

NHSTA Board of Directors Minutes for November 19, 2009-4:30pm @ PSU, Concord, NH

I. Call to order-Lisa 4:37 pm

Present: Brewster Bartlett, Bill Church, Dan Heath, Lisa Lavalley, Leslie McRobie, Mark Parsons, Sharal Plumley, Andrea Polizos, Steve Roberts, Amy Rockwell, Doug Stith, Brian Wazlaw, Paul Williams.

Absent: Heather Brunelle, Janet Chamberlin, Rachel Christensen, Sally Jean, Robert Schroeder,

II. Approval of October 15, 2009 minutes-Lisa Leslie moved, Mark seconded –
unanimously accepted

III. Financial Report/Quick books/C-Vent by Steve

Steve has had some problems figuring out where money is coming from
Cvent uses Paypal – Steve has figured this out – important for Dan – this is where the
all the itemized transactions are.

Fall conference netted about \$5,000.00! Great job.

Great description of all expenses and income from Steve through Quickbooks

Point: We have inventory – need to know what we have and where stuff is and make a
record of that.

What does it cost to do a workshop. Costs NHSTA \$25,062.00 a year of fixed costs.

Fees for workshops. There was a general discussion on what fees we should charge for doing
workshops. The present policy says: – workshop fees – workshop fees for nonmembers will be
double that of the members. Fees for members will be a minimum of the annual membership
fee (plus expenses).

Most people feel we need an additional policy. A sub-group (Steve and Paul) will come up with
a proposal to present to the board in December.

IV. Fall Conference Report by Amy (Successes/Suggestions for improvement). The fall
conference was great! There were many good comments about this conference from the board.

V. Committee Reports

a. Marketing Committee-Andrea/Dan/Heather/Robert - have not met yet – would like to
meet in January. Talked about different commercial sponsoring related to NHSTA. Get
some Tech companies at our conferences.

b. Membership Committee-Paul, Rachel, Robert, Heather - have not met yet – would like
to meet in January.

c. New Web page – brief discussion.

VI. Database, Newsletter Report-Paul

a. Newsletter Articles Due by Feb. 12th, 2010.

11/19/09: Membership, Newsletter

**A) Database and Membership report – 608 in Google docs (still cleaning this out); 660 members; 466
non-members.**

-I'm working on people using Cvent to join/renew their memberships. I'm having some problems – a)
making the program update their membership renewal date; b) people using their other e-mail double
themselves in the database; c) working a way to register people according to what they are: members as
members, student/retirees as that; non-members as non-members. Amanda will be helping me! The on-
line registration for events is going extremely well! Discussed the problem of schools blocking e-mails.

B) Newsletter Report. The Winter one is close to ready! Due date is tomorrow, Friday, 11/20/09. I have articles from almost everyone.... Lisa (President), Leslie (spring conference); Brewster (great article on Aps for I Touch), Heather (great article on Glogging),, Rachel (great article on a genetics activity called Dragon Genetics). Also, one from Robert on the vendors at the fall conference. We really should have one on the fall conference. -getting the mailing labels through Cvent may be a challenge! Problem is that we have 2 addresses for a lot of people – home and work.

C) Membership Committee – I can't get my ArcView program to take the zip codes as easily as I thought. I'll keep trying.

D) NHSTA Christmas Party Yankee Swap Details/rules (Paul's rules...; for the December meeting, 12/10/09):

- a) Bring a wrapped gift of perhaps a value of around \$10-\$15 (or whatever is reasonable – on the other hand, thousands of dollars is okay too);
- b) Can be anything – in theory, best to do with science or science teaching (some of the more noteworthy previous gifts include: a 20,000 year old glacial ice core with a small scotch to go with it; several different unique books that related to science; an actual Galileo thermometer; a unique printed broadside (actually, was really quite valuable); a bottle of ibuprofen (very, very low on the list); panties/thong (can anybody top that?)).
- c) Paul's rules! Choose a number; then pick a gift in that order. You can choose to keep the gift (maybe at least for a little while) or trade it for any gift that was picked previously. However!!! The first person to choose gets to swap at the end (if they'd like).
- d) If you haven't done this (or if you have) – it's fun – can be fairly loud (especially with the table dancing)

Break for dinner - restarted at 6:30

VII. Spring Conference-March 22- Leslie (...wants to cancel it... ha, ha!!)

- a. Conference committee meeting – Thursday, December 3, 2009, Plymouth State Building at 4:30 pm.
- b. Raise exhibitor table prices? Present prices are \$150.00 and \$100.00. Keep the same for now.
- c) Presenter letter – Amy will do this for Leslie
- d. Some Presenter ideas: Monarch School, Steve suggests soliciting para's to come to our conference. Soliciting workshops for para's. Brewster will do a workshop. More technology workshops – perhaps an Apple rep on how to use Garage Band... Dan Cherry NH Loti (Sharal will contact).
- e) Steve suggested hiring a person to get Google e-mails for elementary schools

VIII. Monthly Workshops

- a. How are monthly workshops coming?-Lisa said "I just want to give a personal **thank you** for all the effort made this year on putting together and running workshops!!! Great Job!"
- b. Others? Mark would like to do a Smart Board training; Brian will do a replacement safety workshop in January. Sharal and Bill might do a SAM workshop in January/February. Spring conference in March.

IX. Old Business

- a. Back up records? Decided we are okay.
- b. Potential letter to DOE-concerns about how important the state position of science consultant is. After discussion Lisa will call about this.

X. New Business

- a. Policy-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” ...dealt with above in the financial report. Present NHSTA policy seems to cover this.

b. Updated Safety Regulations-Brian

Brian handed out “New Hampshire Science Safety” – this was a summary of many of the New Hampshire State Regulations that concern science safety in New Hampshire Schools (totally put together by Brian!). This paper is a valuable source of info for all New Hampshire Science Teachers. A few highlights follow: there a lot of “missing” regulations!! Brian pointed out some of the inspections that take place and what we must do. For instance – can’t have heat sources in classrooms! No plug-ins - stick deodorants... No fines; schools must be cleaned on a daily basis. 306.17 – lab classes cannot exceed 24 students.

c. Christmas “Meeting” Common Man -Concord, NH-Details-Paul – are in section VI, D above.

d. NHSTA was asked to donate some items to Presidential Award winners. Lisa will reply favorably to this.

XI. Adjourn. Motion to adjourn by Doug seconded Andrea - unanimous