

NORTH CAROLINA SCIENCE TEACHERS ASSOCIATION  
NCSTA Board of Directors Meeting Minutes  
Meredith College, Raleigh, NC  
March 15, 2014

**Board Members Present:** Mark Case, Michelle Benigno, Carrie Jones, Renée Coward, Tammy Schooley, Randy Bechtel, Angela Adams, Justin Tillet, Rebecca Worlds, Carol Moore, Amanda Clapp, Sandra Weitzel, Teresa Cowan, Fred Beyer, Manley Midgett, Brad Woodard, Judy Day, Joette Midgett, Kay Swofford.

**Board Members Not in Attendance:** Sam Wheeler, Linda Stroud, Blair Driver, Cindy Bullard, Benita Tipton, Lori Peyton, Carolyn Elliott, Ann McClung, Tomika Altman-Lewis, Fran Nolan, Beverly Vance, Carolyn Maidon, Stephanie Grady.

**Call to Order** by President Mark Case at 11:05 a.m. President Case reviewed the minutes from the Executive Board Meeting. See Jan. 24, 2014 Executive Board Meeting Minutes.

**Main Agenda Items:**

**January 2014 Board Minutes Approved**

Motion to approve January 2014 Minutes submitted by Michelle Benigno and seconded by Manley Midgett. Minutes approved.

**Treasurer's Report**

Carrie Jones and Joette Midgett met earlier this month to review the NCSTA finances. (See Reports for March 15 2014 Document.) Motion to approve the Treasurer's report submitted by Fred Beyer and seconded by Randy Bechtel. Treasurer's Report approved.

**Business Manager's Report**

Received check from NSTA and E-Cyber Mission based on 2013 PDI. NSTA compensated NCSTA with \$4 for each member who is a member of NSTA and NCSTA; \$2 if they were only a member of NSTA. The total received was a little less than \$1500.

**President's Report**

Mark Case attended the recent NC-Ties conference to encourage members to also attend the NCSTA PDI. He encountered some attendees who thought the NC-Ties conference was the NCSTA PDI. Recognition of need for increased communication about the NCSTA PDI.

**Upcoming Board Meetings**

Discussion to modify the calendar of NCSTA Board Meeting dates, eliminating meetings on July 26 and September 20 and replacing them with one board meeting in August 2014. Rationale: Number of board members who indicated they would not be able to attend the July meeting due to vacations; saving money by decreasing number of meetings; and giving time to respond to PDI needs (increasing awards nominations and voting nominations, etc.). **The board approved this change and set the date of Saturday, August 16, 2014 to replace the July and September meetings.**

**Communication**

Discussion of the possibility of holding the NCSTA Board Meetings using non-face-to-face options such as, Google Hangout. Fred Beyer will review the Constitution to determine that this possibility meets the requirements of the Constitution. Discussion of need to insure that if any changes are made to the Constitution, that the language is broad enough to meet current and future needs.

Discussion regarding the use of "reply all" when responding to email messages in order to maintain efficiency and maintain professional courtesy. All members are also encouraged to contact individuals with specific questions, if needed.

Contact Mark Case if you are interested in being able to use the NCSTA Twitter account.

**NSTA Presence**

Discussion of an informal gathering of those members planning to attend the NSTA Conference. Contact Carrie Jones for more details.

**Website Update**

NCSTA Business Manager Joette Midgett discussed the current status of the website renovations with Hostek. There are two bandwidth/storage space options at \$7.99 and \$25.00 per month. Hostek recommends the more expensive option, but Joette elected to utilize the less expensive option and will monitor this option during high-use time periods. The Board has the option to upgrade if needed.

Discussion regarding transitioning from the old website to the new. Photographs: Joette Midgett will send a notice to all NCSTA members via the website and Cindy Bullard via the NCSTA Reflector newsletter, encouraging them to go to the "old" NCSTA website to download any desired photos prior to May 1. Recommendation that board members use Google Hangout to help identify any "Hall of Fame" members to also include on the website. Brad Woodard, Chair of the Archives Committee will spearhead this effort. Joette will also burn a CD with all old website photos for the NCSTA Archives.

Discussion regarding: How does NCSTA want to present itself on the new website? Time will be allotted during the Working Lunch Groups to respond to this question. Additional discussion of setting up an electronic means to get input from board members regarding the website options.

Joette Midgett described increased efficiency of the website especially regarding registration. President Mark Case described plans to test the system out with a “mock election” to insure that the website will respond efficiently in periods of high need.

### **Agenda Items for August Board Meeting**

Be prepared to discuss different options at the August 2014 Board Meeting regarding:

- NCSTA Retreat
- Transitional Process/System for Leadership (See Executive Board Meeting Minutes)

### **Working Lunch in Working Groups**

Service/Chair: Amanda Clapp

Professional Development/Chair: Michelle Benigno

Technology/Chair: Joette Midgett (for Stephanie Grady)

Membership/Chair: Teresa Cowan

Personnel/Chair: Carrie Jones

### **Reports from Working Groups**

#### **Service/Chair: Amanda Clapp**

Service Group worked with Technology Group on website update.

Report on Survey sent to Members. (See full report in Reports March 15 2014 Document.)

#### **Professional Development/Chair: Michelle Benigno**

At our meeting today we...

- 1) approved the schedule
- 2) reviewed the timeline
- 3) agreed to focus groups to highlight hot topic issues (still need to decide about the specific topics and panel members- Lisa facilitate?)
- 4) Burroughs Wellcome secured for Award Reception and Awards; National Geographic getting secured this week for sponsorship of speaker and breakfast(s) (Michelle); Reaching out to Discovery Ed this week for sponsorship of breakfast and or app (Michelle); Reaching out to Potash to sponsor bags (Michelle); Searching for sponsors for gift. (See below.)

<http://www.4imprint.com/product/122163/Portable-Power-Bank>

Portable Power Bank (Item No. 122163) from only \$4.79 ready to be imprinted by 4imprint Promotional Products

- 5) Kay Swofford and Manley Midgett to work on process to advertise room block fee.
- 6) Kay is getting information on the proposed conference app. (See Michelle Benigno for link.)
- 7) Randy Bechtel will be helping us with Rock giveaway. He normally doesn't do this but he said we need to contact him and NC Aggregate Assoc. about this ASAP. He also mentioned helping facilitate a field trip on Friday afternoon to Vulcan and conducting an Earth Science Share-a-Thon.
- 8) We need a sponsorship email to go out to board. Kay will contact Michelle regarding this.
- 9) Request for District Networking Session during Award Reception.
- 10) Proposal picking/placement meeting **June 23, 2014.**

#### **Technology/Chair: Joette Midgett**

Group met during lunch with the Service Group to make recommendations on the format of the new website. Suggestions: making sure the original NCSTA logo is utilized in some way, multiple photos of teachers actively teaching science in banner, possibility of utilizing award winners in those photos.

#### **Membership/Chair: Teresa Cowan**

**Members:** Teresa Cowan, Carol Moore, Tomika Altman-Lewis, Randy Bechtel, Angela Adams, Becky Worlds, Linda Stroud, Cindy Bullard, Fred Beyer

**Attendance:** Teresa, Carol, Randy, Angela, Fred, Becky

#### **To Be Done:**

- Each district representative on the committee agreed to compile a list of regional contacts (curriculum contacts, informal educators, etc.) – March 1<sup>st</sup> was the deadline agreed upon – **Altered date to April 15 to allow Cindy time to test run the newsletter.**

- Design announcement/invitation including a questionnaire to send to the contact lists generated - **Altered date to April 15 to allow Cindy time to test run the newsletter.**
- Sign up for the April eblast (newsletter): include awards (deadlines & guidelines) as well as perks for membership, current prices, links of interest and MAYBE feature an award winner from last year - **Altered date to April 15 to allow Cindy time to test run the newsletter.**

**March Updates – As of 3/14/14**

Membership	Awards	Grants	Publications
	<ul style="list-style-type: none"> <li>• <b>Suggestions:</b></li> <li>1. Self-Nominations must answer a short prompt and include 2 LOS (Letter of Support)</li> <li>2. Persons nominated must answer a short prompt, a nomination letter, and one LOS</li> <li>3. Include a rubric for the award process in the DB (Dropbox) for the committee</li> <li>4. Inform winners as early as possible (enable them to organize their trip to PDI)</li> <li>5. Use the NC ListServ to announce awards</li> <li>6. Provide a press release for the winners</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Suggestions:</b></li> <li>1. Include a rubric for the award process in the DB for the committee</li> <li>2. Inform winners as early as possible (enable them to organize their trip to PDI)</li> <li>3. Use the NC ListServ to announce awards</li> <li>4. Provide a press release for the winners</li> <li>5. Ensure that winners submit and present at PDI</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Suggestions:</b></li> <li>1. iContact has approved NCSTA's non-profit status</li> <li>2. NCSTA is now up to 10,000 recipients</li> <li>3. Could be our avenue for a free newsletter or publication</li> <li>3. From Cindy Bullard: “I have created a draft newsletter through iContact and sent a test message. There was a problem with images in the newsletter and I am working with iContact to resolve. We are registered with them as a non-profit. I will be sending a test message to the group once that happens and then I can make use of our contact list.”</li> </ul>

**Regional Contacts for Use in the Newsletter**

- Works in progress (Angela Adams, Randy Bechtel, Cindy Bullard, etc.)
- Add regional contacts to the DB by April 15, 2014.
- Ideas for newsletter by the same date to be placed in DB for Cindy to include.

**Deadlines for Awards and Grants**

- Dates – Sept. 15 deadline
- May have to set up a Google Hangout to select the winners
- Announcement to be in the May newsletter (hint – hint)
- Announcement – Eblast to be done May 1 for the award nominations/grants
- Announcement – to be “bannered” on our newsletter

**Personnel/Chair: Carrie Jones**

This Working Group will continue to meet quarterly to insure all contract responsibilities are maintained.

**District Directors**

- District 1 Blair Driver: Absent
- District 2 Tammy Schooley: Electronic report submitted. (See Reports March 15 2014 Document.)
- District 3 Randy Bechtel: Electronic report submitted.
- District 4 Angela Adams: Electronic report submitted.
- District 5 Justin Tillett: Electronic report submitted.
- District 6 Rebecca Worlds
- District 7 Carol Moore: Electronic report submitted.
- District 8 Amanda Clapp: Electronic report (in Service Group area) submitted.

**Other Committee Reports**

- Envirothon-Sandra Weitzel: Electronic report submitted.
- History & Records-Brad Woodard
- Legislative-Fred Beyer
- Safety-Linda Stroud: Absent
- Science Fair-Judy Day: Electronic report submitted.
- Science Olympiad-Manley Midgett: Electronic report submitted.
- Science Matters-Carolyn Elliott: Absent. Electronic report submitted.

Technology-Stephanie Grady: Absent  
Sponsorships/Trust Fund-Manley Midgett: Electronic report submitted.

**Upcoming NCSTA Meetings:**

August 16 at Meredith College in Raleigh.

November 5 in Winston-Salem prior to the NCSTA PDI, Nov. 6-7, 2014.

Please see March 15 2014 Report Document for additional reports submitted.

Respectfully submitted,  
Renée Coward  
NCSTA Secretary