

Call to Order

The mid year board meeting of the Mid-Atlantic Marine Educators Association (MAMEA) was held at the Virginia Institute of Marine Science. Susan Haynes, President of MAMEA, welcomed those in attendance and called the meeting to order. In attendance were voting board members Washington D.C. Representative Bill Simpkins, Maryland Representative Kathy Siegfried, Virginia Representative Jane Butler-Brown, Past President Lewie Lawrence, North Carolina Representative Amy Sauls, Masthead Editor Barry Fox, North Carolina Representative Patricia Hay, and MAMEA Secretary David Christopher.

Old Business

Susan Haynes asked if there was any old business. Lewie Lawrence updated the committee on what was happening with the MAMEA website. He states that the last grant Lisa Lawrence had received had been used to maintain the MAEA website and that this grant had almost ran out. Lisa would like to submit for a new grant that would include a membership email list. This grant is discussed later in the meeting.

Presidents Reports

Susan Haynes, MAMEA President every one again and thanked the new members of the board, Patricia Hay, Jane Butler Brown, and Bill Simpkins for choosing to become involved in the organization.

Susan also highlighted that several new committees had been set up. These committees include a mentoring committee co-chaired by Jane Butler Brown and Fred Chania, a Action Plan Committee chaired by Adam Frederick, a Finance committee chaired by Lewi Lawrence and a Masthead committee chaired by Kathy Siegfried. Susan stated that is important for the board to determine the structure of these committees and decide if they are standing committees or ad hoc committees. The duties of the committees are as followed:

Action Plan Committee(ad hoc). This role will be to:

- Review the MAMEA Action Plan
- Discuss points of focus with current President and Past President
- Present progress update for all action plan items at spring and fall board meetings
- Encourage members interested in joining this committee and provide them with a meaningful role

Current Chair: Adam Frederick

Finance Committee (Standing). This role will be to:

- Provide guidance to the president re: all aspects of MAMEA finances

- Together with the MAMEA Treasurer, handle the management of MAMEAs finances, with oversight by the President
- Maintain all necessary paperwork and communications with the IRS
- Manage any residual legal concerns in relation to cleaning up MAMEAs tax history
- Encourage members interested in joining this committee and provide them with a meaningful role

Current members of this committee include: Karen Fuss (MAMEA Treasurer), Mike Bates.

Masthead Editorial Committee (Standing). The committee chair's role will be to:

- Discuss the current format of the Masthead with the Editor
- Together with editor, review minutes of spring 2004 board meeting in relation to newsletter
- With Editor, determine appropriate changes in Masthead format based on that information and present thoughts for board approval at spring board meeting
- With Editor, implement changes for spring 2005 Masthead
- With Editor, establish written criteria for newsletter (uniformity, font, sections, expectations of sections, etc.). If necessary, prepare attachment to By Laws that is easily edited by Board.
- Act as primary reviewer for Masthead Editor. The MAMEA President will be secondary reviewer.
- Encourage members interested in joining this committee and provide them with a meaningful role.

Current committee members: Kathy Siegfried and Barry Fox

Mentoring Committee (Standing). The role of this committee will be to:

- Together with the President, establish a mentoring program to assist first year members with becoming active, engaged and empowered members
- Design a MAMEA mentoring program and present to Board for approval
- Implement pilot by October 2005 annual conference
- Encourage members interested in joining this committee and provide them with a meaningful role

Current committee members: Fred Chanania and Jane Brown

Susan stated that the President will seek updates from each Committee February, April, June, August, October and December.

The Lewie Lawrence suggested that the mentoring, finance, masthead should all be standing committees. The Action Plan committee should be ad hoc. Susan stated that this issue did not need to be voted on, but she would like their input. She asked if anyone felt differently than Lewie. No one challenged Lewie's and his proposal was accepted by Susan.

Susan asked if anyone objected to putting editorial control in the hands of the Masthead editorial committee. In other words she wanted to know if any board member objected to

not being involved in the Masthead. David Christopher stated that he did not mind not editing it, but he felt the board should have a chance to read it before it went out to members. Susan felt that was a legitimate request. No one chose object to this request.

Amy Sauls, President Elect, suggested that the committees set up a time to meet, most likely at the annual MAMEA conference. Kathy Siegfried, Maryland Representative agreed. Bill suggested to do it during the actual conference time, possibly as a session, so that members can get more involved with the committee. Lewie Lawrence, Past President suggested the possibility of meeting for drinks after the conference. Amy stated that they needed to take a closer look to see if this idea would fit with the conference schedule.

Susan gave an update on the Action Plan. The Action Plan is currently being handed from Lewie Lawrence, Past President, to Adam Frederick the new chair of the newly formed Action Plan Committee. Adam has reviewed the Action Plan and has made some suggestions.

Jane Butler-Brown, co-chair of the mentoring committee requested more guidelines from the board as to the expectations the board has for her committee. Jane stated that she would like to target K-12 teachers. She asked if she could get the email addresses of all the MAMEA members attending the Annual conference and have them meet up during the conference. She also asked if there was a budget for the committee. She is hoping to set up a system by which the teachers the mentoring committee is working with can exchange lessons and hands on materials. Susan Haynes asked if handouts would be considered more than mentoring. Susan suggested that further discussion should be tabled until later in the meeting.

Susan asked to Lewie Lawrence to keep Mike Bates involved in the finance committee.

BOARD REPORTS

Secretary's Report

David Christopher, MAMEA Secretary, stated MAMEA Currently has 160 members. The member make up is as follows:

Sate	Number of Members
Washington, DC	4
Delaware	2
Georgia	1
Maryland	41
North Carolina	36
Virginia	72
Pennsylvania	2
Tennessee	1
West Virginia	1

62 of these members were new members. Members renewed and joined through the following avenues. 67 members joined or renewed at the annual conference. 32 people responded to the call for renewal. 3 people received memberships as part of the local NOSB competition. 20 renewed or became members at the Maryland Mini Conference.

This year the call for renewal went to all persons who had been members in the past three years. The renewal notices were sent at the beginning of January.

David stated that it appears most people became members through conferences or other MAMEA sponsored or affiliated events. Lewie Lawrence reiterated his concerns from last meeting that the membership makes up the core funding of the organization and that an unstable membership means unstable funding. Bill Simpkins stated that the trend MAMEA sees is seen on a larger scale in the national organization. According to Bill each year the national office gets a big spike in memberships from the region the national conference is held in. Many of these people do not appear to renew the next year.

Jane Butler-Brown suggested that MAMEA sell memberships to organizations and school systems. She said that it is very difficult for teachers and other professionals to get money from their organization to join MAMEA, however, the larger organizations that these individuals may see the benefit of becoming a corporate member. This would then entitle them to send a few people from the organization to conferences at the member rate. Lewie Lawrence stated that MAMEA may already have a corporate membership category, but he was not sure if a cost for this category had been set. David Christopher said he would check the bylaws to see if he could find an answer. Bill Simpkins stated that NMEA has a corporate or institutional membership category. He offered to check what is the cost and how many people can a corporate or institutional member send to a conference. Susan Haynes said that the board will need to gather more information and tabled the discussion of institutional members until the fall board meeting.

Treasurer's Report

Lewie Lawrence, Past President, presented the treasurer's report in absence of the treasurer Karen Fuss. The current MAMEA budget is as follows:

MAMEA YEAR-TO-DATE BUDGET FOR 2005
Submitted on 3/14/05 by Karen Fuss, MAMEA Treasurer

<u>BUDGET</u>	<u>ACTUAL (as of 3/14/05)</u>	<u>INCOME</u>
Auction	\$1,150	0
Interest on Accounts	100	6.72
Logo Items	0	0
MAMEA Conference	5,000	0
Memberships	1,500	0
Mini Conferences	300	0
TOTAL INCOME	\$8,050	\$6.72

EXPENSES

Accountant Services	1,000	0
Gift Memberships via President	240	0
Grants	500	0
Legal Consultation	500	0
MAMEA Conference Expenses	5,000	0
Masthead	1,000	187.11
Mini Conferences Expenses	300	0
Past President Conferences	1,000	0
NMEA Mid Year Mtg. @ NSTA		
NMEA Annual Conference		
Office Supplies	50	5
Paul Standish Scholarship	100	0
Plaques for 2 Awards	70	0
Postage	800	110.50
President's Discretionary Fund	100	0
Renewal Notices	50	8.95
Spring Board Meeting	50	0
State Corporation Commission	25	0
Web Domain Registration	0	0
TOTAL EXPENSES	10,785	311.56

Lewie noted that the organization had only made \$6.72 this year. He said that this was okay because the organization's income is heavily weighted toward the end of the year. David Christopher stated that he had several hundred dollars in membership money that he had brought for the Treasurer. Lewie stated that in the 2006 budget, Karen wants to break out more expense categories. She will put together a budget and present it at the next meeting. Lewie also stated that MAMEA has never looked at its books at the end of the year, and that Karen hopes to be able to close out the books at the end of the year and get a better picture as to how MAMEA does financially for the year.

Lewie also stated that Karen noticed two changes that needed to be made to the budget. The first of these changes is that the budget only contained money for one grant of up to \$500. MAMEA offers up to 2 grants of \$500 a piece. Therefore, the grants budget column should have been \$1000. The second change is that the Paul Standish Scholarship is supposed to be 10% of the proceeds from the auction; therefore, it should be \$202.40. Lewie stated that these changes are just technical changes and do not violate the bylaws of the institution. Susan stated that the board could review these changes if members request more scholarships or grants than are budgeted for.

Karen Fuss had also sent a note along with Lewie asking if the board felt that the organization needed to have balanced budget. David Christopher felt that the

organization needed one. Susan Haynes stated that she felt it would be a good goal to try to have a balanced a budget as possible. She asked Lewie as chair of the finance committee what was his opinion. He stated that the felt there was no problem with a deficit budget. The budget is the best guess at the finances for the year. He also stated that organization needs to do better job a projecting its expenses and revenue each year. Since the organization has never closed out it's books for the year, there is no way to tell if the organization is making money each year. He also said that it is important to note that the organization needs to make sure that each year they do not end with a deficit. The organization cannot survive that way. Susan stated that the organization needs to continue looking at the budget and get a better picture of our actual revenue and expenses in order to better create a budget. She said that we would look into the MAMEA financial picture and balanced budget at the fall board meeting. In the meantime, Susan stated the organization needs to do a better job presenting the budget to the members, and the board needs to show them that we are moving forward and doing a better job with the organization's finances.

Karen had also asked if the annual conference should make money. Susan Haynes stated that it has never been the intention for the conference to make money. The conference is meant to break even and to be affordable as possible to the members. However, the annual conference often does make money. This is due to many factors such as sponsorship that are difficult to plan for when creating the budget.

The final question Karen had for the board was what the board felt should be done with the \$25,000 that was placed in the nine month CD. The CD comes to maturity at the end of September. Lewie said he would double check to see if there were any restrictions due to our new tax status. Jane Butler-Brown suggested that the money be placed into the checking account until the October board meeting, and the board can discuss it then, Susan Haynes agreed with Jane. She said she would ask Karen Fuss to investigate options and recommend to the board what should be done with the money. The board will discuss this at the next meeting.

Past President's Report

Lewie Lawrence, Past President, stated that he has been moving forward with the action plan, which will be discussed later in the meeting. He also been involved with several conference calls. He will be going to NSTA in Texas. Bill Simpkins stated that he would also be attending that conference.

President Elect's Report

Amy Sauls, President Elect, gave the following updates on the 2005 MAMEA conference. She said the conference will be held at Duke Marine Lab Oct 14/15th. So far here are some of the arrangements are as follows.

Thursday night board meeting will be at Fort Macon state park, which is in Atlantic Beach, about 20 minutes from Beaufort/Duke Marine Lab - if anyone wants overnight accommodations there for \$5.00-10.00 per person, let her know so she can reserve the sleeping space (cash or check only) - they have a kitchen, and anyone staying the night,

will need to bring your own linens/sleeping bag, pillow etc. but it is affordable! She has not really thought about dinner that night -

JoAnne Powell is organizing field trips for Friday - she has a good list at this point.

Friday night event will be at the NC Maritime Museum in Beaufort from ~ 5:30 or 6pm until about 9pm - the director will speak briefly, she plans on having some of the auction this night, she also plans to have some local authors and book signings, as well as able to purchase books in the museum store. Food right now is heavy hor'derves. Rent for the building that night right now is \$350.00 - JoAnne and Patricia were going to work on that.

Saturday the conference will be at the Duke Marine Lab all day - space rent for overnight accommodations is \$33.00 for the 1st night, \$21 for the second night. Meeting space for registries on Friday is \$100.00, breakout rooms Saturday are \$450.00, and auditorium all day Saturday is \$300.00.

Duke will cater lunch and dinner Saturday – She is keeping the cost around state rate for each meal per person (8.00 for lunch, about 17.00 per person for dinner) also wine and beer - beer 3.00 each and wine 18.00/bottle.

Amy asked for help coming up with a theme for the conference. Barry Fox, Masthead editor, asked if Amy could get something together to submit about the conference for the next masthead. She said she would.

STATE REPORTS

Maryland

Kathy Siegfried, Maryland Representative, reported on the recent Maryland Mini-conference. She state that she had 26 people at her conference. These were mainly new members. It appeared as though the current members brought new people to the mini conference. She also said she was a little surprised at the low turnout, but all aquarium teacher programs had unusually low sign up in March She also said she may do something different next year.

Delaware

Susan Haynes asked if anyone has heard from Shauneen Giudice, Delaware Representative, lately. No one at the meeting had heard from her. Susan said she would get into touch with her.

Washington DC

Bill Simpkins, Washington DC Representative, stated that he has not had the time to do much yet for MAMEA. He would like to have a meeting with DC members or at least send them all a welcome letter. David Christopher, Secretary, said he would like at the membership data and try to determine who works in Washington, DC, and then Bill could

send something to all of the members who live and work in the district. Bill also said he attended a two day meeting with the Smithsonian to discuss the new oceans hall.

Virginia

Jane Butler-Brown, Virginia Representative, said that she is working with Dan Summers of the Virginia Living Museum to develop a mini-conference. She would like to do something about horseshoe crabs. She is looking at June 23 as a possible date. The workshop would start after lunch. Dinner would be provided. They would then go to Grand View to look for horseshoe crabs. She is also considering including a sleep over at the Living Museum. Susan Haynes warned that the Living Museum is for profit and that cost may be prohibitive. Jane stated that Dan at the Living Museum is working with the director of the institution to get a good deal.

Barry Fox added that he had recently been the National Habitat Evaluation competition and he had received money for Environmental Education mini-grants. The money was used for a joint Project WILD and Project WET 2 day conference. He is also working on a water quality power point game that he will let members of the board review when it is done.

North Carolina

Patricia Hay, North Carolina Representative, presented the state report for North Carolina. She said she is looking into mini-conference ideas. This has become difficult because there are already many workshops in North Carolina on marine education. She is looking to see if there is a content area or region that is not being served by the current workshops. She is also looking to have it early summer. Susan Haynes said that Patricia can also tap into an already existing workshop and use it as a platform for MAMEA. Susan said that she would like to see MAMEA talked up at more workshops.

COMMITTEE REPORTS

Finance

Lewie Lawrence, Chair of the Finance committee, stated that the finance committees activities were covered in the discussion about the budget.

Action Plan Committee

Susan Haynes stated that Adam Frederick is moving forward with the action plan.. She asked that all board members review the plan and mark each item as red or green. Red for "I don't feel we should move forward on this" and green for "move forward". She would like to have all this done by April 1. She asked David to send the action plan out to the board.

Mentoring Committee

Jane Butler-Brown reported on the mentoring committee. She said she would like to try to meet up with MAMEA members, particularly formal educators, at the National

Conference in Hawaii. She needs to find out which ones will be there and then find sometime to meet during the day one day. She would then contact them by email. Susan Haynes said she would like to see the email before it goes out to membership. Susan also said that there will be only a handful of MAMEA teachers at the National Conference, and that time might be better served to try this at the MAMEA conference in October. Kathy Siegfried mentioned that NMEA already has a buddy program that acts as a mentoring vehicle at the national conference.

Susan Haynes asked Jane to create a more formal proposal as to what she would like the mentoring committee to do and what resources she would need. Susan also said the committee should target formal educators and non-formal educators and other professionals.

Masthead Committee

Barry Fox, Masthead Editor, presented the Masthead report. Barry states that he would like the issues to be oriented around a central theme. He would also like to have the membership more involved in the selection of different themes. Some possible these are as follows:

- Chesapeake Bay Oyster Vs *C. ariakensis* (life history, economic/ecological importance, population trends, non-native introduction debate) (*An oyster in the bay is worth two in the pot*)
- Blue Crab (life history, economic/ecological importance, population trends) (*Life and times of a beautiful swimmer*)
- PCB and Mercury Advisories (*Can you have your fish and eat it too?*)
- Land use and population growth (*Would you like four bedrooms and five baths with that new house?*)
- Things that work in the classroom (*Activities that catch their attention*)
- Coral reef crisis (*Sponge Bob needs our help*)
- Things you can do to help save the Bay, Ocean, etc. (*Take the water watcher quiz*)
- Keeping your aquarium healthy (*Healthy water – healthy fish*)

Lewie Lawrence stated that this membership involvement is central to the action plan. Barry said he would like to take five minutes at the business meeting to solicit ideas and articles. Susan suggested that he might want to do a whole session on the Masthead. She also said that she was afraid that even with a whole session about it they still will not get much input. She is interested to see what happens in October at the conference.

Susan also suggested that the state representatives work more to solicit articles. Barry agreed that the state representative need to be more involved in getting articles.

Barry also stated that the print quality of the Masthead is currently camera-ready photocopy. Improvement in quality will result in higher cost. The development software is currently MS Word. Optional changes include Microsoft Publisher, PDF, Page Maker

or other publishing software. The current cost per issue for 340 copies, The cost breakdown is as follows

- Approximately \$175.00 for 12-page issue @ \$0.52 per copy
- Mailing: \$114.70 for 310 copies @ \$0.37.
- Total cost: \$289.70

The current Masthead format is as follows:

- Cover Page: Captain's Quarters, special announcements, important information
- Pages 2 – 3 (+ or -): Theme information, issue, resources, activities, Web highlight, etc.
- Page 4 (+ or -): Member stories and pictures, student articles
- Pages 5 – 7 (+ or -): State representative announcements
- Page 8: Board contacts, mailing label
- Four-page insert: Special feature once a year

Grants Committee

Barry Fox, Chair of the Grants Committee, stated that MAMEA has had only one application in the past few years. He believes that the process is challenging for teachers especially for such a relatively small amount of money. He is going to look at the process and see if there is a way to simplify it. He will create a new grant form and propose it to the board. He also would like have a stipulation of the grant, that anyone writing the grant must either write an article for the Masthead or do a workshop.

Award committee

Susan Haynes reported for John Chubb, chair of the Awards Committee. John sent a note to Susan saying that traditionally MAMEA submits our awardees to NMEA for consideration of the Outstanding Teacher and James Centorino Awards. This year MAMEA's "Non-traditional" awardee was J. Adam Frederick. MAMEA would normally submit him for the Centorino Award. However, Adam was the recipient of that award in 2004. John feels it does not seem appropriate to nominate him again so soon. John asked how the awards committee should proceed. Should MAMEA nominate Adam again, nominate another member, or nominate no one at all? Lewie Lawrence stated that we do not have to nominate anyone at all, and that there have been several years where MAMEA had no award winners to nominate for the James Centorino Award. Susan Haynes agreed with Lewie that MAMEA should not nominate anyone. She asked if anyone objected and no one did.

John Chubb also stated that he was working on submitting Barbara Waters for the NMEA Outstanding Teacher Award.

Nominations Committee

David Christopher asked if the board could set the Nominations Committee for the October elections. The Nominations Committee is made up of the state representatives and the past president with the secretary acting in support of them. Bill Simpkins offered

to be the chair of this committee. Susan Haynes accepted his offer of being chair. David said he would work with Bill over the summer to get the nominations process going.

Standing Rules Committee

Susan Haynes stated that Vicki Clark, Chair of the Standing Rules Committee, and MAMEA webkeeper Lisa Lawrence have the By-Laws and Standing Rules documents and minutes from 2004 board and business meetings to identify where file documents and online copies need to be updated. Results of their review are:

A. By-Laws need to be updated to reflect change in terms of Secretary and Treasurer. On October 30, 2004, membership approved the Board's recommendation to change terms of these offices to two year terms from one year.

Action Item: Change length of terms of Secretary and Treasurer from one year to two years in the By-Laws file document; post the change to the online By-Laws. Action will be accomplished by Vicki Clark and Lisa Lawrence.

B. Four new committees have been created (Finance, Mentorship, Action Plan and Masthead Editorial Committees), and status of each committee as "ad hoc" or "standing" will be determined by Board. President Susan Haynes has drafted a list of duties for each committee (see Susan's email of 31 January 2005).

Action Item: MAMEA Board will finalize duties of four new committees (Finance, Mentorship, Action Plan and Masthead Editorial Committees) and decide at March 20, 2005 mid-year meeting whether each committee is ad-hoc or standing. If any are ad-hoc, Board will decide whether the Committee descriptions need to be added to the Standing Rules document. (Standing Committees are always included in Standing Rules.) Action will be accomplished by NMEA Board and Committee Chairs.

Action Item: Descriptions of Committee Chair duties for new MAMEA committees will be added to section 401 of Standing Rules file document and online document, as directed by MAMEA Board. Action will be accomplished by Vicki Clark and Lisa Lawrence.

Susan Haynes asked if anyone had any comments about these action items. No one chose to comment. Susan asked if there was a motion to accept these action items. Lewie Lawrence motioned to accept them. Kathy Siegfried seconded the motion. The motion carried. Lewie Lawrence suggested that the letter for the attorney about MAMEA's tax status be included with the standing rules.

Archives Committee

Susan Haynes stated that Terri Kirby-Hathaway would be organizing the MAMEA archives. Terri Had also communicated to Susan that she had not received much archive material recently from MAMEA officers. Susan encouraged people to send Terri all materials they feel should be archived. Kathy Siegfried asked what should be in the archives. Susan said conference flyers, mailings, agendas, member lists, and other items.

Susan stated that during the organization of the archives it should better be determined what is archive material and what is not.

NEW BUSINESS

MAMEA Involvement in National Aquarium In Baltimore's Ocean Awareness Days

Kathy Siegfried asked if MAMEA wanted to have any official involvement in the NAIB's ocean awareness days, a weeklong public awareness event in Ocean City, Maryland. Kathy stated that it might be a good way to get information to new teachers. Susan Haynes asked if anyone had been to the event before. No one said they had, but David Christopher said he would be going this year. Susan stated that she would like more information about the event before committing MAMEA to it. No objected to talking this discussion to a later meeting.

Free Memberships

Susan Haynes wanted a review of the free membership policy. David Christopher said that free memberships are given out at the president's discretion. The number of free memberships is equal to 10% of the total MAMEA membership on December 31 of the following year. In this case MAMEA has the ability to give out 30 free memberships this year.

Website Proposal

Susan Haynes asked if there was a motion for Lisa Lawrence, MAMEA Webkeeper, to send out the grant to receive money for website upgrades. Bill Simpkins motioned for the grant. Patricia Hay seconded the motion. The motion carried.

CLOSING

Susan Haynes adjourned the meeting and thanked everyone for coming.