



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

NHSTA BOARD OF DIRECTORS MEETING

JULY 23, 2009-10:00AM

Auburn, NH

I. CALL TO ORDER - at 10:30

Present: Lisa LaValley, Amy Rockwell, Leslie McRobie, Steve Roberts, Doug Stith, Dan Heath, Rachel Christensen, Heather Brunelle, Robert Schroeder, Sharal Plumley

II. MONTHLY MEETING SCHEDULE - Lisa

Future Meeting Dates-3rd Thursday of each month

Sept. 17 Location: PSU Concord

Oct. 15 Location: PSU Concord

Nov. 19 Location: PSU Concord

Dec. 10 Location: TBA – Common Man?

Jan. 14 Location: PSU Concord

Feb. 18 Location: PSU Concord

March 18 Location: PSU Concord

-Lisa noted that Jane Lacasse has graciously offered to coordinate our use of the Plymouth State University facility for another year

-Lisa will invite Jane Lacasse to our holiday meeting as a thank you

-We will also offer PSU free exhibitor tables at the fall and spring conferences

III. FINANCIAL REPORT - Steve

- Lisa noted the great amount of time and effort Steve has put into setting up the QuickBooks system
- Currently we have \$26,837.21 in the checking account
- Discussed the anticipated expenses for the fall conference at Attitash and the spring conference at Southern New Hampshire
- Noted that we need to increase our paid membership – should be able accomplish this with the online piece and the other new initiatives
- Noted that the bank fee item is due to transaction fees for credit cards
- Steve would like to spend \$1,000 to purchase more items for the rock waffle
- Steve noted the major reduction in the budget for the line items of postage and delivery and printing and reproduction – justified since most of what we will be doing is online

Motion to approve the report was made by Dan Heath and seconded by Robert Schroeder – Approved

IV. UPDATE ON C-VENT AS ONLINE MANAGEMENT GROUP - Steve/Amy

- C-VENT should be up and running for the fall conference by the end of next week
- Amy will be sending out notices/invites using C-VENT for the conference on Aug. 31, Sept. 18, and Oct. 9
- Six computers will be purchased – the computers will be used by the officers and Paul – the computers will also be used for registration at the conference as registration kiosks
- It was noted that the initial data set-up is not easy, but will be worth it in the end

V. WEBSITE/NEWSLETTER/DATA BASE - Paul

- Steve read the report submitted by Paul via email
- Currently 1,396 names in the database

- Paul is working on the fall newsletter
- Articles are needed (Welcome back from Lisa, fall conference from Amy, spring conference from Leslie, article about how we are going paperless and using email from Steve, something from Dan) Due date is Aug. 14.
- Web page is up-to-date awaiting the fall conference information
- Paul will send out dues letters soon and three safety workshops by Brain – will probably do the first item using Mail Chimp
- 12 exhibitors have used Survey Monkey to register for the conference
- Discussion about how to announce how we are going green – Decided that we send a final mailing that will announce going green and the fall conference
- We will send out quarterly flyers to those that owe dues until we eventually have everyone notified of the change
- Decided that if someone wants a paper copy they will need to request it either by email or letter –The requests should be sent to Paul
- Discussion of providing a phone number for the paper copy request was tabled
- It was decided that we should have Mail Chimp and Survey Monkey available until after the fall conference to facilitate the change over to C-VENT

VI. CONFERENCE:

a. Fall - Amy

- Field trips are scheduled – 9 planned
- Two sessions of workshops on Sunday that will occur from 1-4 and a social hour from 5:30-6:30
- The marketing committee should investigate the possibility of having a business sponsor the social hour
- Monday – the keynote speaker will be Page Keeley – 4 sessions of workshops – Lunch
- C-VENT will be used to determine a lunch count
- Registrants will be asked to sign-up for sessions on Sunday, but not Monday

b. Spring – Leslie

-It will take place at Southern New Hampshire this year and Phillips Exeter next year

-Keynote and exhibitors will take place in the field house while the sessions will take place in another building

-Discussion of maybe creating a mini-conference in Keene to reach another part of the state – Suggested it have an Earth Science focus

VII. WEB DESIGN COMMITTEE – Amy/Rachel

-Shared what the site currently looks like

-Asked what should be added to it – several suggestions were made

-Discussion of marketing committee– the idea of having one or more sponsors of the site – Andrea and Dan will co-chair – Robert and Heather will be on the committee

-One link will be a list of resources for New Hampshire teachers will be able to use – potential field trips and other sources – If someone has an idea of a great resource they should email it to Sharal by August 14th

-If someone has ideas for professional development or science related links, they should email them to Rachel by August 14th

-Lisa will work on the Ewert and Wagner Award sections and well as the Why Join? section

VIII. GOOGLE DOCS – SPREAD THE NHSTA WORD – Amy

-A few people still need to do their part of the list

-The next step is to go back and list the elementary teachers for the section we were assigned- this should be done by Dec. 10

-Once we have done this – we should continue to update the section we have been assigned (add new teachers and delete retired teachers)

IX. WORKSHOPS FOR UPCOMING YEAR – Lisa

-We created a chart of workshops we plan to do this year

-Members of the board of directors are required to conduct or host a workshop (newly appointed members have an additional year to plan for a workshop)

-Descriptions of workshops should be sent to Amy as soon as possible to set up the C-VENT piece

X. MEETING OF “POLICY” COMMITTEE – Lisa

-Lisa went over the new policies that discussed at the meeting – Lisa sent out a copy of the policies – Lisa asked for people to email her any changes they feel are necessary

-Briefly discussed the newly formed marketing committee

-Briefly discussed the newly formed membership committee – Rachel, Doug, Paul, and Heather – goal of adding 100 more paying members to the data base

XI. NEW BUSINESS

-Steve suggested the idea of executive board members joining other organizations – The idea is to learn how other organizations operate – we would offer free membership in our organization in exchange for free membership in their organization

XII. ADJOURN

Motion was made at 4:02 by Dan and seconded by Steve - approved