

NHSTA Board Meeting

MINUTES

SEPTEMBER 9, 2010

CALLED TO ORDER AT 4:37PM

2 PILLSBURY ST/5TH FLOOR
CONCORD, N.H

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

Agenda topics

APPROVAL OF MINUTES

AMY ROCKWELL

DISCUSSION

Ian made a motion to accept with change. Rachel seconded. Passed unanimously.

COMMITTEE MEETINGS FROM 4:40-5:45

AMY ROCKWELL

DISCUSSION

Membership: Two goals target where members are. Map out the demographic regions. Also create a flyer with membership information and resources. Working on developing a member's only section of the website.

Workshop: Two workshops for September already posted on the website. One workshop in October and one in November. Looking at where we have holes. Should we look into changing the format so it looks different for the email? Perhaps including the title and date.

Conference: Projectors have 4. We need to rent more equipment. We could buy 4 more and not spend the money to rent. Brewster made a motion for Steve to purchase projectors and mac cords for a cost of no more \$2,000. Second by Sally. Unanimously approved. Field trips need further discussion. Steve has an idea for a poster on an 8x11 sheet. It will be sent to all NHSTA members. Will this be sent electronically and mailed to all membership and schools. Brewster made a motion to send out an electronic and paper mailing to advertise a conference. Change the date for the spring conference. Steve will look into the date of the spring conference.

PR & Outreach: Looking at advertising for the Fall conference, wants to check out the NH listserv, looking at posters at schools, looking at posters to the DOE. Contact people first by phone at the DOE and state universities and then send a follow up email with the conference brochure attached to the email. Finding mailing labels for principals and science department leaders and send a personal invitation. Looking at contacting NH association of principals and administrators. Also making pens to help advertising. Contacting about the DOE about having our image with teacher recertification. Also looking into developing an inventory of items.

Fall Conference

LESLIE MCROBIE

DISCUSSION

We have 26 exhibitors currently. Taking care of logistics. In October looking for field trip facilitators (Patrick and Heather and Robert can attend field trips). All facilitators need to take pictures and bring cell phones. Almost the entire board will be attending, Leslie be assigning people to rooms for workshops. Working on setting a policy on how we are going to limit workshop presenters for the spring. Steve has professional signage in the works. Room signs need to be made. The share-a-thon how is it being run. .

CONCLUSIONS

Leslie will continue to work through the final items.

DISCUSSION \$15048.46 currently in the account. Spent money on technology. Steve is taking all officers computers to maintain. A thousand dollars is with the post office for a bulk mailing rate. Money was spent on the rock raffle. We are slow with spending money because conference money is slowly coming in. Went with the accountant and we are all set with the IRS. How often do we need to see the treasurer's report?		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Making a policy about how and when the treasures report will be given	Policy committee	

NEWSLETTER UPDATE

DISCUSSION The newsletter is really just the conference booklet. The closing date for the next newsletter is November 5 th .	
CONCLUSIONS	

NEW BUSINESS

DISCUSSION Bill recommended the workshop on animation in September. Steve is trying to inventory all the NHSTA stuff and then has to claim them on their taxes. By next meeting send Steve an email with what stuff you have.

SPECIAL NOTES	ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
	1. Speaking to CVent about changing the workshop emails to look different, change the order of wording "conference invitation", "workshop invitation". Change the color on the email and on the website to match	Amy or Paul	
	2.		
	3.		
	4.		
	5.		

RESPECTFULLY SUBMITTED
BY RACHEL CHRISTENSEN ON SEPTEMBER 9,
2010

MOTION TO ADJOURN BY PATRICK
Seconded by Heather
Unanimously approved
MEETING ADJOURNED AT 7:00PM