

**NCSTA Board Retreat  
January 25-26, 2020  
Haw River State Park**

**Members Present:** District Directors: Cliff Hudson (Dist. 1), Michelle Chadwick (Dist. 2), Evelyn Baldwin (Dist. 3), Adrienne Evans (Dist. 4), Mary Kate Holden (Dist. 5), Tim Guifoyle (Dist. 6), Molly Barlowe (Dist. 7) and Tom Savage (Dist. 8), Executive Board: Carol Maidon-President, Sandra Weitzel-President Elect, Brad Woodard-Secretary, Mary Ellen Durham-Treasurer, Joette Midgett-Business Manager, Kay Swofford-Conference Coordinator, Manley Midgett, Carrie Jones, Brian Whitson, Ryan Gardner, Ralston James, Tomika Altman, Kim Alix, Mike Tally. Laura Lowder came Saturday evening. Ann McClung, Alissa Wickliff, Carolyn Elliot were absent.

**1. Call to Order**

- Quorum was established.
- Meeting was called to order at 10:18 a.m.

**2. Approval of Agenda**

- Carol Maidon asked everyone to look at the agenda, calling for any additions to the agenda.
- Kim Alix asked to add a few statements to her report – her report is on the second day. Joette M. asked to mention some items regarding the board@ email system of communication. Carol Maidon noted that would be part of the boards procedures. Ralston James mentioned ideas for sponsorships she be discussed. That would be under Manley Midgett's report. Cliff asked if we finish consent items for today could we go through some of tomorrow's items at the end of today? Response was yes, if we get through with them.
- Restroom locations and locations to dining hall were given.
- **Motion: Mary Kate Holden moved to approve the agenda as presented. Ralston James seconded and the motion carried unanimously.**

**3. Opening Activities**

- WELCOME TO THE RETREAT.....Board Orientation will be a part of today's agenda as each person in attendance introduced their self. Mike Tally led us in an Icebreaker called "People Bingo." Each person on the board had information in a square and we had to travel around the room to see identify members per listed characteristic. Carol mentioned that prizes would be available to the winners.

**4. BOARD ORIENTATION AND NON-CONSENT ITEMS**

- Retreat Goals were listed
  - 1) Team Building/Getting to Know Each Other (Social)
  - 2) NCSTA's Purpose---this guides everything we do.
  - 3) Expectation of Board Members

- 4) Understanding of NCSTA
- 5) Constitution & Bylaws Review
- 6) PDI & Its Responsibilities
- Brainstorm Activity (led by Carol). In Groups of 3 describe what being a good board member entails, put on poster paper around the room.
- Carol shared research on boards of non-profits; preparation is important, attend 75% of meetings, follow bylaws, represent our group in the state, committee responsibilities carried out, PDI attendance and supporting our membership, sponsorship, volunteerism is an expectation, talk the organization up, recruitment, and loyalty to our organization.
- We are responsible for 501-3C status compliance by following state, federal, constitution and bylaws.
- We must clearly articulate our Mission and Goals as well as adhere to national standards in our planning. Brochure should be distributed when we go places.
- Ethics (ex. We cannot openly endorse vendor products, this would be a legal liability). One person cannot act in the best interest of the whole board. We need to especially watch copyrights. Carol shared an example of this.
- Key Goals: 1) Attend Board Meetings, we need your voice heard and your ideas. 2) Submit reports (committee chairs and district directors). This needs to be included in the newsletter and other reports. This needs to be sent in 1 week in advance to Carol and she will compile the reports for Brad, as historian, to keep. 3) Assist with PDI since over 500 members attend, we need volunteerism. It's part of our duties as a board member. 4) Adhere to the responsibilities of your position on the board. 5) Check your email consistently. TEXT if you don't check email regularly.
- COMMUNICATION IS THE KEY!!!! Which led to discussion of using the reply when board@ emails are sent, if you reply it goes to the whole board. Make sure if you are referencing one person then email to them only. Also, make sure you include your name when responding on this email system. It was mentioned Mike Tally does not get board@ emails due to his email system.
- Purpose of NCSTA Where does it come from? In constitution the Mission Statement lists this. All Levels K-12, nonpublic and informal are included in our mission. Page 4 is where this statement is located in the Constitution and Bylaws.
- Most importantly, remember Robert's Rules of Order, Carol shared the proper procedures as a refresher with us. Remember, these procedures are there to ensure everyone has an opportunity for discussion. Establishing a quorum: have a majority of officers and a majority of the District Directors (5) to proceed with voting on business. ONLY ELECTED MEMBERS VOTE. All members can make motions and can second. All members are expected to participate in discussion. President doesn't vote unless there is a tie. No such thing as a "friendly amendment." To amend a motion, you strike or add words. Propose that motion, vote on the changes, then vote on the final motion. Manley M. gave an example. If a member wishes to stop debate or move previous questions, this requires a  $\frac{2}{3}$  vote. Suggestions or additions always can be mentioned before the agenda is approved, it is the board's agenda not Carol's. Motions are needed for Action Items, Treasurer's Report are received for information and recessing and

reconvening (especially for this retreat) requires a motion. Motions need to be written on paper and handed to the Secretary. Brad will read it back.

- Committees Work can be done through collaboration using electronic platform WebEx (Executive Board uses it regularly as does the Finance Committee) as part of their virtual meetings. Contact Joette in enough time to schedule the meeting. WebEx can be done by phone or computer, please use one or the other not both as it causes interference and loud noises in the background. There is an inside web chat over on the side if accessed on computer and the meeting is recorded.
- Joette explained board reimbursements in a handout she gave everyone present. We are fortunate that this is done, some boards are not able to do this. She gave two minutes for us to read and then time was given for questions and comments. The current rate of travel is 57.5 cents per mile. Two forms are essential: Travel and Everything Else, there are two versions paper and electronic, scanner apps are available to scan and submit receipts. Quick turnarounds on this. No pre-payments can be done. These forms are located in Google Docs in the Original NCSTA folder. New forms will be added to the folder, travel will be updated, and you need receipts when requesting reimbursement. She reminded us this is precious money we are spending. If you need something in particular check with Joette. We have 2 options, don't spend it or make a motion for a budget amendment. If a request is less than \$200 approach Carol Maidon. If you travel 3 hours or more to get to our meetings, request a room with state rates. That will be reimbursed.
- **Motion to adjourn for lunch made by Manley Midgett, seconded by Evelyn Baldwin. Motion carried.**
- Carol mentioned that the Haw River Park Ranger would likely come in at the end of lunch to speak with us about the logistics of using the facility, the question was asked if our meeting room was secure during lunch and the answer is yes.
- Lunch Recess
- 919-930-5799 is the number for any emergencies at the State Park.
- **Motion was made to reconvene after lunch by Brad Woodard and seconded by Manley Midgett. Motion carried.**
- Park Superintendent Kelley King spoke with us to share a few words about the park mentioning opportunities for field trips as well as programs, etc.
- Constitution & ByLaws overview was shared in the NCSTA handbook.
- ByLaws page 6, How Constitution is implemented, newly revised from 2019. On page 27 our Policies. To change anything, vote has to go before our membership for our Bylaws. The last change addressed retirement prices granted to our retirees. That was added and it passed after PDI in online voting. Policies the board can change and does not require a vote by the full membership. P. 45 Description of District Directors and Committee Chair responsibilities, an addendum is needed for some committees. p. 35 addresses Conference Planning.

Any and all forms are at the end of the document. This organization does not have a credit card. The reason is that Non-Profits like us don't have a owner. Fundamental problem with the President being the owner is that the President is only in that role for one year.

## 5. PDI Plus/Delta Group Activity

- Carol M. led us in a Plus/Delta Activity evaluating this year's PDI in Winston-Salem. Discussion over Conference App vs. Program Book. Brian Whitson mentioned the free Wi-Fi and the sched app worked well; the cost of the app was much cheaper than compared to the printed program. Mary Kate stated it was difficult to find presenters by name the sessions on the app. Speakers have to upload their information – Tomika mentioned as being a presenter herself. Cliff mentioned the session he filled in for with the app the attendees already knew about the no-show. The general trend is Friday not as active as Thursday. Some people only come on Friday, so we need to make it fun on Friday. Split presenter or give-aways to add to Friday. Manley mentioned program person as we get closer to the conference, all of us are aware of things going on; if they have a bad experience, they may not come back. Be prepared for PDI information and read emails frequently around that time. Kim Alix noted that people on staff at the Convention Center were helpful, cordial and professional. Vendors liked the Spin-A-Wheel (suggestion was that it needed to be spaced out at different times). It cost less to be on one hall rather than at three locations, two hotels and the convention center as in years past. 12 concurrent sessions 120 sessions compared to 200, less session for this past year. We had only one keynote to save session slots. School pays for most attendees if they are presenters. A few thirty-minute sessions, mixed reviews. Invited presenters were invited to present at Share-A-Thon. Downstairs is not available for Exhibit Hall this coming year. Suggestion of multiple Spin-A-Wheel's between sessions, someone would have to staff this. Parking Lot Poster on the wall---more feedback or suggestions or question, put on this poster board and we will come back to later, this will allow for us moving along towards finishing the agenda. It was mentioned about the email from Carol Moore resigning from the board. We will need everyone to step up since she would have planned this PDI. To date there is not replacement for the PDI coordinator since this just happened a few days ago.

## 6. Annual Goals – Manley Midgett

- 1) Increase attendance at PDI, get people there all are in positions to come, communicate in your school, schools in your county and region, as well as university and non-traditional settings. Share the dates of PDI in 2020 at workshops you attend. Advertise, Advertise and Advertise some more!
- 2) Increase NCSTA Memberships (we will talk about this with Manley tomorrow) MaryKate reports Guilford County doesn't pay for registration or substitutes. Other counties may be in the same boat. Much different than the Eisenhower grants many years ago. Which teachers would get NCSTA Scholarships? Sponsor local teachers handle this locally within your city or district. List of businesses or vendors willing to help sponsor. Brian Whitson sent out information on board@ regarding social media accounts
- 3) Strengthen communication and ties with LEA's and non-public schools. Cliff mentioned some counties don't have science coordinators and that department chairs work together. Ralston James asked about Agricultural community ties,

he shared that in the Ms. America pageant one of the talents was a science experiment. Connect STEM and STEAM.

- 4) Strengthen communication and ties with higher education institutions in your region.
- 5) Strengthen communication and ties with informal science organizations. ELE (Environmental Education)
- 6) Have a full complement of grant requests (Grant-A-Wish requests, Award Nominations; your nonmember winners will register for the conference and become members. Alissa W. will share example and sample letters. We need a full slate of nominees for elections and awardees. Also, we need odd districts and treasurer nominees this coming year. DO ALL THIS WITH A BALANCED BUDGET!

## 7. CONSENT AGENDA ITEMS

- **Ralston James moved to accept the Minutes from our November PDI board meeting and MaryKate Holden seconded. Motion carried.**
- Treasurer's Report given by Mary Ellen Durham. As of December 31, 2019, Total Assets were \$303,736.48, including savings, checking and the Trust Fund. It was important to note that the Finance Committee met through WebEx on January 16, 2020 and their focus as always is to operate within the projected budget, budget will be presented later for discussion and approval.

## 8. Operations Report

- Business Manager, Joette M., sent reports of finances expenses (income profit, Trust Fund sets aside \$100,000 in case income is less than expenses (i.e. natural disaster, etc.) Some of this fund has been used once when we lost \$50,000 in PDI it was borrowed from and paid back. This was in 2003.
  - Net income of \$31,426.97 is shown as profit; but part of the profit was \$17,330 from the check from NSTA Regional 2018 conference was delayed but it was show in 2019. So, the actual net profit that we must use to project for 2020 should be based on a income of \$31,426-\$17,330.
  - Budgeted everything we could under or at budget. Travel is what travel is. Last year was a good year with an increased fee for PDI in normally a down year after a Charlotte regional conference.
  - PDI Numbers 2019: 562 attendees; 2017: 571 attendees. Handout given and printed report
- Conference Coordinator's Report (Kay Swafford had to leave). Report was given by MaryKate Holden
  - 67 spaces and 60 vendors (12 commercial and 48 non-profit). We need to know our vendors. They help us make money through PDI and provide free stuff for teachers to create a more positive experience.

## 9. Finance Committee Proposed Budget Motion

- 2020 Proposed Budget was provided; please take time to go through it (Handout was given)
- The Finance Committee is chaired by Mary Ellen Durham with members Cliff Hudson, Carrie Jones and Joette Midgett. Documentation was provided to compare to other years. Durham stated her committee had a challenging time and much thought was put into this proposed budget. Please be reminded to send in a budget request for the new year by Mid-December, changes and adjustments may be needed.
- The proposed budget (keep in mind) is based on anticipated income and projected PDI expenses in November. Target for this PDI is \$147,741.70 with estimated costs and money made. This allows for protection of savings and the Trust Fund. This budget would keep expenditures in line with the mission of NCSTA
- Operating Expenses and PDI expenses are the two components of our budget--- Anticipated \$85,311.16
- How is the target budget determined? Anticipated Income!
- 1st Issue was discussing sending a board representative (President-Elect or designee) to CAGS, MaryKate went last year. New information shared by Carrie about a possible Virtual CAGS this year, no location for the conference has been announced. Leave \$ in the budget depending on what CAGS decides to do. This budget does consider the Burroughs-Wellcome Fund allocation of \$25,000 annually. Other questions with Operating Expenses? Retreat cost \$3,000, in August we voted to hold this retreat. The original request was for \$4,000 but went down to \$3,000.
- Cliff asked about money for audit, last year an internal review was done, this year an external review was suggested by the Finance Committee. We are not obligated to do an audit. Treasurer must conduct or arrange for a review/audit each year. An outside vendor to do the audit \$3,250. This has typically been done every six years. Do we stick with the timeline from before; review is cheaper than an audit?
- Study Curriculum Grant were reduced by \$2,500 from before since only \$1,649 awarded. Didn't give away half of what we budgeted. This budget is all one including Operating Expenses and PDI
- Budget for PDI was extremely difficult, the Past President submitted requests that were unusual this year with large sums that did not consider the PDI elements from previous years. Funds were requested for a luncheon and it was brought up that plates of food not eaten would look bad and cost us. This would have eliminated the reception we have enjoyed over the last several years. The luncheon would have been held both days.
- Molly mentioned the switch from a printed program for PDI to digital? Need to discuss a transition plan for this program printing and perhaps pay out of pocket \$10 per attendee. The Math organization has been debating this, but they let attendees know of the switch in plenty of time. Typically, there is a 3-5-year cycle to transition to a digital program. Pay \$700 less on printing expense. Poll membership at this year's PDI was suggested. Brian mentioned he could add this in the newsletter as a poll.
- Leave these amounts for printing the program. Question was asked about having a sign language interpreter, a public gathering must have one by law. There were two members who could ask for one.

- Grant-A-Wish was eliminated from the Past Presidents PDI request and, therefore, the proposed budget. Reminder that 11 teachers received a combined total of \$2500. No prizes for birthday celebration in this budget as that will not be celebrated this year. Several people couldn't see what the people won as a result for Grant-A-Wish, Tom Savage suggested that the grant-a-wish prizes be sent their items directly if this is done again. Winners could give a report in the Newsletter as to how they use their items.
- Question was asked would we have an audit this year or next year?
- **Motion: No external audit this year, but next year we will do an audit and put it audits on a six year cycle. Made by Manley, 2nd by Evelyn Baldwin. Vote In Favor of Postponement: 9 yeas 1 oppose.**
- Further Discussion: Question was asked why 6 years was chosen (Adrienne Evans). Historically this has been done this way.
- **Motion Amendment: Take \$3250 away from the audit and use that money for gifts for PDI attendees and use \$2800 to make that \$4000 line item and the remaining \$450 will be added for food for PDI attendees making that \$3450. Cliff Hudson 2nd Amendment passes 10 yeas 0 opposed.**
- Joette commented about Parking at PDI, we could possibly trim \$1000 from the \$10 per day to park. Joette needs help to validate that parking at PDI in the afternoon, some said they used a code, and everything was fine; this should have gone to NCSTA directly with that code. Rate increase last year factored in the parking modification. Not enough food for am snacks was a concern, there was not enough money for any more food at those times.
- **Motion by Finance Committee to approve the 2020 Budget with Modifications was made by Manley. Passed 10-0 (No second was needed since coming from Finance Committee.)**
- **Motion (From Finance Committee): The Finance Committee moves that the annual PDI Exhibit Hall booth space rental fee charged to Non-Profit organizations be increased from \$300 to \$400 per booth space.** Rationale: Non-Profit organizations outnumbered commercial vendors 48-12. Kay Swafford has spoken with them and doesn't think it would dissuade NP's. Sandra Weitzel spoke against this motion about those with double booth spaces adding an additional \$200 would be tougher. Other conferences don't pipe and drape their space. Ralston mentioned we need to see who comes back from last year since it was a good year for the Exhibit Hall.
- **Motion by Manley Midgett: Keep fees for vendors the same but ask our Conference Planner to identify the prime exhibit locations and offer those spaces to vendors for an extra \$100 each (for both commercial and non-profit exhibitors) 2nd by Tom Savage.**
- **Motion: Table this motion and discussion until tomorrow am. All in favor.**
- Reminder that the Finance Committee will investigate closely and the practicality of those budget requests that were not included in the budget. They also want to pursue periodic updates and enhancements to the Strato Digital website. Projectors provided by NCSTA for use at PDI with secure storage are being investigated.
- **Motion Recess until tomorrow. Made by Brian Whitson, seconded by Mary Kate Holden.**

## 2nd Day of Retreat Sunday, January 26th, 2020

- **Motion to Reconvene Business for the day. Made by Ralston James and seconded by Brad Woodard. All in favor.**
- Meeting called to order by Carol Maidon, President at 9:31 a.m. Quorum was established.
- **Tabled Motion from Yesterday was opened....Discussion... Non-Profits paying \$100 extra for Exhibit Hall booth space.** Remain \$300 per non-profits. It would be a burden on small non-profits. We need to be focused on growing membership and commercial vendors.
- **MOTION FROM FINANCE COMMITTEE WAS WITHDRAWN**

### 12. Individual Responsibilities Review

- Each participant gives one highlight of job descriptions scattered on poster boards around the room. There was time to share out these highlights.

### 13. Constitution and Bylaws Activity

- Joette led the board in a Constitution & Bylaws quiz with questions about the Constitution & Bylaws.
- Prizes were awarded.

### 14. Create Your Board Report Format

- Committee chairs and District Directors created what should be on their report format at future board meetings. Opportunity to share out was given. District Directors should be sharing upcoming and ongoing events, highlighting places they have been, Networking, sharing contacts and updates. PDI is an opportunity for teachers to showcase what they have been doing that year and years prior. Committee Chairs should be giving updates in their reports on Action Items, important dates and needed support.
- Mike Tally, Manley and Mary Kate gave National Standards updates and discussion.
- Manley Midgett gave a Paul Taylor Trust Fund update after explaining how and why it was created.

### 15. Discussion Items

#### A. Possibility of 3 one day Spring PD opportunities for members.

- "Drive-Ins" do it regionally East, Central and West. Could be held at Aquariums, NC Museum of Science (Raleigh), around a topic or location after spring competitions are held. Science Olympiads are happening until March 14th, State Science Fair is March 28th, State Science Festival is in April along with the State Science Olympiad. It was mentioned that Spring may be too busy with events going on. However, some that this might be possible in May by 2021. Carol asked everyone to continue to think about this topic.

- Ad Hoc Committee Brainstorm - Laura Lowder and Tom Savage expanded competitions you can coordinate with Environmental Educators. Sandra gave contact to them.
- Share-A-Thon with several districts Last Drive in was held in the summer we believe by Amanda Clapp. February is tough for Drive-Ins because of district science fairs. Themes could be Wildlife and Fisheries as well as Water Quality, Co-Sponsorships would have to be approved by the board. Environmental educators do want to work with us. If you have a Share-A-Thon or Drive In in the fall it would need to avoid university football games on Saturdays. Summer can be tough due to universities running summer camps.

**March 14th meeting date** is a proposed date for the next meeting due to the Doodle poll showing a lack of a quorum on the 21st.

**B. Awards** – The Awards Committee suggested that we had 1 or more per district, only 1 is required by the Constitution.

- We often find ourselves begging for people to nominate. Recommendation--- grades K-5 and 6-12 award for each district. Cliff requested more than 1 award in talking with other District Directors present. It is a tool to bring in new members. Start the process quicker to get nominations, extend deadlines. Try to get nominations by April 30th. That was the deadline that Alisa proposed. Notify by June 1st or 15th those that won and let Joette know their information.

- **Motion to Adjourn for Lunch by Brad Woodard, 2nd by Evelyn Baldwin. All in favor.**
- **Motion to Reconvene after Lunch by Manley Midgett 2nd by Evelyn Baldwin. All in favor.**

- **Number of Awards** Discussion continued:  
2 nomination letters instead of 3 letters of support was recommended which helps facilitate nominations. This would be the letter of nomination and then one supporting letter. Recommendation back to committee 2 or 3 awards winners can divide into K-5 and 6-12 grades. April 30th deadline with only 2 letters of support rather than 3. Alisa will get this out next week. During May-June pick winners notify by the end of June, let them know about free memberships for winners and get the list to Joette. Registration opens up early.

**C. Types of Grants** p. 29 in our 2019 Handbook. It is a policy and the way it is written each grant has a separate committee. 1) Study 2) Research 3) Curriculum. A vote of the board is required to change the policy. Carol M. suggested that grants be combined to form one committee, an Ad Hoc Committee for Grants (Curriculum and Study). This would bring us into compliance with what we have currently been doing.

- **Motion: Amend the Ad Hoc committee so that Grants is one committee covering Curriculum and Study Grants. Motion by Sandra Weitzel and 2nd by Manley Midgett. Motion passes.**

It was noted that Grant-A-Wish PDI activities are not part of the policies under Grants, they are merely part of the PDI.

- D. Joint Membership with NSTA** (Joette Midgett) Whether or not we continue the joint membership during our Regional Conference in Charlotte. Advantages: reduced rates and possible memberships. Disadvantage: we lose \$5 (only have to join 1 to register. Next Regional Conference is 2022.
- **Motion: We do not want to continue joint membership with NSTA at this time was made by Evelyn Baldwin, 2nd by Mary Kate Holden. Motion Failed: 3 yeas; 4 opposed.**
  - **Motion by Sandra Weitzel to give one more year of continuing joint membership with NSTA with information Joette can glean from NSTA, 2nd by Tom Savage. Further Discussion: None Motion passes For - 6 and Against - 1**
- E. Social Media Use Policy** (Brian Whitson) emailed out by Brian;
- Designed to help people as they come and go from their position. Social media includes our Twitter, Facebook and Instagram (created yesterday) accounts. Some people have other agendas we would want to guard against. If something is profane or vulgar, we would want to delete and block the user permanently. We need a timely transition to accounts if the chair of committee resigns. Please review what Brian has sent out. Our mission pertains to articles, lesson planning and professional development.
  - Policy is subject to change. Draft submitted today.
  - Joette has in the past deleted posts that were inappropriate. Profanities or vulgarity are immediate grounds for deletion. Each app would have at least two members to monitor and post. If there is a difference of opinion, ask the President. Should this policy be posted on our website? NCSLA has a policy, put on Facebook page. Allow editorial rights. No politics can be included, i.e., elected official materials violate our non-profit status. Bring this back to the March meeting, it needs to be very comprehensive.

## **16. District Directors Reports**

### District 1 Cliff Hudson

Science Fairs coming up

NSF Grant for Northeast Region, Cliff will be listed

Focus GeoScience Education (these are underrepresented areas)

Focus will be on females and minorities

### District 2 No Report given

### District 3 Evelyn Baldwin

Science Fairs in Wake County coming up

Research with NC State Food Science Lab (Seasonings of food to make shelf life longer Hands-On Inquiry)

District 4 No Report

District 5 Mary Kate Holden

Over 10 likes on FB page

Science Fairs and Competitions upcoming

NC Science Festival (April)

Thanks Manley for working on contact lists

District 6 Tim G.

Asked for a sample letter to send out to members.

He will be researching the coverage of his district

Attending Competition Season

District 7 No Report

District 8 Tom Savage

Will seek updates on coverage of schools in his district

Competitions at UNCA on Feb. 29th

## **17. Committee Reports**

### **Standing Committees:**

i. Goals & Membership – Manley Midgett

NCSTA 2020 Membership Timeline, See Handout

- Recruit non-members
- For District Directors, University, Non-public and Informal Ed Committee Chairs. Suggestion January-end of February consult LEA Public School Districts. Manley has the latest person in counties and regions. Email sent directly to them individually, by name!
- Up to date list call central offices get emails and phone numbers. Try to meet these deadlines. Manley will send new District Directors the list. Kay will send out PDI proposals for presentations.
- Alisa has a Press Release for Award Winners, forward to Superintendent. Tom Savage mentioned to attach a flyer. Sent to principals. For Title 1 schools literacy money is available. Attach membership form, letters will look different for different groups (DD's, University, Non-Public and Informal Ed.)

ii. Finance Committee - Read by Carol Maidon for Mary Ellen Durham as she had to leave.

iii. Nominations & Elections - Carrie Jones Check committee members. Odd numbered districts are up this year. It's everyone's responsibility to get nominations for elections.

iv. Publications... Email quarterly the Reflector. Google Form easy and user-friendly, things to submit---members doing good things, images, pictures or videos good diversity from across the state as well as showcasing lesson plans and book reviews as Carrie had shared earlier at the retreat. 1st of April deadline of March 15th link from website drops into PDF.

v. Conference Planning No information due to resignation of Carol Moore Carol Maidon will appoint a new person as head of the PDI.

vi. Constitution & Bylaws Ann McClung was absent

**Ad Hoc Committees:**

- i. Awards - Alisa Wickliff Handout provided
- ii. Grants - Ryan Gardner Resigned. Carol Maidon will name a new committee chair.
- iii. History & Records - Brad Woodard Recap of 50th Birthday Celebration at PDI
- iv. Multicultural - Tamika Altman Cultural and Ethnic groups being more inclusive. Asked about LGBTQ inclusion. Constitution was written in 1969. We could highlight minority scientist each month using social media platforms Pamela Gilchrist at Science House - reach out to underserved groups, possible committee member.
- v. Non-Public Schools – Kim Alix She will reach out to homeschool, non-public schools (charter) committee members from these settings. Envirothon/Non-Public contact she will reach out to Catholic Diocese. Kim Alix was commended for her work with the Vendor snack area. They felt special; feedback was good.
- vi. Student Competitions Ralston James Handout provided.
- vii. Communications Brian Whitson Updated Brochure; 1st Newsletter by summer
- viii. Trust Fund Manley Midgett Already shared updates.
- ix. Legislative Chair is Mike Tally Committee Members: Heidi Carlone, Becky Subat and Krista Brinchek as of 1/25/2020  
Restore PD Funds, Position Statement sent after approval from board to legislators, governor, State Bd. of Ed and DPI; possible advocacy of Next Generation Standards.
- x. Non-Traditional & Informal Education Need person for this position. It includes Aquariums, State Parks, Museums, etc.
- xi. Science Matters – Building A Presence Carolyn Elliot Absent No Report

It was mentioned that Harris Teeter has a program called “Together In Education” with proceeds going to education, could they also come to us as well?

**Other Committees:**

- i. University Liaison/Beginning Teachers - (Laura Lowder)  
Need personal contacts along with Pre-Service teachers being brought to PDI Reality Check and Share-A-Thon would be of interest to these pre-service teachers with so much expertise being showcased. 20% of participants that evaluated the conference responded they preferred the shar-a-thon as one of the best activities.
- ii. NCSLA (Ann McClung) – absent. Manley reported the NCSLA Summit is May 2nd

**18. PDI Responsibilities**

- Joette asked if we could get the logo given strands. Branding helps recognizability.
- Lists of Board Responsibilities/Duties as in years past with sign-ups Mike and Joette have this from last year.
- Create Google Doc, phone calls people directly Match personality with job, i.e., Kim Alix example with Vendor Hospitality
- Last year Molly Barlow---Signs; Cliff Hudson----Reception
- Pfeifer Students can help with clean up as volunteered by Laura Lowder

- Setup and Clean Up Committee needed (see above)
- Add Parking as a Responsibility to hand out parking refund at Registration Booth
- As always, we need help in the morning especially at Registration Booth

Closing Activity for Retreat Led by Carol Maidon

Retreat Adjournment by Board at 3:15 p.m.

Respectfully Submitted by Brad Woodard, Secretary of NCSTA.