features October 1st
- Awards (There were gaps in some districts while other districts had a full slate of nominees) Nominations for awards have closed. We can check with those who have presented at PDI before, Science Supervisors can help us seek out these candidates. We need to encourage nominees by the end of April, before school years end. The Burroughs-Wellcome grant pays for our award plaques. Districts with no award winners would not be mentioned, award members do not have to be members. SMT invites award winners to their reception during the spring. NASA is a candidate for the Commercial Award, they are lending Space themed artifacts which include cutouts and inflatables for our PDI
- It was reported that there has been more turnover for the non-public educators than public school educators
- Trust Fund Account Balance \$104,732 including bequeath from Fred Beyer, longtime board member and Earth Science List Serv creator
- Online Webinars for Spring 2023 (Sandra Weitzel) Discussion free for members, similar to 2021 when 4 were done in Fall of 2020 and 3 in Spring 2021 last for 1-1.5 hrs; non-members could be interested after the sessions to pay membership the next year. It is an outreach/service to our membership, answers the question of why be a member This held our membership up during COVID. We would need to mention this at PDI, we would need room facilitators, time keepers, Zoom format, 5:30 or 6 pm start times
- Initial Committee for PDI 2023; need strands/theme "Save The Date" November 2-3, 2023 Possible Theme—Way to Catch Up On Hands On Learning (Digital Tools, Literacy)
- Next Meeting Wednesday, November 2nd at 8:15 pm in one of the Benton Convention Rooms closest to the Registration Booth Agenda at this meeting will include: Final Punch List for PDI, new procedures for the year, etc (Shorter meeting)

Meeting was adjourned at 2:29 p.m..

Respectfully submitted

By Brad Woodard, NCSTA Secretary