

## **NHSTA Board of Directors Minutes, January 14, 2010-4:30pm @ PSU, Concord, NH**

**Call to order**-Lisa called the meeting to order at 4:43PM

Present: Brewster Bartlett, Bill Church, Heather Brunelle, Janet Chamberlin, Rachel Christensen, Sally Jean, Lisa Lavalley, Leslie McRobie, Steve Roberts, Amy Rockwell, Robert Schroeder, Doug Stith, Brian Wazlaw, Paul Williams.

Absent: Dan Heath, Mark Parsons, Sharal Plumley, Andrea Polizos

### **II. Approval of December 10, 2009 minutes-**

\*Janet moved to accept the December minutes; seconded by Brewster – unanimously accepted

### **III. Financial Report/Quick books/C-Vent –Steve**

Looking pretty good – membership is trickling in – \$12,300.52 in account. Paid off Paul... expenses coming up – insurance, Cvent. Expect some income from spring conference.

It takes the treasurer much more time during conferences – they need to know Cvent, PayPal, QuickBooks. It may take the new treasurer more time to get this all figured out.

There was some discussion of how we need to do treasurer. Several ideas included: hiring a bookkeeper, making a longer term for treasurer, understudying the treasurer. Steve will find out how much a bookkeeper might cost.

\*Moved to accept the treasurer's report by Leslie – seconded by Heather – unanimously accepted

### **IV. Committee Reports**

Marketing Committee-Andrea/Dan/Heather/Robert – tabled until next meeting

Membership Committee-Paul, Rachel, Robert, Heather – need to meet... tabled until next meeting.

...New Web page-linked to c-vent for online membership registration

### **V. Website, Database, Newsletter Report-Paul**

#### **1/14/10: Membership, Newsletter**

#### **A) Database and Membership report – 684 members; 599 in Google docs; 458 non-members.**

Membership and Renewals – 34 on-line renewals (I'm entering the mail-ins into here) total of 49 renewals for December and January)

Some Cvent notes: a) the program will not update the membership renewal date; b) Cvent will only use one e-mail address; c) The on-line registration for events is going extremely well! For example Rachel's Sharing Session #3 went on-line yesterday – 3 sign-ups already; d) I'm about to enter some new categories: presenter-member, exhibitor, and exhibitor-member.

**B) Newsletter Report.** The Spring Newsletter is next. It has an earlier due date: Friday, 2/5/10 (so we can put the spring conference into it). Need other articles!

### **VI. Spring Conference-March 22- Leslie**

The conference committee had 2 meetings - Visited SNHU and set up workshops on 12/29/09 and 1/6/10

There are 8 foot tables.

Details. The times of the sessions were reworked slightly due to the length of the walk between buildings.

46 workshops. None repeated. Worry that we have too many workshops. Thought about doing a pre-registration but decided not to.

Reworked schedule – reworked food

Registration, & Breakfast with the Exhibitors	8:00-9:30
Keynote Speaker	9:30-10:30 (great Keynote)
Session I	11:00-12:00
Lunch with the Exhibitors	12:00-1:00
Session II	1:15-2:15
Session III	2:30-3:30

We really need one board member on each floor of the building to watch room capacities.

Make a list of who will be there and who will do what. This will be completed at the February board meeting. So far: Robert – parking etc; Mark – technology.

Who will be staying overnight? Leslie, Mark, Steve. BBQ Sunday at the nuthouse? Fairfield Inn and Suites (off of exit 9) 8 Bell Ave., Hookset, NH 03106. 603-606-5485 ext. 703 has offered good deal \$89 plus tax – mention NHSTA.

Break for pizza 6:06 – Meeting reconvened at 6:30

Possible Sunday Fieldtrips? Tabled – we will work on this in another year.

Discussed asking the Governor to write an endorsement for our conference like at McAuliffe conference.

When do we open the room for exhibitors? Decided to not open the night before (more cost) – open at 6:00 am. Leslie will send a letter to exhibitors with the details they need.

### **VIII. Monthly Workshops**

Upcoming monthly workshops for 2010. All need to get info to Paul asap for Cvent announcements (to go out about 1 month before each).

Rachel is doing a science sharing on 2/3/10 – the announcement went out already (also 2 more, one each in April and May – announcements will go out on Cvent about 1 month before each )

Brian will be doing a safety workshop on March 9

Heather will do a workshop the first Wednesday in April – Mineral Identification

### **VIII. Old Business**

Policy Question - What does NHSTA charge when a group offers a free workshop because they received a grant? What is reasonable to cover costs for us? If a refund is needed do we institute a “processing fee”?

**\*Motion (from Steve): The rate for members and non-members for NHSTA sponsored and co-sponsored professional development shall be determined annually at the summer meeting with input from the treasurer. Seconded Leslie – unanimously accepted**

Lisa will call DOE to see if Jan is/has returned to work.

**IX. New Business**

a) Safety Updates –Brian. Brian will send an article for the newsletter. There are new safety updates. The NSTA site has a safety section – Brian proposes that we make our site similarly with a lab safety section.

**X. Adjourn at 6:55**

**\*Move to Adjourn by Doug – seconded Leslie – unanimously approved.**