



{ VOLUNTEERS FOR IMPROVING SCIENCE EDUCATION; CLASSROOM TEACHERS HELPING CLASSROOM TEACHERS. }

## **NHSTA BOARD OF DIRECTORS AGENDA**

**MARCH 12, 2009-4:30PM**

PSU, Concord, NH

### **I. CALL TO ORDER at 4:45**

Present: Brewster Bartlett, Heather Brunelle, Janet Chamberlin, Rachel Christensen, Dan Heath Lisa Lavalley, Leslie McRobie, Steve Roberts, Amy Rockwell, Robert Schroeder, Doug Stith, Brian Wazlaw.

Absent: Phil Browne, Jan McLaughlin, Mark Parsons, Sharal Plumley, Andrea Polizos, Dennis Vienneau, Paul Williams,

### **II. APPROVAL OF FEB 12, 2009 MINUTES**

Lisa emended the minutes to show that Rachel was not at the meeting.

\*Janet Moved, Dan seconded to accept the Feb 12, 2009 minutes as emended.

### **III. FINANCIAL REPORT - Dennis**

No response from Dennis to Lisa's email asking board members to state their intentions on serving on the 2009-10 board of directors.

Lisa led the discussion on:

- \* Steve charged to get all information and materials from treasure
- \* 2008-09 Board and officers are to be accountable to the end of their term which is April 16th
- \* New officers: Dan- secretary, Treasurer - Steve, Leslie - VP2, Amy - VP1, President - Lisa, Past President - Janet.
- \* Discussion, Lisa suggested that the new officers should be voted at the spring conference. Discussion followed that an electronic ballot may be a better way to achieve one person one vote. Lisa will check with attorney to move to a digital vote.
- \* Annual meeting to be discussed at new the officers meeting April 16th.
- \* End of the year is to be March. New Board to start in April.

#### IV. WEBSITE, DATABASE, NEWSLETTER REPORT - Paul [Lisa-5 min]

A) Database and Membership report – 1362 names in data base.

Numbers: (by the year their membership is due; i.e. 2009-03-12 = 2009)

1 for 2011, 48 for 2010, 479 for 2009; 223 for 2008.

83 Complimentary (48 retired, 1 for NASA, 7 Complimentary Student, 13 Complimentary pre-service, 13 Complimentary First-Year Teachers, 1 ad).

B) Newsletter Report. The Early Spring one is finished and I believe has been mailed and received! (I get my mail here once a week – I think

mine will be in Thursday's mail – on the other hand – it better be – it went to the printers on 2/15)

Summer 2009 is in the works. I will need a) another front page article from Lisa; b) Paragraph articles about something in science from anyone who would like to submit one. Due date is Friday 5/15/09.

C) Web Page Report - Up-to-date.

D) Mailings: Newsletter went out. Brian's workshop went out also. Rachel's electricity workshop went out by mailchimp – it filled up in less than one day! I'd suggest running it again (and again and again)! I also learned something about mailchimp and survey monkey – we always need to access survey monkey only from our web page – then, when it is filled up, I can turn off the link! If there are any others, please let me know!

E) Credit Cards –The application is still in. They need our tax form (which our accountant will do) before the application can be processed (so we can get the nonprofit status). I'm still waiting for that. Once we get the credit card thing straightened out, we will absolutely need to do the “verified secure site” thing – it will cost somewhere around \$200 - \$300 (...and take some new learning for me on how to do it).

F) Mail Chimp/Survey Monkey – are great tools!! The e-mails Amy has sent about the conference are great – I've used it to notify the vendors and about Rachel's electricity workshop. I am working (with Amy) on an on-line membership renewal form – its actually almost ready – it may be up by early April.

G) I'm available during the board meeting! Have someone call me (802-238-2776) and put me on speakerphone (or not on speakerphone) for any questions (of course, it can't be Steve – he should be very busy trying to take notes...). Arizona doesn't do daylight savings time – so there is a 3 hour time difference – the 4:30 board meeting is at 1:30 for me!

**V. POLICY COMMITTEE – WHAT’S NEXT?** - Janet/Leslie/Lisa/Amy/Paul/Steve [5 min.]

Need to start writing policy after May.

**VI. SPRING CONFERENCE – MARCH 24, 2009, PEA.** - Amy [20-30 min]

a. Conference details>>>There is a lot to do....did a visit and checked on rooms. Food will require the need to hire people due to their second week of vacation .....Parking and door prizes-Robert ....Lisa will handle Tom Wessels .....All hands to help with registration .....Brewster will run the rock raffle ....Door prizes and rock raffle will remain at entrance for pickup at the end of session 2 ....Discussion on head count for food ....we are presently off by 100 people when compared to same time 2007 .....proposed to leave the count to the caterer as long as possible.

b. Advertise fall conference...October 25-26th to the exhibitors and attendees with posters.

c. Brewster and Steve rock raffle – will meet on Monday 16th in Concord at 4:30

d. Money: Cash for registration and checks to make payments - treasurer

e. Student cost for the conference \$20.00

f. Advertisement: Lisa, Robert and Leslie placed adds to local media organizations. Robert suggested that we should broaden our scope and look for people interested in science to attend or conferences and workshops. Amy, Rachel and Steve used the net and collected emails of middle and high school teachers from schools who publish their teacher’s emails on their web site. Amy used a common Google spread sheet collecting all the data and sent an email out inviting the teachers to the Exeter conference.( 15 new teachers responded to this email equaling a \$1500 revenue increase for the conference)

g. Credit card use-check out website – almost half the people that signed up used the web site PayPal.

h. Logo ? it’s a go ....

i. Wagner Award-Thank you Brewster for taking care of this and updating the plaque.

Vote to purchase more granite New Hampshire statues. Motion for Brewster to spend up to the cost of 12 granite statues Moved Lisa seconded Dan

**VII. WORKSHOPS**

How are monthly workshops coming? We need more workshops over the year -All [5 min]

a. Brian-Chemical Management Workshop-Wed March 18, 2009. 12 people signed up at Exeter High School ...best place at Manchester Professional Development Center. Check with Jan to see if any money is available for safety workshops.

b. Rachel - Electricity in NH - Sat. March 14, 2009. It is full! Closed in a day. Rachel's Dad is very excited ... We need to plan another workshop to meet demand

Brewster suggested that there is a need for a workshop board person in the future. Responsible for workshops and scheduling (a whip).

c. Others? Doug workshop on navigation sounds very interesting

## **VIII. OLD BUSINESS – [20 min]**

a. member cards- discussion-each member will have opportunity to speak. Use for web site with a membership number only section ...to search data base ...Member identification number ...Move toward an ID system

b. Online NHSTA Bulletin Board - Has anyone had a opportunity to use this? NH teachers' association yahoo group

c. Fall Conference 2009 - where/when?-Amy /Lisa Will be at Attitash, Oct 25-26, 2009.

d. Recruitment of new board members –any suggestions? Who where what grade level ? Send an email to Lisa

e. Nominating Committee – all done

## **IX. NEW BUSINESS**

a. DOE- Jan [5 min]

b. Other?

Amy Web site ...Needs a make over to bring it into the twenty first century Hire a web designer??? Brewster need to follow the boards model of not being dependent on single individuals .....Too much for Paul to do design and manage ... We pay for management not over all design .....Janet put this beyond the board to a professional .....Make calls on Web designers

Newsletter needs to keep moving forward as a professional document. Does it need a committee to help? ....getting articles .....advertisements ...color setup??? Rachel

Steve digital information-cameras ...There is a need to record our achievements and share them with our membership .....Snapfish a place to put our pictures to be used by the board members. Amy

Steve - Paul has insisted that Amy and Lisa be reimbursed for their extra time and effort in running conferences without Paul's assistance. Paul insists that they be reimbursed from his stipend. It is fair and just for Amy and Lisa to be paid. Articulated graciously by Janet and Leslie.

**X.           ADJOURN.** – 7:10

\*Motioned Brian.....Seconded Robert unanimously accepted