

**NCSTA Board of Directors Minutes
November 11, 2015
NCSTA PDI, Winston-Salem, NC**

Attendance: Angela Adams, Tomika Altman-Lewis, Randy Bechtel, Mark Case, Amanda Clapp, Judy Day, Nina Daye, Mary Ellen Durham, Carolyn Elliott, Stephanie Grady, Carrie Jones, Carolyn Maidon, Ann McClung, Joette Midgett, Manley Midgett, Carol Moore, Fran Nolan, Tammy Schooley, Linda Stroud, Kay Swofford, Mike Tally, Justin Tillett, Sandra Weitzel, Sam Wheeler, Brandon Wilson, Brad Woodard.

Sam Wheeler, NCSTA President called the pre-PDI NCSTA Board meeting to order at 8:30 pm.

The President asked Business Manager (Joette Midgett) to provide a status report on the PDI registration. Joette reported that as of Wednesday evening (11-11-2015) eight hundred five (805) individuals were registered for the PDI which was greater than the 2014 PDI total paid attendance. Part of the increase in attendance was attributed to the one hundred (100) individuals registered for the Literacy Workshop who were able to use Title I professional development funding.

Joette noted that the setup of the Registration Booth was complete and that the initial technology complications with the computers/printers had been resolved. Board members were thanked for signing up to work at registration and Joette cited that the number of volunteers was sufficient to cover each of the shifts. The first two shifts on Thursday were predicted to be the busiest and the need for help at the Registration Booth would decrease by Wednesday afternoon. Board members who had signed up for the later shifts on Thursday and Friday were asked to report to the booth to see if they were needed to assist. It was recommended that if registration was adequately covered during these later shifts that volunteers may want to assist with other areas of the PDI. Kay Swofford and Ann McClung noted that volunteers were still needed to assist with the exhibitors as well as the NCSTA Booth.

Referencing the registration for the Literacy Workshop, Manley Midgett recognized Angela Adams and her group for their contributions in developing the literacy presentations and publicizing the event. The Board was reminded that Burroughs Welcome, a primary sponsor of the PDI, was extremely supportive of the literacy initiative and their representative, Sam Houston would be present at the conference. Angela explained that pending the success of the PDI-based Literacy Workshop, three additional workshops that would be held in different regions of the state could possibly be incorporated into future planning.

Acknowledging the work involved in planning and collaboration among Board members, Sam Wheeler noted the Literacy Workshop as just one new addition to the PDI offerings. Carrie Jones and Carol Maidon were then recognized for two new initiatives: outside sponsorships for classroom teachers and the implementation of a Research Poster Session.

Sam Wheeler provided a brief review of safety procedures for the conference, emphasizing a need to be mindful of and to correctly respond to “gate crashers.”

Carrie Jones reported on the NCSTA raffle which included a brief description of some of the raffle items, summary of the ticket draw procedures, and electronic options available for the purchase of tickets.

Linda Stroud provided an update on science safety noting several recent school laboratory incidents involving misuse of alcohol and fire. Stating that teacher carelessness was most often at the center of laboratory accidents, Board members were asked to keep teachers and students within their respective districts appropriately informed of correct safety procedures particularly with flame and proper labware issues. Linda announced that the newest edition of the Science Safety Manual was available and could be obtained at the NCSTA booth with 10% of the sales returning to the organization.

Justin Tillett deferred the presentation of the Treasurer’s Report until the January Board meeting so that all income and costs of the PDI could be included. Similarly, Joette Midgett postponed an explanation of expenditures until all payments associated with the PDI could be resolved. She did clarify that a temporary hire would receive a small compensation to assist with issues associated with the PDI and Literacy Workshop that could not be handled by Board volunteers.

Kay Swofford announced that presenters would be separately registered at the Presenters’ Booth located in the Benton Center Lobby. Additionally, presenters had received information regarding room assignments and media needs. Kay Swofford described the process for session cancellations. A pink sheet insert for the printed programs was prepared noting program cancellations and/or changes. As of Wednesday evening there were four presentation cancellations, 1 addition, and 2 room changes. Kay noted that additional cancellations and changes would be posted on the white board near the Registration Booth and announced in general sessions. Kay has a list of volunteers who are willing to repeat sessions to take the place of the cancelled sessions, if needed.

In honor of Veteran’s Day, Brad Woodard asked the board to recognize Mike Tally for his military service. Following this acknowledgement, Mike provided a report from the Elections Committee. It was noted that online voting would cease at midnight on Wednesday night (11-11-2015). Hard copy ballots will be available for on-site voting at the voting table across from Registration Booth on Thursday. Lists of those who voted electronically and membership would be checked prior to issuing a hard ballot to insure there were no double votes. Election results will be compiled by Mike and reported to the Executive Board officers by the end of the voting period.

Tamika Altman-Lewis reported that all plaques, certificates, and other awards were prepared for presentation at the Awards Ceremony. It was noted that all but two awardees would be present at the ceremony which will be held Thursday evening in the Benton Center Main Ballroom. Manley asked Board members to encourage those at the PDI to attend the ceremony and subsequent reception as well as the general sessions and to enjoy

the food provided by our sponsors. Information was provided regarding the presentation of the first John Parke Award. Justin Tillett was asked to arrange reserved seating for the Parke family at the event. It was announced that Lori Parke, John's widow, would make a brief statement to the organization. It was also noted that Randy Bechtel would present the Outstanding Earth Science Teacher Award (OEST) and that the Biology award would be announced, but the recipient, would not be present in that she was attending the National Biology Teachers Conference.

Manley Midgett reminded the Board, that longtime colleague and NCSTA member, Dr. Charles Lytle died this fall. Discussion led to a decision to recognize Dr. Lytle during the Friday General Session with Carol Maidon making memorial remarks.

Randy Bechtel gave an update on the Vulcan field trip reporting that twelve individuals had currently registered for the trip which Randy would lead. Participants would be directed to assemble near the PDI Registration Booth fifteen minutes prior to the departure time of 1:30pm on Friday afternoon to coordinate transportation with a return of 4:00pm.

Carrie Jones thanked Joette Midgett and Kay Swofford for all of their work in preparing for the conference. Carrie also distributed cards and solicited Board members' help in writing thank you notes to the organizations that sponsored teachers. Manley Midgett offered NCSTA printed cards for this correspondence and Linda Stroud suggested that an official contact be made by the NCSTA President.

Carol Maidon noted the time change for the Reality Check as 12:30 to 2:00 pm on Thursday and invited all Board members to drop by the event in the Marriott.

Manley Midgett provided a reminder of how to locate rooms in the two hotels and the Benton Center, explaining that the rooms are numbered, lettered, or named according to building. Sam Wheeler extended an invitation to all Board members to the President's Reception on Thursday night at 7:15 pm in Marriott Room 1810. He then reviewed the agenda for the first General Session at 11:00 am on Thursday, asking Board members to be prepared to be recognized at this session.

Carrie Jones reminded board members to fill out the NCSTA survey and note if they were willing to continue to serve on the NCSTA Board.

Stephanie Grady was asked to provide the report from the Grants Committee. Stephanie noted that three grant proposals were under consideration. Two were for Study Grants and one was for an Innovative Curriculum Grant. The innovative curriculum proposal requested funding to purchase laboratory equipment to begin a middle grades earth science program. The two study grants sought funding to attend an NSF conference and an educational trip to the Galapagos Islands, respectively. Noting the merits of each proposal, Stephanie explained that there was no more funding in the Innovative Grants budget, but there was sufficient funding designated in the Study Grants line item to allow for partial

funding for all the proposals if the Board would approve shifting money from one budget item to another. Following discussion as to how the applicants intended to use their grants, **Justin Tillett presented a motion to allow for the transfer of funding from the Study Grants budget to the Curriculum Grants budget which would allow for partial funding for all three proposals. Angela Adams seconded the motion. The vote was called by the President and the motion passed.** The Innovative Curriculum Grant request will receive \$500 and the two study grant requests will receive \$120 and \$1,000 respectively. Angela Adams recommended that the Board consider that all grant recipients be required to present at the PDI that follows their receipt of the monetary award and that the Board investigate ways NCSTA can provide a formal documentation of awarded grants and subsequent presentations that can be used as part of the recipients' professional evaluation procedures.

In order to allow for proper discussion of NCSTA personnel budgetary issues, Justin Tillett made a motion to move into closed session. This motion was seconded by Randy Bechtel. The subsequent vote passed the motion.

Following the Closed Session, President Sam Wheeler recalled the general NCSTA Board Meeting back to order, allowed those who had been excused from the Closed Session to rejoin the group, and continued with other issues to be addressed by the board.

Carol Maidon was asked to report on the NCSTA conference for preservice teachers scheduled for spring 2016. Carol announced the conference dates and that the meeting would be held on the Campbell University Campus. It was noted that the conference would be the same day that Campbell will host the regional Science Olympiad and that attendees would have opportunities to not only participate in professional development sessions but also to view first-hand how the Olympiad promotes effective science teaching and learning.

Carrie Jones announced January 9, March 15, and August 13 with a telephone meeting possibly in July as the dates for the 2016 NCSTA Board meetings. Additional information concerning these meetings will be sent to Board members closer to the dates.

Sam Wheeler asked the Board to remind participants that the 2016 PDI will be held in Greensboro on October 21 and 22, 2016. With no further issues needing to be addressed the meeting was adjourned at 10:00 PM

Respectfully submitted
Mary Ellen Durham and Ann McClung
(Proxies for NCSTA Secretary Renee Coward)
NCSTA Board of Directors Minutes-Closed Session
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Upon calling the Closed Session to order at 9:30, President Sam Wheeler yielded the floor to Justin Tillett, NCSTA Treasurer. Justin informed the board that the reason for the closed session was to discuss and resolve issues concerning contracts for the organization's two hired personnel, Joette Midgett and Kay Swofford.

It was noted that Joette Midgett holds two contracted positions for the organization, Webmaster and Business Manager. Justin asked the board to consider the contract for Webmaster first. General information regarding the contract was shared including that it renewed Joette's services for two consecutive years at the existing salary of \$4,000.08 to be paid on a monthly basis. The contract did not itemize specific duties, yet generally noted the activities to be performed to construct, sustain, and maintain the NCSTA website. It was noted that the agreement included a "tasks as needed" clause and could be cancelled with a 90-day notice presented by either the Webmaster or NCSTA. In the event the contract is cancelled the Webmaster would be required to submit all pertinent information and artifacts to the organization to insure the continuance of the website.

As Chair of the Personnel Committee Justin Tillett moved for the approval of the renewed Webmaster contract (Constitutional By-Laws allow for this motion without a second). The President called for discussion. Justin clarified that provisions in the contract were typically found in webmaster contracts used by other professional organizations. He also noted that the proposed salary was very reasonable, compared to what other professional groups allocate for similar services. Tamika Altman-Lewis stated a concern that the NCSTA website did not always appear when one conducted a web search for North Carolina science organizations. Justin clarified that there is a difference between marketing initiatives and maintaining a website. That the contract dealt with only website maintenance, but that if there were marketing concerns these could be negotiated through the "tasks as needed" clause.

With no further comments, **Sam Wheeler called for a vote. With eleven approvals the motion to extend the webmaster contract for two years passed.**

Justin Tillett then moved to approve the Business Manager contract for 2016-2018. This contract maintains the currently approved duties associated with the position but calls for a salary increase to \$25,000.00.08 to be paid on a monthly basis. As with the webmaster contract this arrangement can be severed with 90-day notice by either party with provisions for the Business Manager to surrender all relevant and information and legal documents to the organization if the agreement is broken. Sam Wheeler opened the floor for discussion. Justin again noted that the duties prescribed in the contract were consistent with those outlined for business manager contracts for other professional organizations.

Carol Moore referring to other board meetings where budget issues and concerns for financial security were raised and asked Justin to clarify if the salary increase was warranted. Justin explained that the proposed salary increase was reasonable considering the myriad of duties associated with the position and that the overall salary was actually less than that paid by other professional organizations for these services. The board was reminded that the NCSTA budget is set using income projections prior to the PDI which is the main source of income. It was noted that the salaries in the three proposed contracts could be met with the current trends regarding incoming money. Several board members commented that Joette Midget had displayed a “heart for NCSTA” with her sincere efforts to provide assistance for the organization, board, and general membership. Her longevity with the organization was noted as extremely valuable and worth the salary increase in that she thoroughly knew its history, its organizational policies, and was familiar with the interactions the association had had with a myriad of other organizations and individuals more many years. Discussion determined that salaries could be met with current trends with incoming money. Justin noted that the raise is deserved by the employee in that she not only performs her prescribed duties extremely well, but is always willing to do extra tasks for the benefit of the organization for which she is not compensated.

Discussion ended. Justin Tillett moved to accept the new business manager contract. With no second needed, the President called the vote which passed the motion. A renewed contract for Conference Planner was the next item of business. Justin moved to consider the new contract. Discussion disclosed the conference planner contract included the same terms and pay periods (two more consecutive years) as the current contract. However the new contract called for an increase in salary to \$25,000.08 to be paid on a monthly basis. It noted that in NSTA conference years, when the state organization does not sponsor the PDI, that the planner may be paid to solicit vendors and to retain contacts for the following year’s conference. Justin also reminded the board that the Executive Board approved monies in expense accounts to the Conference Planner to cover PDI-related telephone bills. Same terms... same pay period... amount 25,000.08. It was clarified that the conference planner contract has similar clauses to that of the business manager contract regarding “tasks as needed” and provisions to break the contract.

Discussion ended. **Justin Tillett moved to approve the Conference Planner’s contract. Sam Wheeler called for the vote. The motion passed.** With personnel budget issues resolved, Justin moved to return to open session. Mark Case seconded. The motion passed and the meeting returned to open session at 9:50

Respectfully submitted,
Mary Ellen Durham and Ann McClung
(Proxies for NCSTA Secretary Renee Coward)