

NORTH CAROLINA SCIENCE TEACHERS ASSOCIATION
NCSTA Board of Directors Meeting Minutes
Room 215 Ledford Hall, Meredith College, Raleigh, NC
January 9, 2016, 11AM

Board Members Present: Carrie Jones, Beverly Lyons, Justin Tillett, Angela Adams, Brad Woodard, Tammy Schooley, Randy Bechtel, Nathan Stack, Vincent Palmer, Carol Moore, Amanda Clapp, Fred Beyer, Lori Khan, Mike Tally, Mary Ellen Durham, Carolyn Maidon, Sandra Weitzel, Monique Simmons, Manley Midgett, Joette Midgett, Kay Swoffard

Board Members Not in Attendance: Cindy Bullard, Ann McClung, Stephanie Grady, Nina Daye, Beverly Vance, Kim Alix, Liz Baird, Melissa Dowland, Linda Stroud, Judy Day Carolyn Elliott, Renee Coward

Call to Order by President Carrie Jones at 11am.

The President welcomed all, declared a quorum, and asked the board for introductions.

Minutes of Previous Meeting

Beverly Lyons, NCSTA Secretary, presented the November 11, 2015 board meeting minutes.

Justin Tillett made a motion to approve the minutes. Brad Woodward seconded the motion. The President called for a vote and the motion passed.

President's Report

Carrie Jones presented her mission statement and vision PowerPoint. Board members accessed this on google drive in the NCSTA 2016 January meeting folder.

Primer on Rules of Order

Justin Tillett, NCSTA Treasure, presented the Primer on Rules of Order. He reviewed how to make a motion addressing that anyone on the board can make and second a motion, but only voting members can vote to approve or disapprove a motion. Voting members include the executive board and the board of directors. He added that everyone on the board can vote to end a debate.

Treasurer's Report

Justin Tillett presented the Treasurer's report. He directed the board to the profit-loss report for 2015.

Manley Midgett made a motion to approve the treasurer's report. Randy Bechtel seconded the motion. The President called for a vote and the motion passed.

Business Manager's Report

The President asked Business Manager (Joette Midgett) to provide an update on the PDI outcomes. Joette presented attendee vs. profits report stating that 18.5% of the members are students noting a trend in less student participation. Carol Moore added that teacher education program participation is down 50% across the state. The Literacy Workshop was a new addition to the PDI in 2015 resulting in 103

participants. The attending board members were all in agreement that this was a very good move. Joette noted that the donations from board members on reimbursements back to the NCSTA account was a great asset in retaining and using funds for the PDI. She presented the 2015 Balance sheet which showed a Total Liabilities and Equity of \$290,211.28 and the Profit-Loss statement which showed a Net Income of \$11,637.82.

Executive Committee Report

Carrie Jones gave highlights of the executive board meeting. The budget was discussed as well as the move from Benton Convention Center in Winston-Salem back to Koury Convention Center in Greensboro. A board retreat was introduced. This retreat would be for team building, focusing on the 2016 PDI and exploring ways to get more members to attend. It would be funded by NCSTA. Possible venues would be at NCCAT facilities. Possible avenues for teacher funding to the PDI was discussed, for example getting sponsorships to pay for substitutes, hotel, and meals for teachers in need. Manley Midgett added that calling principals to sponsor a teacher could be productive.

District Director Meeting Update

Angela Adams, NCSTA President-Elect, reported that she meet with the district directors from 10-11am this morning and shared her mission and vision with them.

Re-broadcast of emails policy

The President asked Joette Midgett to explain the NCSTA email policy. Joette stated that the NCSTA email list is only for NCSTA approved information, such as NCSTA programs (ex. Drive-ins). For non-NCSTA information dissemination, board members must use alternate methods of communication. She reported that the law has changed in that one must get permission from others to use their databases. She reiterated that we must follow the legal guidelines. Joette noted that directors can send out emails to their district members but the email will not be sent if members have not subscribed when they registered. Fred Beyer asked if computer registration screens can be modified to accommodate for this oversight. The problem is members must subscribe when joining to receive any communication. The board discussed this issue and Joette will look into the suggestions.

Joette recommended the following concerning email broadcasts:

Policies and Procedures for NCSTA broadcast emails:

1. Primary email program is to be used only for membership, newsletter, PDI related information, and approved NCSTA activities and information.
2. Non-NCSTA information will be disseminated using alternate methods:
 - a. Existing list serves.
 - b. Separate email programs following the guidelines for properly emailing unsolicited email.

Carol Moore made a motion to accept the Policies and Procedures for NCSTA broadcast email submitted by Joette Midgett. Justin Tillett seconded the motion. The President called for a vote and the motion passed.

The President and Secretary engaged the board in a team building activity. The board recessed for lunch at 12:30pm.

The meeting reconvened at 1:15pm.

PDI Discussion

Manley Midgett led a discussion on preparations for the 2016 PDI. It is possible that the immediate past president may not be available to orchestrate this year's PDI. A committee consisting of Carrie Jones, Renee Coward, and Manley Midgett has been formed. Manley distributed "Save the Date" cards. A timeline is being prepared. Kay Swoffard recommended that nonprofit booth fees be increased to \$300 since we provide them lunch each day. A board discussion ensued.

Justin Tillett made a motion to increase the nonprofit fee from \$200 to \$300. Randy Bechtel seconded the motion. The President called for a vote and the motion passed.

Registration fees will be kept as currently established.

Kay Swafford suggested giving presenter discounts. Board discussions occurred. Further discussion will continue at the next board meeting.

Manley recommended that when there is a session presenter no-show at future conferences, that board members be prepared to cover with a session of their own. After board discussion the recommendation was to develop a "Session in a Box" strategy. A board member will pull a board member prepared session from this box and present it to PDI members who signed up for the said session in a no-show room. Discussion will continue on this strategy.

Manley lead a discussion on PDI themes. A preliminary theme was established - "Success in Science for All, Improving Student Literacy". It would consist of a one day literacy workshop, and 3 strands over the 2 days. The strands would be 1) Let's Get Physical, 2) STEM for All, and 3) Integrating Science & Literacy (one half a day language arts and one half a day math). All attending board members agreed on the theme.

Budget Update

Justin Tillett presented a budget update. He highlighted those items that increased and those items that decreased. The President called for a discussion. She asked the board to add \$1500 to the CAG line to cover the President-Elect participation in this meeting. Manley Midgett reported that this year the CAG meeting will take place July 22-25.

Carrie Jones made a motion to approve the budget as written. Fred Beyer seconded the motion. The President called for a vote and the motion passed.

Primer on Forms, Bylaws, Jobs

Joette Midgett distributed notebooks containing NCSTA Constitution and Bylaws. She asked the board to use this as their resource in making NCSTA decisions.

Upcoming NCSTA Board Meetings:

Carrie Jones announced the 2016 meeting dates.

- March 5 – Meredith College, Raleigh, NC
- Summer - Conference call or retreat, TBA
- August 13 – Meredith College, Raleigh, NC
- October 20-21 - PDI Koury Convention Center, Greensboro, NC

District Directors

The President asked the District Directors to give their reports. Reports were given by each of the attending district directors and can be found on google drive in the NCSTA 2016 January Board Meeting folder.

Standing and AD-Hoc Committees

The President asked the Standing and Ad-Hoc Committees to give their reports. Reports were given by each of the attending committee chairs and can be found on google drive in the Official NCSTA Folder 2016 January Board Meeting folder.

Meeting adjourned by President Carrie Jones at 3:30 p.m.

*Secretary's Note: The NCSTA Board Meeting documents are in Google Docs in the "Official NCSTA Folder" (2016 January Board Meeting folder). All board members are encouraged to submit district and committee reports using this link <http://tinyurl.com/jg6e9s9>. Contact the Secretary at beverlylyon@gmail.com if you experience difficulty.

Respectfully Submitted,
Beverly Lyons (NCSTA Secretary)