

NHSTA Officers Meeting

MINUTES

APRIL 8, 2010

CALLED TO ORDER AT 4:40PM

HERMANOS RESTURANT, CONCORD NH

MEETING CALLED BY	Lisa Lavalley
TYPE OF MEETING	Officers Meeting
FACILITATOR	Lisa Lavalley and Amy Rockwell
NOTE TAKER	Rachel Christensen
ATTENDEES	Lisa Lavalley, Amy Rockwell, Steve Roberts, Leslie McRobie, Mark Parsons, Rachel Christensen

Agenda topics

SPRING CONFERENCE ATTENDANCE ISSUE

LESLIE MCROBIE

DISCUSSION Lisa was contacted by someone in the Manchester school district to confirm the attendance of a teacher at the spring conference. Leslie was then contacted by someone in the HR department of the Manchester school district and then also contacted by the Manchester school teacher. Leslie checked the conference record and NHSTA will had the teachers name badge and there was no record of payment received for attendance at the spring conference.		
CONCLUSIONS	The NHSTA board has no record of attendance for this teacher.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
NHSTA will communicate the school that we have no record of attendance by this teacher.	Leslie McRobie	ASAP

NEW OFFICERS

AMY ROCKWELL

DISCUSSION Amy Rockwell will move into the seat of president. The proposed makeup of the officers is as follows: 1 st Vice President: Leslie McRobie; 2 nd Vice President: Steve Roberts; Treasurer: Mark Parson; Secretary: Rachel Christensen; Past President: Lisa Lavalley. The director- at -large position will be filled by a nominee of the officers subject to board approval.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Board approval of the director-at-large nominee	Amy Rockwell	May 20th
General membership vote to confirm 2010-2011 executive board by a vote in CVent	Amy Rockwell	May 20th

AMY ROCKWELL

NEW BOARD MEMBERS

DISCUSSION The current board is made up of 14 remaining members from the previous year. The new vision of the board allows for expansion of the general board membership. The new board will be ideally ~ 25 people. The board will invite 14 more people to join for the 2010-2011 year.		
CONCLUSIONS	The board will expand in size to 25-28 members.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact prospective members and see if interest remains to join the board	Amy Rockwell	May 20th

VISION FOR THE 2010-2011 YEAR

AMY ROCKWELL

DISCUSSION		
The NHSTA board will transition to more committee based work. Each meeting will be structured to include committee work time. Each member will serve on a committee. The proposed structure will be committee work time, dinner/break, business meeting with committee reports. The executive board proposed to book the 'Old Man' room to utilize the break out rooms for committee work. The proposed committees for the 2010-2011 year are: PR & Outreach; Workshop; Technology (Website and Newsletter); Policy; Conference. An additional goal for the year is to significantly develop training for all board members especially in regards to CVent. The board would also like to develop the use of technology either facebook or twitter or a similar medium. The board would also like to develop the idea of sharing and networking for the board members and the general membership. Through the work of the PR & Outreach committee the NHSTA board would like to develop working relationships with pre-service teachers, new teachers and connections to colleges. The board would also like to promote the idea of a membership with elementary teachers. The board would also like to continue to develop as leaders in the state on science education issues.		
CONCLUSIONS	The NHSTA board will be expanded in membership size.	
Additional training will be developed and supplied to board members.		
Five committees will be formed to meet the new goals and vision of the board.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop committee expectations	All officers	July 29th
Develop training manuals	All officers	July 29th

STATE ASSOCIATIONS MEETING

LISA LAVALLEY

DISCUSSION
Lisa meet with the other leaders of the state associations: Social Studies (Steve Beapre); Math (Judy Buck); English (Elizabeth Jester). The leaders proposed the idea of developing an elementary membership. Each respective group will bring this idea back to their boards and the leaders will reconvene in the fall.

BOARD MEMBER MANUAL

AMY ROCKWELL & RACHEL CHRISTENSEN

DISCUSSION		
Amy proposed to develop a board member manual binder. This binder will include outline of responsibilities, articles of agreement, policy manual, letter of recognition, samples of workshop proposal and certificates, and a face directory of all current board members.		
CONCLUSIONS	A motion was made by Rachel to allow Amy to purchase all necessary supplies for the creation of these binder. Leslie seconded the motion. Officer voted and unanimously supported this motion.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Develop materials and binders	Amy and Rachel	July 29th

NHSTA PARTNERSHIPS

STEVE ROBERTS

DISCUSSION		
Steve spoke with the Mt. Washington Observatory. The observatory would like to explore the possibility to a joint , discount or complimentary membership. The officers felt this was an excellent idea and proposed to begin talks to explore this opportunity with other science organizations in the state. To further this idea it was mentioned that the board needs to develop a members only section of the NHSTA website. Also to make sure these partnerships are formal, NHSTA needs to develop membership cards.		
CONCLUSIONS	Steve will explore the development of this partnership and the possibility of other partnerships throughout the state.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Development of partnership	Steve	
Develop a members only section o f the website	Amy and Steve	ASAP
Develop membership cards	Amy and Steve	ASAP

DISCUSSION The SNHU conference was a big success. Highlights include the location, exhibitor hall, variety of workshops and use of technology. The officers filled out an evaluation form conveying the disappoint in the food but stressing the highlights of location, staff friendliness and effectiveness. The next spring conference will be held at SNHU again on March 11 th , 2011.		
CONCLUSIONS	Leslie will submit the SNHU evaluation	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Leslie will submit the SNHU evaluation	Leslie McRobie	ASAP

2010-2011 CALENDAR OF EVENTS

DISCUSSION Proposed future dates are as follows: May 20 th : New board member meeting June 30-July 1 st : Officers retreat July 29 th : Summer meeting Sept 9 th : Board member meeting Oct 21 st : Board member meeting Oct 24 th & 25 th : Fall Conference @ Attitash Nov 18 th : Board member meeting Dec 9 th : Board member meeting: Christmas party Jan 20 th : Board member meeting Feb 17 th : Board member meeting March 11 th : Spring Conference @ SNHU March 17 th : Board member meeting April TBA: Officers meeting		
CONCLUSIONS	All board members will be provided with a 2010-2011 calendar	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Decided location of all meeting	Amy Rockwell	ASAP

POLICY UPDATES

DISCUSSION There are several elements of the policy manual that need to be written, rewritten and more clearly defined.		
CONCLUSIONS	The policy committee needs to be seated and work on revisions.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Write computer policy to allow new officers to receive computers for their tenure as officers	Officers	ASAP
Rewrite officers positions and officer managers positions to reflect the NHSTA board changes experienced with CVent	Officers	ASAP

SPECIAL NOTES	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	1. Inventory of all supplies	Steve Roberts	ASAP
	2. Development of professional grade signage	Steve Roberts	ASAP
	3. Newsletter articles	All	ASAP

RESPECTFULLY SUBMITTED
BY RACHEL CHRISTENSEN ON APRIL 9, 2010

MOTION TO ADJOURN BY LISA LAVALLEY
Seconded by Leslie McRobie
Unanimously approved by all officers
MEETING ADJOURNED AT 8:03PM