

# NHSTA Officers Meeting

## MINUTES

JULY 29<sup>TH</sup> 2010

CALLED TO ORDER AT  
11:15AM

CHASE LANDING/ LAKER ROOM  
MEREDITH, 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> Ian Atwell, Jeff Bergeron Scott Betournay, Janet Chamberlin, Patrick Dorcus, Susan Farrelly, Jay Godfrey, Naomi Hall, MaryKate Hartwell, Dan Heath, Sally Jean, Debbie Maloney, Michelle Mitnisky, Robert Schroeder, Brian Wazlaw
<b>ABSENT</b>	Heather Brunelle, Brewster Bartlett, Bill Church, Cheryl Patty, Sue Sherman, Scott Semmens

## Agenda topics

### MEETING CONDUCT

AMY ROCKWELL

#### DISCUSSION

Amy thanked the executive board for meeting in June and hashing out some finer details. Meeting conduct is the new norms for meetings. We have doubled in size from the previous year. The norms were set to maintain efficiency.

1. Starting and ending on time
2. Stick to times outlined on the agenda
3. Limited computer use
4. Wait to speak- be recognized by the president

Any questions? All of the board was in agreement to follow these norms.

### APPROVAL OF MINUTES

AMY ROCKWELL

#### DISCUSSION

Change the heading to be board meeting not officers meeting. Lisa made a motion to accept with change. Sally second. Passed unanimously.

### TREASURERS REPORT

STEVE ROBERTS & MARK PARSONS

#### DISCUSSION

Mark is now the official treasurer. The monies for the Fall conference is not exact because there are overlapping monies. Steve and Mark used the report from the last two years to create a proposed budget for this year. The goal for 2010-2011 would be to operate at 72,000. See budget report for a specific breakdown of the 2010-2011. The goal is to increase the membership by a drastic numbers. Steve made a motion to approve the budget. Lisa seconded the motion. Unanimously approved.

#### CONCLUSIONS

The proposed budget for next year was outlined.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

BOARD YEAR

STEVE ROBERTS

<b>DISCUSSION</b> Change the duration of the board year. Board year would start July 1st to June 31 <sup>st</sup> to run easier for the conferences and the treasurer. Steve made a motion to change the board year to run the same as the financial year. Dan seconded the motion. Unanimously approved.	
<b>CONCLUSIONS</b>	The board year will run the same as the fiscal year.

FALL CONFERENCE UPDATE

LESLIE ROBERTS

<b>DISCUSSION</b> The program is going to have some slight changes and duplicate some workshops to fill in gaps. The biggest problem is space limitations. We have too many workshops at our conferences and not enough attendees. We also need to look into preregistration because workshop presenters are asking for it. Instead of a round table, we are going to run four sessions. All information is listed on the website. Field trips are set for Sunday. The rock raffle will follow and then the sharing session and social hour. Then dinner and music. On Monday we are running the full sessions. In September we need people to sign up for the field trip. As a board member you can have a complimentary registration for Sunday and/or Monday. As far as accommodations, the NHSTA rate is \$99 per night. In September at the board meeting, members need to decide if they are going to attend the conference and workshops. On Monday we are expecting board members to go to workshops to raise the professional standard.
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JOINT MEMBERSHIP VOTE

LISA LAVALLEY

<b>DISCUSSION</b> Lisa meet with other state organizations, math, social studies and English, all of the organizations would like to try to bring in elementary teachers. The group proposed a joint membership to all organizations for \$50 for all organizations, math, social studies, English and science. NHSTA would serve as the parent organization. How much will NHSTA incur for costs? How will this run in terms of the database? Lisa will be meeting with group again in the fall. Lisa makes a motion to move forward on starting the partnership: Offer elementary teachers a joint membership to all the math, science, social studies and English organizations in the state for \$50. Second by Brian. Unanimously approved.		
<b>CONCLUSIONS</b>	Lisa will bring our approval to the other organizations.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Work out the monies allotment	Lisa	Fall

TECHNOLOGY

MARK PARSONS & AMY ROCKWELL

<b>DISCUSSION</b> Mark piloted some technology and social media for NHSTA. This started in June. Making an NHSTA facebook page and twitter accounts. We need the PR and Outreach committee to maintain this site with Mark and Rachel as admins. Steve made a motion to proceed with social media to promote NHSTA. Second by Jeff. Unanimously approved.  NHSTA would like to create our own Cvent and run all these functions as our own organization. Currently, Cvent is not meeting all of our organizational needs. If we self create, we can tailor the database to our needs.		
<b>CONCLUSIONS</b>	Mark and Rachel will continue to maintain the facebook page.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Paul will send an email blast to the membership about our facebook page	Paul	ASAP
Amy will email the webmaster to post a link to our facebook page	Amy	ASAP

WORKSHOP STATUS 2010-2011

ALL

<b>DISCUSSION</b> See attached file		
<b>CONCLUSIONS</b>	Brainstormed workshops	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Finalize workshops	Workshop committee	

COMMITTEES

EXECUTIVE BOARD

**DISCUSSION**

New committees have been established. At each monthly meeting all committees will meet during the first half of each meeting. Chairs have been established. The chairs are responsible for setting agendas and action items for each meeting. Committees will appoint secretaries for each committee. This person will take notes and send this information to Rachel at the end of meeting. Then the committee chair will report out information to the whole group at the full board meeting.

COMMITTEE REPORTS

ALL

**DISCUSSION**

**Workshops:** Lisa & Sally: Discussed rearranging headings to workshops, protocol for running workshops, and how to organize workshops.

**Conferences:** Fall conference is almost to bed. The biggest issue we have is attendance at conferences. The committee is going to create a flyer to accompany the mailing for members to post at their schools. Mailing is going out the last week in August.

**PR & Outreach:** Started with looking at what do we provide our membership? What do other organizations provide to their members? How do they communicate with their membership? All members will do personal brainstorming about how to move forward with PR and Outreach.

**Membership:** Two actions plans in place for the summer. Pat will gather information from the database. Develop information to give members. Pursue venues to provide information.

**CONCLUSIONS** Continue work at the September meetings

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Invite the presidents of other state organizations to attend the NHSTA fall conference for free	Lisa	ASAP
Send flyers to the NH Superintendants Association and NH Principles Association	Amy? Lisa? Paul?	
Invite important people in the state	Amy	ASAP

SPECIAL NOTES	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	1. Rock and Mineral Show August 15 <sup>th</sup> : Interested parties should contact Paul. Budget has an approved amount of \$800.	Paul	ASAP
	2. Newsletter discussion tabled	Amy	September
	3. Please friend New Hampshire Science Teachers Association on Facebook	All	ASAP
	4. Janet received a phone call from someone at the state to review the frameworks. The deadline for review is August 2 <sup>nd</sup> . They are on the department of education website.	All	ASAP
	5. Next meeting is September 9 <sup>th</sup>	All	

RESPECTFULLY SUBMITTED  
BY RACHEL CHRISTENSEN ON JULY 29<sup>TH</sup> 2010

MOTION TO ADJOURN BY STEVE  
Seconded by Mark  
Unanimously approved  
MEETING ADJOURNED AT 3:10PM