

NORTH CAROLINA SCIENCE TEACHERS ASSOCIATION
NCSTA Board of Directors Meeting Minutes
Meredith College, Raleigh, NC
January 10, 2015

Board Members Present: Sam Wheeler, Carrie Jones, Mark Case, Justin Tillett, Renée Coward, Brad Woodard, Tammy Schooley, Samantha Barlow, Angela Adams, Cindy Bullard, Carol Moore, Amanda Clapp, Tomika Altman-Lewis, Randy Bechtel, Fred Beyer, Nina Daye, Stephanie Grady, Carol Maidon, Beverly Lyons, Carol Maidon, Ann McClung, Manley Midgett, Joette Midgette, Fran Nolan, Kay Swofford, Joe Wachs, Sandra Weitzel.

Board Members Not in Attendance: Judy Day, Carolyn Elliott, Rebecca Hite, Linda Stroud, Benita Tipton, Beverly Vance, Rebecca Worlds.

Call to Order by President Sam Wheeler at 10:40 a.m.

Main Agenda Items:

President's Report

President Wheeler welcomed all new members and invited all board members to introduce themselves. Wheeler conducted a PowerPoint outlining the mission and vision of NCSTA, short- and long-term goals, and strategies to address those goals. A synopsis of the presentation follows. (The PowerPoint will be emailed out to the board and available in the 2015 Google Docs folder.)*

Discussion of Goals and Objectives for 2015 NCSTA Board

2015 Short-term Goals

- Raise 2015 PDI attendance to 1000.
- Define what members get from membership.
- Re-align board committees to meet mission.
- Maintain financial health of organization.

Strategic Long-term Goals

- Address professional development needs of state's science teachers.
- Rebuild membership.
- Engage the Next Generation of Science Educators (BTs and new teachers).
- Become flexible and adaptable to meet future challenges.
- Ensure fiscal health of organization.

Strategies

- Know your job (job descriptions, develop goals, align with committee missions, etc.).
- Build presence of BTs and Pre-Service (ex. Poster sessions for Grad/Undergrad research)
- Align PDI, web resources, PR with Common Core, Title 1, other ed. programs and learning objectives K-12.
- Find out what our teachers need and give it to them.
- Examine and pursue grants, partnerships, and possible advertising space on our website.
- Improve communication (District Directors-Ground work, Get the Word out).
- Initiate Member-of-Month recognition.
- Obtain PTA sponsorship.
- Pursue strategy to optimize social media impact.
- Improve communication with Board and Membership.
- Conduct District Directors-Drive In or coffee breaks.
- Increase University participation from Ed and Science programs.

Changes

- Award Nomination Deadline to May 31. Solicit last year's awardees to nominate members for awards.
- Annually sponsor an Educator of Excellence trip for an NCSTA member in good standing using Study Grant funding.
- Conduct larger/multiple Share-a-thons.

Other Discussion Items

- What could we sell (one day maximum) that teachers would want? Back-up power supply? What sponsor could pay for them?
- Website-Need email contact capacity
- Set all dates for Board meetings and summer PDI planning dates

Importance: We Are It.

NCSTA is the only statewide organization that supports science teaching and provides professional support for science educators in North Carolina.

Robert's Rules of Order

Past-President Mark Case reviewed Robert's Rules of Order for non-profit organizations, including:

To start business or start discussion on a voting issue, a voting member can initiate discussion by saying, "I move..." A non-voting member can say, "I would like to entertain a motion..." A voting member can support that invitation for discussion by saying, "I accept the motion..." To postpone voting, "I move to table the discussion," or to change a motion, "I would like to amend the motion to reflect." A call for the vote can shorten a lengthy discussion, but necessitates a majority vote to do so by the full board (voting and non-voting members) recognizing that the goal of the use of the Rules is to encourage civil and efficient dialogue by all members.

Board Minutes Approved

Motion to approve the 2014 September and November NCSTA Board Minutes submitted by Justin Tillett and seconded by Brad Woodard. Minutes approved.

Executive Committee Report

President Sam Wheeler discussed the PDI future location. The 2015 PDI will be held in Winston-Salem. The board elected (See Nov. 13, 2014 meeting) not to sign a contract obligating NCSTA to hold the PDI at the Benton Convention Center in Winston-Salem from 2016-2020, based on low numbers at the 2013 and 2014 Winston-Salem-based PDI and the difficulty fulfilling the contract requirements. (See **PDI** under **Committee Reports** below for follow-up action.)

Treasurer's Report

Treasurer Justin Tillett discussed the NCSTA financial documents, including the NCSTA Balance Sheet, Profit/Loss, the Actual Income, and Projected Budget for 2015. (See NCSTA Google Docs folder).

Low PDI numbers in 2014 led to a net income of -\$15,157.17. This number also reflects the approximate cost of \$11,000 to update the website, which is ongoing, but nearly complete. The board recommended that Business Manager Joette Midgett purchase GoToMeeting for approximately \$200 as a means of saving monies by offsetting face-to-face meetings.

While reviewing the NCSTA Profit & Loss report, Tillett initiated a discussion of reimbursement options and encouraged board members who want to donate funds back to NCSTA to consider donating funds back to the General Fund, vs. the NCSTA Trust Fund to allow more flexibility of funds.

Tillett discussed the proposed 2015 Budget and the changes from the 2014 Budget. Tillett reminded the Board that the Budget could be amended at later dates, if needed.

Motion to approve the 2015 Budget was submitted by the Executive Committee. Budget was approved.

Business Manager's Report

Business Manager Joette Midgett reviewed the lower numbers of attendees at the 2014 PDI: 562 attendees including over 200 presenters.

Forms: Midgett reviewed the process for submitting forms for reimbursement. Board members will now submit their reimbursement forms (which can be found on the NCSTA website and in Google Docs) to Treasurer Tillett, who will approve all requests before Midgett writes the checks. Tillett requested that anyone who has not heard back from him within 24-hours, please check to insure that they are utilizing the correct email (Tillett with 2 t's). Travel reimbursement is based .57/mile. Midgett will email receipts for travel donations to members at the end of the year.

Re-alignment of Board Committees

Board members were asked to reconsider how the committees could be consolidated to increase efficiency and to better address the board's mission. Members signed up for committees of their choice. A list of the committees and members can be found at the bottom of this document.

PDI Committee

2015 Theme: *Mastering Literacy Through STEM!* with the use of graphic novel superhero images like Capt. STEM. Discussion regarding the location of future PDI Conferences ensued. Winston-Salem is the location for the November 12-13, 2015 PDI.

Motion to approve authorizing Conference Coordinator Kay Swofford to meet with representatives of the Koury Convention Center in Greensboro to discuss holding the October 20-21, 2016 NCSTA PDI at Koury was submitted by Justin Tillett and seconded by Cindy Bullard. Motion approved.

Motion to approve authorizing President Sam Wheeler to negotiate with representatives of NSTA concerning the possibility of partnering with NSTA in the Fall of 2018 with a minimum compensation of \$30,000 was submitted by Angela Adams and seconded by Carrie Jones. Motion approved.

Grants Committee

Motion to approve authorizing the Study Committee to award monies to an NCSTA member seeking funds through the Study Grants to attend the upcoming NSTA Conference. Motion approved.

Old Business

PDI Surveys

Joette Midgett sent a copy of the PDI Survey to all members for their review. The Survey is also in the 2014 Folder of the NCSTA Google Docs.

Website Update

The website is still in the process of being updated using the software support company, Stratos. The registration component worked efficiently. Gaining email capacity is the next priority of the updated website. Discussion regarding future management of the website. Currently, Business Manager Midgett is the being paid \$4,000 annually to administer the website.

NSTA Presence

NSTA Liaison Manley Midgett will represent NCSTA at the NSTA CAG (Chapters & Associated Groups) meeting and will report back at the Summer or Fall Board Meeting. Other NCSTA Board Members who plan to attend the NSTA Conference are: Tamika Altman-Lewis, Carrie Jones, Sam Wheeler, Manley and Joette Midgett.

For Committee and District Director Reports, see Google Docs, Jan 2015 Folder.

Upcoming NCSTA Board Meetings:

March 21, 2015, 214 Ledford Hall, Meredith College, Raleigh, at 10:45 a.m. Exec. Bd. Mtg. at 8:30 a.m.

Summer 2015 virtual GoToMeeting, date TBA.

September 12, 2015, 214 Ledford Hall, Meredith College, Raleigh, at 10:45 a.m. Exec. Bd. Mtg. at 8:30 a.m.

PDI Planning Committee Meeting, July 25, 2015, location TBA

Meeting adjourned by President Sam Wheeler at 3:15 p.m.

*Secretary's Note: The PowerPoint and all other NCSTA Board Meeting Reports will be housed in Google Docs in the "Official NCSTA Folder" (in the Jan Board Mtg. Folder in the 2015 Folder). All board members are encouraged to submit district and committee reports directly into the appropriate folder. Contact the Secretary at reneecoward@gmail.com if you experience difficulty.

Respectfully submitted,
Renée Coward
NCSTA Secretary

2015 NCSTA Standing and Ad-Hoc Committees

(Standing Committees authorized by the NCSTA Bylaws: Constitution & By-Laws/Legislation, Finance, Goals, Membership, & Publications)

Standing Committees

Constitution/Legislation

Fred Beyer

Finance/Personnel

Justin Tillet
Fred Beyer

Goals/Membership

Beverly Lyons
Fred Beyer
Nina Daye
Ann McClung
Carol Moore

Nominations/Elections

Brad Woodard
Rebecca Worlds & All other DDs

Publications

Cindy Bullard-Reflector/Journal Editor
Amanda Clapp
Rebecca Worlds
Renee Coward-PDI Program Editor

Ad-Hoc Committees**Awards**

Cindy Bullard
Fred Beyer
Tomika Altman-Lewis
Randy Bechtel

Beginning Teacher/University Liaison

Stephanie Grady
Joe Wachs
Carol Maidon
Sandra Weitzel
Cindy Bullard

Grants: Curriculum/Study

Stephanie Grady
Carol Maidon
Joe Wachs

PDI/PDI Sponsorship

Mark Case
Cindy Bullard
Tammy Schooley
Tomika Altman-Lewis
Sandra Weitzel
Manley Midgett-PDI Sponsorship
Renée Coward

Professional Development

Amanda Clapp
Tammy Schooley

Professional Contacts

NCDPI-Beverly Vance
NCSLA-Rebecca Hite
NSTA-Ann McClung
Non-Public Schools-Samantha Barlowe
Non-Traditional Ed.-Fran Nolan

Safety

Linda Stroud
Beverly Lyons

Student Competition

Science Fair-Judy Day
Science Olympiad-Manley Midgett
First Robotics-Nina Daye, Ann McClung
Envirothon-Sandra Weitzel, Angela Adams, Amanda Clapp

Technology/History & Records

Stephanie Grady
Rebecca Hite
Brad Woodard
Samantha Barlowe