

# NHSTA Officers Meeting

## MINUTES

MAY 20, 2010

CALLED TO ORDER AT 5:32PM

XO ON ELM MANCHESTER, NH

<b>MEETING CALLED BY</b>	Amy Rockwell
<b>TYPE OF MEETING</b>	Board Meeting
<b>FACILITATOR</b>	Amy Rockwell
<b>NOTE TAKER</b>	Rachel Christensen
<b>ATTENDEES</b>	<b>OFFICERS:</b> Amy Rockwell, Steve Roberts, Leslie McRobie, Mark Parsons, Rachel Christensen, Bill Church, Lisa Lavalley, Paul Williams, <b>BOARD MEMBERS:</b> Brewster Bartlett, Jeff Bergeron, Scott Betournay, Heather Brunelle, Janet Chamberlin, Patrick Dorcus, Susan Farrelly, Jay Godfrey, Naomi Hall, MaryKate Hartwell, Dan Heath, Sally Jean, Debbie Maloney, Michelle Mitnisky, Cheryl Patty, Robert Schroeder, R. Scott Semmens, Brian Wazlaw
<b>ABSENT</b>	Ian Atwell, Sue Sherman

## Agenda topics

WELCOME AND INTRODUCTION BY THE PRESIDENT

AMY ROCKWELL

### DISCUSSION

All members of the board introduced themselves. Amy thanked all returning and new board members for their service to the board. Amy thanked the three past presidents; Brewster, Janet, Lisa and presented each with a small token of thanks.

GOALS FOR 2010-2011

AMY ROCKWELL

### DISCUSSION

The first goal of the 2010-2011 year is to increase what we offer to members. Proposed ideas include, but are not limited to, workshops, online access (listserves, lessons), discounts

The second goal of the 2010-2011 year is to change in the way board meetings will be run. The focus of the monthly board meeting will be committee- focused meeting. This coming year at each meeting, each member will serve on a committee and complete committee work at the beginning of each meeting. The committees will be determined during the June meeting. At the summer meeting each member will join a committee and begin committee work.

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Determine committees	Officers	July 29th

<p><b>DISCUSSION</b>                  All board members were presented with binders. The first page of the binder is a welcome letter that outlines expectations. These expectations are broken down per year term to serve. One requirement of all board members is that they must be in good standing with the organization. The second expectation is to attend at least 2/3rds of all meetings. Meeting dates are as follows:  <i>July 29<sup>th</sup>: Summer meeting</i>  <i>Sept 9<sup>th</sup>: Board member meeting</i>  <i>Oct 21<sup>st</sup>: Board member meeting</i>  <i>Oct 24<sup>th</sup> &amp; 25<sup>th</sup> : Fall Conference @ Attitash</i>  <i>Nov 18<sup>th</sup>: Board member meeting</i>  <i>Dec 9<sup>th</sup>: Board member meeting: Christmas party</i>  <i>Jan 20<sup>th</sup>: Board member meeting</i>  <i>Feb 17<sup>th</sup>: Board member meeting</i>  <i>March 11<sup>th</sup>: Spring Conference @ SNHU</i>  <i>March 17<sup>th</sup>: Board member meeting</i>  <i>April TBA: Officers meeting</i></p> <p>Additionally, each member must serve on one committee per year per term of serve. 2<sup>nd</sup> year of service and beyond each member must organize and run a workshop. All members are expected to participate in the Fall and Spring conference in some capacity. All members are expected to prompt outreach. After the expectations list, the date of all board meetings were listed. All regular meetings are at PSU. Conference dates have been set for the Fall October 24-25<sup>th</sup> in Attitash. Spring conference March 11<sup>th</sup> at SNHU. Also included in the binder is contact information for each person. A draft of the policy manual is included as well as the articles of agreement, all members should become familiar with these documents. Finally, a sample workshop format is included.</p>								
<p><b>CONCLUSIONS</b> All board members should become familiar with all elements of their binder.</p>								
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APPROVAL OF MARCH 18<sup>TH</sup> 2010

<p><b>DISCUSSION</b>                  There were no changes or additions to the March 18<sup>th</sup> minutes.</p>		
<p><b>CONCLUSIONS</b> A motion was made by Lisa to allow Amy to approve the march 18<sup>th</sup> minutes. Dan seconded the motion. Board members voted and unanimously supported this motion.</p>		

FINANCIAL REPORT

<p><b>DISCUSSION</b>                  Currently NHSTA has \$31,212 in the bank. Conference money is still coming in. \$14,212 came in for Spring conference. The bill for the food at SNHU is still outstanding but will be paid. Steve proposed the goal of obtaining at least one year's worth of gross income in reserve so we are not operating solely on the income of each conference. Workshops continue to be big money makers.</p>		
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SPRING CONFERENCE REPORT

<p><b>DISCUSSION</b>                  The comments varied greatly. The food was a problem; however, this problem can be fixed. The sound system can be fixed. Exhibitors liked their placement at the conference. Technology was great at SNHU. One person had a problem with the technology. Conference presenters asked for preregistration so they know numbers. Room management needs to be addressed so everyone can present in a timely fashion, perhaps build in some extra time of about 20 minutes? Maps and signage need to be expanded. Cost did come up on people's feedback. Leslie remarked, this is a slippery slope, we need to make sure we can break even. Most respondents liked the location. This feedback is based on 46% attendees, 81% exhibitors, and 38% presenters.</p> <p>Point of reference is that other conferences sometimes organizations ask presenters to pay. The conference committee needs to explore what should be the start time and end time. Janet asked all new members to share, at some point, to share with the conference committee why did they did not attend. Should we look at the demographics of our members to see what they need?</p>								
<p><b>CONCLUSIONS</b> Overall, the conference was a success.</p>								
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FALL CONFERENCE REPORT

LESLIE MCROBIE

<b>DISCUSSION</b>		
<p>The fall conference is set for October 24-25<sup>th</sup> at Attitash, NH. Sunday will be field trips that will end around 3-4pm. We currently have no field trips planned. Call to membership to see if anyone can run workshops. Brewster will Mt. Willard. Scott will check on location, Animal Tracking and Trailing. Lisa will run Bartlett experimental forest. Brian will run Tin Mountain. Can we ask Lee Wilder to present? Jay will 'find' and contact Woody about a field trip. Still looking for at least 4 more workshops...Sunday will be 5-8 field trips. A demo-a-thon will be from 4-6pm with the rock raffle. Monday has a tentative schedule set. The keynote speaker will be Richard Byrne speaking about FreeTech4Teachers. Should we change the keynote time? Will people follow through and take his workshops? There will be 4 Google certified teachers. On Saturday, Bill will organize a symposium and pull together science groups to have the talking point of "How do we help classroom teachers?". Develop a group in the state that has a scientist voice and stakeholders to help develop on a state level, a group of decision makers and influential members to move science education forward in the state. Bill will send an email blast to the membership to ask everyone to think about organizations to invite to the table. Should we pay for these people to attend? Should we offer free attendance to these people? Should we offer them free exhibitor or free presenter status?</p>		
<b>CONCLUSIONS</b>	Planning for the fall conference is in full swing.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Call to the membership via Cvent for workshop proposals	Amy and/or Steve	ASAP
Confirm workshop/field trip proposals with those that volunteered at the meeting	Leslie McRobie	ASAP
Contact Lee Wilder	Paul Williams	ASAP
Science Stakeholders Symposium: email blast to board members and general membership for ideas of who to invite	Bill Church	ASAP
Decide what benefit, if any, will be offered to the attendees at the symposium	Amy Rockwell and Leslie McRobie	ASAP

WORKSHOP STATUS 2009-2010

LISA LAVALLEY

<b>DISCUSSION</b>		
<p>In the last year we increased the number of workshops per month. Some months ran 2-3 workshops. This was a revenue booster for the board. All new members should brainstorm the workshops they want to run and present during the course of the year.</p>		
<b>CONCLUSIONS</b>	Running workshops helps us to better serve our membership and increases our operating budget.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Brainstorm workshops for 2010-2011	All Board Members	July 29th

NEWSLETTER REPORT

PAUL WILLIAMS

<b>DISCUSSION</b>		
<p>The due date is May 21<sup>st</sup>. Paul will hold the newsletter for a couple of more days. Each board member should contribute in some manner. Amy will write an introduction of herself and introduce the keynote speaker for the Fall conference. Leslie will write something for the Fall conference. Members are encouraged to write information at any point.</p>		
<b>CONCLUSIONS</b>	All board members should plan to contribute to the newsletter in some fashion during the 2010-2011 year.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Publication of the newsletter	Paul Williams	ASAP

**DISCUSSION**

The summer meeting date is July 29<sup>th</sup>. Bill and Jeff mentioned they cannot attend.

**DISCUSSION**

Steve made a motion to spend \$1,000 at the Rock raffle. The discussion was made by Mark how much is rock raffle making us in return. Last year we sold \$786 of stuff. We have \$300 worth of merchandise stills remains.

**CONCLUSIONS**

Tabled by Amy Rockwell.

SPECIAL NOTES	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	1. Confirm all proposed fall field trips	Leslie McRobie	ASAP
	2. Inventory of all supplies	Steve Roberts	ASAP
	3. Development of professional grade signage	Steve Roberts	ASAP
	4. Newsletter articles	Paul Williams	ASAP
	5. Letters of Recognition	Rachel Christensen	ASAP

RESPECTFULLY SUBMITTED  
BY RACHEL CHRISTENSEN ON MAY 23, 2010

MOTION TO ADJOURN BY DAN HEATH  
Seconded by Sally Jean  
Unanimously approved  
MEETING ADJOURNED AT 6:46pm