

NCSTA Full Board Meeting Minutes @PDI

November 2, 2022 In-person Meeting at Benton Convention Center, Winston-Salem, NC

Meeting Called to Order by President MaryKate Holden @ 8:03 p.m..

Members Present: MaryKate Holden, Kristana Rogers, Brad Woodard, Laura Lowder, Krista Bremcheck, Jennifer Crawford, Sandra Weitzel, Jennifer Stalls, Adrienne Evans, Carrie Jones, Cliff Hudson, Tom Savage, Carrie Fugel, Kelly Ficklin, Teresa Cowan, Carol Maidon, Mary Ellen Durham, Carolyn Elliot, Lisa Tolley, Joette Midgett, Michelle Hafey, Manley Midgett and Brad Rhew

Consent Items

Quorum Established

Agenda and Minutes were Approved

Treasurer's Report (Mary Ellen Durham)

Sent out 10/24/22 for review

Details below:

NCSTA Treasurer's Report

October 24, 2022

As of October 24, 2022 the North Carolina Science Teachers Association has \$50,372.87 in checking and \$110,458.26 in savings accounts. Excluding the Trust fund, the Association's total financial holding on this date equaled \$160,831.11

Including dues, interest, contributions, conference registrations, grant monies, and fees, income for this reporting period is \$62,964.62. Expenses to date total \$41,524.45, resulting in a net income of \$21,440.17. The Business Manager will provide the current financials for the NCSTA Board's review.

As required by the NCSTA Constitution, the Treasurer, with the approval of the Finance Committee, conducted in September 2022 an internal review of the Association's financial records for 2021. The following provides details of this review.

9/13/2022 Internal Review: NCSTA Financial Records for 2021

Accounts Reviewed (monthly)

Credit Card Transactions

State Employees' Credit Union – Dividend Checking

State Employees' Credit Union – Money Market Shares

State Employees' Credit Union – Shares

SunTrust Money Market Account

SunTrust Banking Account

Other Items Reviewed

Approved NCSTA Budget for 2021

Grant Awards to recipients

Received and paid checks details
Reconciliation details for expenditures and deposits for all accounts
Reimbursements Requests for NCSTA Board Members and the Business
Manager/Conference Coordinator

Payments

An organized record was provided by the Business Manager allowing for the review of each deposit by check, credit card payment or banking interest. Additionally, fees were shown for each credit card transaction. The statements for all bank and credit union accounts were examined and all expenditures were accounted for in the reconciliation details. No unexplained withdrawals or other anomalies were found.

All payments and reimbursements to the Business Manager/Conference Coordinator matched the contracted amounts and were free from error.

This internal review found that the NCSTA financial transactions for 2021 were well documented, detailed and accurate.

Respectfully Submitted
Mary Ellen Durham
Treasurer NCSTA

As required by the Constitution & By-Laws an internal review of the books must be conducted and they were. All accounts were deemed error-free. It was mentioned that there are very organized record keeping and statements were examined and all transactions and accounts were accurate.

Financials/Business Manager's Report (Joette Midgett)

Our income comes from PDI, our account is lower than usual due to no in-person PDI since 2019. In 2019 our attendance was 550, we expect around 350 this year. Numbers for in-person conferences across the board are running 40% off what they normally are. Good news: the Exhibit Hall is full! Should we look to a smaller venue, etc.. There are issues with getting subs, COVID and the current flu outbreak. The focus on new curriculum standards for next year should have our attendance increase for the 2023 PDI. Trend: Historically, no increase after an attendance drop. We have a contract with Benton for 2023 but not in 2024.

Ponder the idea of a 1 or 2 day weekend PDI, should Marriott be used as a venue or cut back on the Exhibit Hall? Remember, we are bound by hotel rooms. Looking at the history of the PDI, it was held Friday thru Saturday, then when Eisenhower funds became available we switched to a Thursday-Friday event. Kelly Ficklin suggested an informal poll on Google form to see what our members would prefer for 2024. Possibly an ad-hoc committee to research the results of this survey.

Action Items

- Joette and Manley stepped out of the room at this time. Mary Ellen offered thanks to her committee: Cliff Hudson, Tom Savage and Carrie Jones for the job the Finance Committee has done during the course of the year. Current arrangements end Friday

with Joette and Manley Midgett as our Conference Coordinators/Planners. Manley has donated his time. Finance Committee has brought forth the following motions:

NCSTA Finance Committee Motions

As the current arrangements for the performance of Conference Planner duties end with the conclusion of the 2022 PDI, the Finance Committee proposes the following motions to the NCSTA Board for discussion and approval.

Motion #1: The NCSTA Finance Committee moves that with mutual agreement between the contractor and the organization the current contract for Business Manager be nullified.

Motion #2: The NCSTA Finance Committee moves that the NCSTA board approve a one-year contract for the position of Business Manager and Conference Coordinator at the annual contracted amount of \$50,000.00.

Relevant information regarding the proposed Business Manager and Conference Coordinator contract:

The Business Manager duties and the Conference Planner duties remain the same. There are no changes in compensation for the duties associated with Business Manager. Compensation for the duties associated with Conference Planner are the same as agreed upon in the 2020 Conference Planner contract.

A \$60.00 allowance is included to cover expenses associated with telephone charges associated with the performance of both Business Manager and Conference Coordinator duties.

There is no conflict of interest with Manley being on the board due to this being Joette's business and not herself. The name of her company is Mindspring. This will be a one year contract with a 90 day clause and it allows for consistency and continuity.

Carrie Jones asked about a regional conference being held as we had last in Charlotte in early December of 2018. When this has been held, we have lost funds. There are no plans for a regional conference for NSTA in the near future. February 2, 2023 thru February 2, 2024 would be the length of this contract.

During our January 2023 meeting, the budget will be discussed. We think there will be more revenue at the PDI in 2023 due to the changing of the standards for Science Ed in North Carolina.

Carol Maidon made an amendment to Motion #1 to state: THE NCSTA Finance Committee moves that with mutual agreement between the contractor and the organization the current 2-year contract for Business Manager be nullified. This was

seconded by Carie Fugel and the amendment was passed. Motion #2 was passed as well.

District Reports

- There will be a runoff for District 3 after the conference as no candidate garnered the more than 50% needed to win.
- Lindsay Smith is not able to travel due to her impending birth of her baby.
- Tom Savage (District 8) submitted his report
- Student Competitions (Jennifer Crawford) shared a spreadsheet
- Carrie Jones has Grant certificates that need to be signed before the Awards Ceremony at PDI.
- [Teresa Cowan](#) will have different board members on stage at different times during the Award Ceremony
- Grant-A-Wish and Door Prizes are going to be really good.
- The reception will be held before the Awards Ceremony
- During the Award Ceremony, we need to talk up our organization and share how we train up leaders and be the face of the conference.
- Carie Fugle and Brian Whitson will be having a social media presence at PDI taking pictures but will not contributions from us all
- Carolyn Elliot with NSTA Science Matters reported that the database crashed and is no longer going out
- Lisa Tolley reported that there are going to be lots of Environmentally focused exhibits in the Exhibit Hall

PDI Updates (Sandra, Manley and Joette)

- 7:30-10 Coffee break in the hallway of Benton
- There will be a lunch concession kiosk in the hallway near the Exhibit Hall between 11:30 and 1:30, prices will be between \$6 and \$10, the menu will be pick up foods, chicken tenders, burgers, hot dogs, salads and wraps. This will be based on a sales limit so board members eat from this kiosk if you can and encourage attendees to do the same
- 60+ exhibitors in the Exhibit Hall
- This is a Rock year so the Aggregate Vendor will be giving out bags of rocks
- During the reception there will be a Cash Bar in the hallway and heavy pick up items, encourage people to stay
- Job Task List-----Kristana, Laura, Lisa, Michael and Adrienne heading up the Share-A-Thon
- Tom---Grant-A-Wish, this will be included in the Awards Ceremony
- Brian W ----Publicity, Action pictures with cutouts to post on Social Media outlets
- Kelly Ficklin----Spin-A-Wheel
- Reality Check----Laura Lowder
- Ticket Mechanism will be needed with 2 different colored tickets for the raffle and Spin-A-Wheel, blue color and red or white and red
- Attendance at the General Session will garner 1 ticket and attendance at the Awards Ceremony will get you 1 ticket.

- Big prize ticket items after the last session on Friday
- 10:30 am General Session on Thursday and 6:15 Awards Ceremony on Thursday
- Tickets need to be given out 15 minutes prior to events being held
- Presenters could give tickets to attendees
- Prior to the Awards Ceremony, white tickets will need to be given out
- There will be a President's Social after the Awards Ceremony in MaryKate's suite Room 411

Meeting adjourned at 9:25 pm after a motion from Kelly Fickin and a second from Sandra Weitzel.

Respectfully submitted by Brad Woodard, NCSTA Secretary