

**NCSTA Board Meeting
Webex
March 14, 2020**

Members Present: District Directors: Michelle Chadwick, Evelyn Baldwin, Adrienne Evans, MaryKate Holden, and Tom Savage were present. Carol Maidon, President; Sandra Weitzel, President-Elect; Mike Tally, PDI; Brad Woodard, Secretary; Mary Ellen Durham, Treasurer; Joette Midgett, Business Manager; Kay Swofford, Conference Coordinator; Manley Midgett, Membership; Carrie Jones, Nominations/Elections; Tomeka Altman-Lewis, Multicultural; Laura Lowder, University Liaison/Pre-Service Teachers; Ann McClung, Const.& Bylaws/NSTA Liaison; Brad Rhew, Grants.

Members Absent: District Directors: Cliff Hudson, Tim Guilfoyle and Molly Barlow; Others: Carolyn Elliot, Alissa Wickliff, Ralston James, Kim Alix and Brian Whitson absent

Reminder for Virtual Meetings: If you are not talking, please keep your phone/computer on mute to prevent static. If static is coming from you, please log off, and then come back on.

1. a) **Call To Order** Meeting was called to order by President, Carol Maidon at 10:07 a.m.. A welcome was extended to the newest board member, Brad Rhew taking over for Ryan Gardner in Grants.

b) **Quorum Established** (Yes, 5 of 8 District Directors were present with the majority of the Exec. Committee)

c) **Moment of Silence** was observed in memory of Justin Tillett, who passed away on Sunday, February 23rd.
Justin served the board as District Director for 4 years as well as Treasurer for 3 years. His family has appreciated the concern and love shown during this difficult time.
2. **Approval of the Revised Agenda** Carol asked for recommendations or additions to the revised agenda (by the Executive Committee) proposed. There being none, **Brad Woodard moved to accept the agenda, a second was made by Mary Ellen Durham. The Agenda passed.**

Carol Maidon wished all a Happy Pi Day 3.14

3. **Consent Items**
 - a) **Minutes**
 - Minutes from the January 25-26 Board Retreat Meeting were up for approval.
Sandra Weitzel moved to approve, MaryKate Holden seconded. Motion Passed and is approved as read.

- Next she asked for approval of the Emergency Board Meeting minutes on 2-16 (WebEx Virtual Format).

Sandra Weitzel moved to approve, MaryKate Holden seconded.

Motion Passed and is approved as read.

- b) Treasurer’s Report** given by Mary Ellen Durham. At this point total assets are \$294,000.99. Our bills have been paid and no formal requests have been made to amend the current budget. Carol Maidon accepted this as information to the board.

4. Operations Reports

a) Business Manager Report by Joette Midgett

- Joette sent out Financials to the board this week, she discussed currently we are spending and not receiving income so there is a negative income at present. This is typical for this time of year. PDI Registration needs to be delayed due to the current crisis with the virus. Fairs, Science Olympiads, etc. are cancelled for a good portion of the spring.
- Maybe a PDI registration opening by August – delayed due to the corona virus.
- Instead of travel money for this board meeting, the money will be used for mailing packets with the Save-The-Date and a brochure.

b) Conference (PDI) Planning Report by Kay Swofford

- Kay has checked policies with this virus situation; we can be excused from our contract due to the “Impossibility Clause” especially with the government mandated no travel and not holding meetings of more than 100 people.
- Currently there have been 3 vendor orders; the goal is to have enough Vendors to fill the Exhibit Hall space as well as spaces in the hallway.

Action Items

- 5.** Kay asked us to consider the 2021 and 2022 Contracts with Benton Convention Center in Winston-Salem. Deadline to sign contract is next week.

- Kay submitted the figures for the 2021 and 22 contracts with a comparison to 2020. They are listed below:

2020	Room Rental	F&B Min.	Room Rate	Room Block	Min Pick-Up 80%
Benton	18,000	10,000	162	265	212
2021					
Benton	19,500	10,000	165	250	200
2022					
Benton	19,500	10,000	168	250	200

- Note from the above table that Food & Beverage costs remain the same for 3 years running.

- Kay shared that the Marriott will not work with us on parking; she is trying to work with Commerce Group from Winston-Salem.
- We need to get the PDI locked in for the next two years due to other conferences (i.e. Math, etc.) moving away from Koury in Greensboro. Typically, the Math conference is locked in for 5 years.
- The McKimmon Center in Raleigh will hold us, but is better for 1-day conferences, not 2 days since there are no hotels nearby.
- Question was asked by Sandra Weitzel, if approved, what would the cancellation policy be. The cancellation clause will be looked at closely. MaryKate asked if these were proposals or contracts. They were contracts. Sandra wanted to be involved in reviewing the contracts due to her job with the Department of Agriculture where she does this.
- ***MOTION* Sandra Weitzel moved to approve both contracts (2021 and 2022) with a provision that the cancellation clause be examined and found to be acceptable by Joette, Kay and Sandra. Brad seconded the motion. Approved.**

6. ***MOTION* The Executive Committee brings forth a motion for the addition of University Liaison/Pre-Service Teacher Committee to the Ad Hoc Committee list in the Policies listed in the Handbook. No second is required; motion passed unanimously.** Description of that person's job was in the Handbook, but the committee was not included on p. 30. We have had this committee for twenty years with Jake Brown, Mary Ellen Durham and Carol Maidon chairing this group.

7. ***MOTION* Offer a free 1-year NCSTA membership to the science teachers at Jordan-Matthews High School to honor the memory of Justin Tillett. Motion was made by Manley Midgett and seconded by Mary Ellen Durham. Passed unanimously!**

- The motion comes from Manley Midgett as a way to honor Justin Tillett, a member of NCSTA, board member and treasurer. It was mentioned that a few board members attended his visitation as well as Brian Whitson attending the funeral.

Discussion Items

8. PDI Update by Mike Tally

- a) A bio from keynote speaker Dr. Laura Bottomly was shared. She is an engineer at NC State University and has led summer camps, advocated for underrepresented populations of our state, developed curriculum and has worked with DPI. We might even reach out to her in some capacity on this board and use her as a resource in the future. You can see some of her work on YouTube clips. Mike asked us to look at these clips, which are brief, awesome and inspiring. Mike asked for questions or comments. Joette sent the board a link to the YouTube clips.

- Adrienne Evans confirmed that she is a great workshop presenter and goes out of her way to do demonstrations throughout the state.
- b) Proposed structure:** Mike has done some work on a tentative schedule, which is similar to last year's PDI. As a reminder we are limited by the number of rooms (10), 12 sessions per room for a total of 120 sessions.
 - There will be six Share-A-Thons, evaluations said teachers liked these and wanted them to remain. (Elementary, Middle, Physics, Physical Science, Biology and Chemistry). There is a good possibility that there will be a Digital Share in some fashion.
 - Manley has been in talks with Burroughs-Wellcome and they want us to work more closely with STEM Education in NC (Southeast, West and Northeast). They asked for a synergistic relationship with them. Conference call with the directors of STEM districts was held recently by Manley, and they agreed to advertise what NCSTA is doing: the PDI, Awards, etc.
 - Suggestion was brought by these directors to see if 4-5 teachers that went to the PDI would share their expertise/teaching strategies at the PDI in an afternoon session.
 - Try to jazz up Friday am and pm sessions so people will not leave early.
 - Reception will be held before Awards as last year.
 - Exhibit Hall and Commercial Vendors offer free goodies again with NCSTA's Spin-The-Wheel activity (maybe have this at times on both days). Logistics to be worked out.
 - Possibility to have a Workshop as we have done before, similar to Literacy, but this year have one on Digital Literacy, offered for an extra rate on Friday.
 - Another possibility is to have a sponsored lunch on Friday.
 - In the mail, you will receive Save-The-Date cards with information on both sides of it. Also, a flyer will be sent out with pertinent information. Mailings will go out in the next week or so. Joette asked that you check your address on the Board Directory and if there are corrections or if you would like to give an alternate email address, that you email her. We don't want returns given the postage costs.
 - The Sched App will be used again, we received feedback that attendees would like their presentations on the app before the presentation. We talked about whether we should require or encourage those, we made the decision to encourage those. Joette checked presenter uploads in 2019; there were 20 out of 120. Handouts can be put on the app. Sandra mentioned that the Soil Science Conference has had trouble with this too.
 - Should the presenters be required to give a jump drive upfront and an abstract of their presentation?
- c) Task Assignments:** Mike has sent out the PDI Planning Duties which was a compilation of survey results sent by Joette asking what board members would

feel comfortable doing at PDI (i.e. registration, hospitality, ceremony logistics, etc.)

- Technicians from Benton should be there during presentations (include in contract negotiations). MaryKate agreed based on some things that happened last year
- Computers need to be set up in advance to have everything ready; meet the tech early in the room where the event is to be held. Ralston James, Sandra said would help with AV issues and Brad Woodard remarked that he had offered to help with this in previous conferences.
- Beverly Lyons would be our Winston-Salem consultant for PDI.
- Press Releases are hard to get media to use. Alissa needs to be a part of conversations of how the Awards ceremony should look.
- Ralston and Carol will help with coordination of all the pieces of the Awards Ceremony, Grant-A-Wish, etc.
- There could be some shifting in the duties signup sheet as many are listed in multiple spots and cannot be two places at once. Share-A-Thons need 1 head and a representative from Elementary and Middle as well as several people chairing the High School content area shares. Manley can help coordinate volunteers as he has done in the past
- Possible Digital STEM Playground, Adrienne Evans will help with this. We need to send out advertisements for Digital Sessions since the move is to Digital Platforms. Hope to have 2 digital opportunities per hour.
- Ann will send Laura the NCSLA lists regarding Pre-Service Teachers.
- Tomeka will help Adrienne with the Spin-The-Wheel; lots of energy with this last year.
- We plan to buy a Spin-A-Wheel board.
- Tom Savage will help with the Grant-A-Wish behind the scenes.
 - Suggestion to ship these items rather than give at PDI. Include a slide of what they won.
 - Carol suggested a poster located in the Convention Center hallways of Winners of Grant-A-Wish and on Social Media.
 - Press Releases about PDI to local newspapers. Announce in advance these winners.
 - Must be present to win the Grant-A-Wish, this year winners registered and paid, but we do not want items to be taken to conference and have them not show.
- Sessions-In-A-Box – Last year, Cliff was the only one who was needed to fill in; MaryKate will help.
- Make sure you understand the duties you sign up for and the number of man hours, 25 people on the board so everyone needs to help at least a couple hours for the conference to run smoothly.
- Carol stated that she and Mary Ellen would be willing to buy the give-aways for teachers at the PDI.

9. District Directors Reports

- Please view reports that Carol Maidon combined that were submitted by the District Directors.
- Kudos to Tom Savage who provided a great report and inserted a picture in his report.
- Reminder: Brian needs Newsletter items; the deadline date was sent out.
- Carol Maidon stated she would revise the report format from 14 to 12. She thanked all who submitted their district's report – Carol Maidon.

10. Committee Reports

a. Standing Committees

1) Goals & Membership (Manley Midgett)

- Sample letters have been sent out, consensus from District Directors that we didn't get much response after their initial communication with county offices, district people, etc. We need to report any bounce backs from our communications.
- What do we need to do to get our message across?
- MaryKate reported in her district she had no bounce backs, but not much feedback from those emails.
- We can see people at events, but since those events are cancelled currently; what else can we do?
- Some in central offices will not respond.
- Go to the Superintendents for feedback, since others will not respond. Make sure the addresses are correct.
- With the current crisis, we need to wait a few weeks before trying again.
- Some Science coordinators are not science teachers, but they can still play a role.
- Manley mentioned the best time to call people is in the mornings or late in the afternoon. If high school teachers, try planning periods.
- Mike suggested we make sure we know your department chairs. This is probably better in smaller regions.

2) Finance Committee (Mary Ellen Durham)

- No Report as they typically meet at the beginning of the year, then only respond if a budget request is submitted.

3) Nominations Committee (Carrie Jones)

- Deadline: want elections done before PDI, target is 2-3 weeks prior.
- Odd numbered District Directors are up for elections along with the Treasurer and President-Elect.
- Carrie will send out information and will give time for notifications of those that won election as well as those that did not. Mary Ellen will offer her help as she has served in this role before.

4) Publications Committee (Carol Maidon for Brian Whitson)

- Carol gave a new number for Brian Whitson 704-223-1503 and asked everyone to correct their board contact list.
- He needs a headshot for the newsletter of each of the board members as well as a 3-5 sentence descriptive bio. He needs this by March 31st.
- Articles for the newsletter are due by the same date.

5) Conference Planning (Mike Tally)

See previous discussion.

6) Constitution and Bylaws (Ann McClung) – she had to leave the meeting but will have a report in August.

b. Ad Hoc Committees

1) Awards (Alissa Wickliff) – no report; absent.

2) Grants Committee (Brad Rhew)

- Application for Grants sent to Joette then she will get with Brad for notifications. Email sent out to the membership, push a new deadline instead of March 1st to **May 1st**.
- To earn a grant, people must have been a NCSTA member for at least 1 year.

3) History and Records (Brad Woodard)

- These are kept in our Google doc.

4) Multicultural Committee (Tomeka Altman-Lewis)

- She has two members on her committee.

5) Non-public Schools (Kim Alix) no report; absent

6) Student Competitions (Sandra Weitzel for Ralston James)

- Lots of the competitions (Science Olympiad, Robotics, Science Fair, etc.) are cancelled due to the virus concerns.
- FFA competition on hold.
- State Envirothon face-to-face competition event cancelled, meet again in two weeks to see about online testing for other parts of the competition.
- State Parks cancelling field trips. Talks and Walks are on hold currently.

7) Communications (Brian Whitson) See previous report on Publications

8) Trust Fund (Manley Midgett) No new funds have been added.

9) Legislative Committee (Mike Tally)

- Please review Mike's Legislative Report sent out prior to the meeting.
- Letters from NCSTA must come as a result of a vote of the board.
- Tom wrote a letter from himself; it was very meaningful and can serve as an example of what can be done. He met with Senator Edwards.
- Adoption of new NC science standards will be forthcoming.
- We need to try to advocate for PD funds personally with legislators.
- In some counties, there are no funds for subs

10) Non-traditional and Informal Education – vacant position

11) Science Matters (Carol Maidon for Carolyn Elliot)

- Science Matters is a NSTA initiative, there is representation from each state, its needs to be advertised more than it is. Several board members get its content from Carolyn every few months. This is on the NSTA website and you can sign up.

c. Other Committees and Liaisons

1) University Liaison/Pre-Service Teachers (Laura Lowder)

- Approval earlier as Ad-Hoc committee. Laura will be collaborating with her colleagues and students.

2) NCSLA Liaison (Manley Midget for Ann McClung)

- Postponed the May 2nd Summit, Tuesday phone call to see what to do. Ann has an action item that was tabled due to lack of quorum until the August meeting.

Thanks to all those who submitted Committee Reports – Carol Maidon

Any other Discussion Items for the Good of the Organization---asked by Carol Maidon

Next Meetings: Face-To-Face August 1st at Meredith College and November 4th @ PDI Benton Convention Center (Winston-Salem)

Mike Tally made a motion to adjourn and Tom Savage seconded his motion. Approved. Adjournment was at 12:24 p.m.

Thanks to all for a great meeting!

Respectfully Submitted,

Brad Woodard
Secretary