

**MAMEA Board Meeting
October 19, 2007
Candler Board Room
Baltimore, MD**

Attendance: Adam Frederick, Jackie Takacs, David Christopher, Amy Sauls, Carol Hopper Brill, Lisa Lawrence, Ruth Schneider, Bill Simpkins, Kathy Siegfried, and Andrew Wilson.

Call to order by Adam Frederick at 3:18pm.

President's Report from Adam Frederick

In the 06-07 MAMEA fiscal year there were a number of steps made toward increasing involvement of the membership in a variety of activities that extended benefits to our members. Most notably work toward increasing scholarships, mini-grants, newsletter production, and improvements to the website were some of the highlights. After the mid-year meeting in Lake Anna a number of changes started to improve the way MAMEA functions as a whole.

Scholarship was one of the big issues since we owe it to our members to offer benefits and use some of our capital that we have growing from our funds. It was decided to offer an increased number of scholarships for a larger sum of money to offset nearly all costs of the conference for a MAMEA member. In the past we had a single scholarship and sometimes it went unused. In the end, 4 scholarships for \$300/ea open to all members were offered and all four have been awarded in 2007 to the following recipients:

John Lunsford (DE)
Jenifer Hoskins (NC)
JoAnne Powell (NC)
Miriam Sutton (NC)

Excellent news for MAMEA since this will help spread the word to others that attending the conference is well supported. Funds for these scholarships come from the annual interest revenue from our CD (~\$1200). The scholarship comm. is headed up by Amy Sauls.

Mini-grants were changed slightly to an offering of two grants, \$500/ea open to all members. We are still thinking about increasing the amount of each mini-grant due to costs associated with possible requests that go above and beyond \$500 very quickly. One mini-grant was applied for this year and is being accepted. Barry Fox heads up the mini-grant comm. but this will transition to Susan Haynes who has offered to take over for Barry Fox after this round is complete.

Newsletter production will continue to be managed by Barry Fox and Kathy Siegfried on an annual basis with support from the MAMEA membership for information. Depending upon Barry's future plans after retirement in December the responsibility may fall mainly to Kathy. The newsletter continues to be produced in print form but this may need to be revisited since production of a pdf document may make it more flexible and easier to produce.

Website improvements have been a big help to MAMEA and how information is passed on to visitors looking for electronic information. Reorganization of text and descriptions of programs has been headed up by Carol Hopper Brill and Lisa Ayers Lawrence from VIMS with input from the Board on revisions. Carol has done a thorough job at developing new text on the website and soliciting input on the finest details. This has been a great undertaking since the majority of this work has been performed by email communication.

Last but not least, hats off to David Christopher and his team at the NAIB for pulling together what should be an excellent conference in Baltimore and receiving support from NAIB keeping conference costs at a minimum this year. We are looking forward to seeing an increased number of MAMEA participants at the conference this year and we need to keep learning lessons from year to year that will help us develop a successful conference model that will be sought after by MAMEA members.

Past President's Report from Amy Sauls

NMEA connection strong. Adam transitioning to take over the role of MAMEA Representative to MAMEA.

Amy also has updated the Mini-conference guidelines. Ruth asked about the \$100 for mini-conference start-up costs.

Treasurer's Report from Jackie Takacs

Current Financial Standing (not including all income and expense from the annual conference)

Checking \$6,831.37

Money Market \$8,406.37

CD \$27,479.02

Total \$37,751.76

Our Money Market account is currently at a low interest rate (.395). I was asked at the mid-year board meeting to investigate other options for the money. The best option currently is a 8-month CD that is paying off at 5.05%.

Our CD will be maturing on January 28th. I would like to look into rolling this CD over again and/or splitting it into multiple accounts.

2006 Cash Flow Summary

-MAMEA ended 2006 with \$869.80 over our expenses (note – in 2006 MAMEA did not incur any accounting charges, 1 grant request, no scholarships – nor did we collect interest earned)

-Ended 2006 with a net checking account balance of \$5,5800.65.

2007 Budget

-2007 Cash Flow Summary:

-Currently showing a negative balance of \$3,934.28 due to not having the 2007 conference fee deposits.

-2007 Budget Changes:

-Scholarship budget was increased from \$200/year for 1 scholarship to \$1200/year for 4 scholarships.

-2007 Expense Explanations:

-Accounting service charges were in excess of budget due to issues with the IRS that came about due to our hosting of the National Conference.

-Bank charges = commercial service charge and new check charge.

-Have no expenses reported for Masthead, Grants, or Scholarships.

2008 Proposed Working Budget:

- Original proposed budget had an excess of expenses in order of \$3,615.00.
- Board members amended the budget.
- Interest earned was removed as an income source from the MAMEA checking account.

2008 Proposed Investments:

- Move MM into a CD
- Reevaluate larger CD
- Currently estimated at earning less than \$1,000 in interest in these accounts.

2008 Proposed Budget (with final amendments)

INCOME

Interest on Accounts	\$1,000.00
MAMEA Conference	\$5,500.00
Auction	\$1,200.00
Memberships	\$2,000.00
Mini Conferences	\$300.00

TOTAL INCOME \$10,000.00

EXPENSES

Accounting Service	\$500.00
Awards	
NMEA membership	\$70.00
Plaques	\$70.00
Bank Charges	\$25.00
Board Meeting	\$50.00
Grants	\$1,000.00
Legal Consultations	\$300.00
MAMEA Conference	
Expenses	\$5,000.00
Masthead	\$1,000.00
Mini Conferences	\$300.00
Office Supplies	\$100.00
Past President Expenses	
NMEA Mid-year mtg	\$500.00
NMEA Annual	
Conference	\$500.00
Postage	\$500.00
Presidents Discretionary	
Discretionary	\$100.00
Gift Memberships	\$100.00
PS Scholarships	\$1,200.00
Renewal Notices	\$100.00

TOTAL EXPENSES \$11,415.00

During the Board Meeting the budget was amended with the following motions:

- Motion to increase conference income by \$500 made by Ruth Schneider, 2nd by Amy Sauls; passed.
- Motion to increase membership income to \$2,000 made by Ruth S.; 2nd by David Christopher; passed.
- Motion to add account interest of \$1,000 to income made by David C.; 2nd by Ruth S.; passed.

-Motion to increase auction income to \$1,200 made by Amy S; 2nd by Adam F; passed.

Budget was presented to the membership and accepted by the membership at the Business meeting.

Secretary's Report from Kathy Siegfried

Reflects conference registration as of 10/15/07

Non-renewals from 2007: 131

Active Members: 250 as of 10/15/07

New: 144

Renewals: 98

Lifetime: 8

State-by-State Breakdown:

10 Delaware

77 Maryland

4 DC

72 Virginia

64 North Carolina

10 Pennsylvania

2 South Carolina

1 Georgia

1 Tennessee

1 New Jersey

2 New York

1 Indiana

1 Florida

1 Connecticut

1 Massachusetts

1 Wisconsin

1 Other (incomplete entry)

Membership Dues Breakdown:

50 Conference

59 Mini-Conferences

127 Check

14 Other (Lifetime, gift, etc.)

From the Secretary:

- I can take registrations or send you a registration database to make information collection consistent.
- We currently have 31 new or renewing members from the 2007 conference.

Delaware Report from Tami Lunsford

I have been trying to find a time in the spring for a Delaware mini-conference. I have gotten NO response from my members about what they want. I am leaning toward Horseshoe crabs, and using our NMEA educator of the year (from DE) to present his "Green eggs and crabs' curriculum and Bill Hall to give some other info. If I do it in May, we can also observe the mating and help with the survey. I am just not sure if this is over-done in DE, so any input from the board is appreciated. My other choice was ROVs, but someone just did a workshop on this last weekend here, so I didn't want to step on toes. Otherwise, I send out monthly emails to DE MAMEA and NMEA members with info on what is happening in the state, upcoming conferences, etc. I encourage members of one to join the other, etc.

Ruth suggested that she should have something about MAMEA at Coast Day.

Maryland Report from Mellie Lewis

Mellie was unable to attend unexpectedly.

DC Report from Bill Simpkins

Information was sent out to DC Public Schools regarding a new teacher workshop that is being conducted at The National Aquarium with support from the Toyota USA Foundation. MAMEA was mentioned in the materials.

The new teacher workshop program has not been met with favorable response from the DC Public Schools, and to date, only 2 of the 6 sessions for this school year are actually going to occur. The School District has not given their support to the program, and breaking into the system is extremely difficult to do. The program will be expanded to MD and VA in the 2008-09 school year.

Open house for DC Public Schools at the Aquarium has not had any better success over the past year either. But we will continue to offer them to try and get MAMEA known in the District.

The Aquarium is now working on establishing a partnership with The Living Classroom, and I am hoping that through this partnership and a joint school program, we can get more interest in MAMEA in the District.

Virginia Report from Carol Hopper Brill

► Webpage updates

At the March 2007 Board, I volunteered to coordinate updates to the MAMEA website that would reflect revised scholarship and grant policies and procedures recommended by the Board, as well as other changes needed to update the site. The updates were grouped into 4 installments for more manageable review by the Board. Following Board review, the changes were enacted on the website by Webkeeper Lisa Lawrence. As of October 2007, 3 of the 4 Installments are complete. The final installment, the Board page, will be circulated for review after the new Board members are selected.

► MAMEA e-Mail Discussion List updates

Using Kathy Siegfried's membership list of March 2007, I compared current membership to the existing E-mail Discussion List membership, there was only 35% overlap. Since the listserv is an important communications tool for MAMEA and is marketed as one of the benefits of membership, I worked with Lee Larkin (list manager) to update the listserv to better reflect current membership. Kathy supplied a list of additional members who had joined between March and September 2007 (to include mini-conference attendees and others) and the E-mail list is now current, with the exception of members who do not have a working e-mail address and who gave no e-mail address on their MAMEA application form. To keep the membership list and e-mail lists in alignment, it is recommended that this review process take place at least twice a year. Additionally, knowing which members cannot be reached via e-mail is important and alternative communication mechanisms will be required to keep them up-to-date with MAMEA activities.

► New State Rep "How-To" Guide

During my own learning process, I collated information from MAMEA references relating to the job description and responsibilities of State Reps and wrote up a "How-To" outline for new State

Reps. The draft was reviewed by Vicki Clark (Standing Rules Committee), Lisa Lawrence (past VA State Rep) and Tami Lundsford (new DE State Rep), and their suggestions/changes were incorporated. This outline is available for Board review at this meeting. And, following approval can be offered to new State Reps and posted to the website when the MAMEA Board page is updated following the October 2007 meeting. (See attached)

►Mini-Conference

The 2007 Virginia Mini-Conference was held at VIMS on August 2, 8am-4:30pm, in partnership with VA Sea Grant. Lisa Lawrence coordinated a workshop on Atlantic sturgeon, another in her successful series of *Species of Special Interest* workshops. The 15 participants, included both classroom teachers and informal educators, as well as VA Sea Grant's Assistant Director. Speakers included Dr. Jack Musick of VIMS and Dr. Chris Hagar of VA Sea Grant on biology and fisheries topics; Bly Staube of Colonial Jamestown's AVPA spoke about archeological evidence revealing the importance of sturgeon to early English colonists; and graduate student Matt Balazik of VCU provided an interactive age and growth lab activity. Lisa presented a new Bridge data activity based on sturgeon interaction with gill net fisheries in the Chesapeake. I presented a suite of six activities and crafts for students centered on sturgeon biology, feeding habits, growth and reproductive output. MAMEA membership was included in the conference registration fee of \$15. VA Sea Grant provided funding for the workshop.

North Carolina Report from Ruth Schneider

- Held our NC mini-c at the NC Aquariums at Pine Knolls Shores, in Atlantic Beach
 - 37 participants plus about 10 Aq staff helped on programs, tours, and the logistics of the sleepover
 - Ruth Schneider and Dia Hitt presented a session on the MAMEA grants. Got the participants brainstorming about some grant ideas
- Planning the 2008 NC mini-c for March 7-8 at NC Aquarium at Roanoke Island
- All three Aquariums promoted MAMEA at the National conference
- Ruth and Dia presented a poster at the national conference
- Participated in "take a child outside week"- several nice outside program for visitors
- Collected several auction items from NC members

Grants Committee Report from Barry Fox

None

Awards Committee Report from John Chubb/Beth Jewell

Both awards were presented at the Business Meeting.

Outstanding Teacher Award – Carrie Jones

Informal Educator Award – JoAnne Powell

President's Awards were also presented by Adam to Barry Fox and Carol Hopper-Brill.

Nominations Committee Report from Kathy Siegfried

Bill Simpkins is the Nominations Committee Chair, but due to Bill's absence (excused) during the nomination time frame, Kathy Siegfried, MAMEA Secretary collected nominations. Nominations were taken by email request on 8/30/07 with the deadline of 9/10/07. The following nominations were taken:

President Elect: None

Write In: Carol Hopper-Brill
Secretary: Kathy Siegfried
Maryland Representative: Christine Grant
North Carolina Representative: Ruth Schneider and Allison Gleason
Nomination results were posted on the MAMEA website and information on the candidates were distributed to all conference participants. Bill Simpkins will run the election since Kathy is up for re-election. If no nominations are taken from the floor to fill the President Elect position, the current President will appoint someone to the position.

Election Results from the Business Meeting:

President-Elect: Carol Hopper-Brill
Secretary: Kathy Siegfried
Maryland Representative: Christine Grant
North Carolina Representative: Ruth Schneider

Newsletter Committee Report from Barry Fox/Kathy Siegfried

Adam included in his update.

Website Report from Lisa Ayers Lawrence

The Virginia Sea Grant Marine Advisory Program at VIMS continues to host and conduct routine maintenance of the website as a free service to the organization. The maintenance includes a quarterly link check and update, posting conference news, sponsoring the MAMEA listserve and monitoring usage statistics.

Through Spring & Summer 2007, Carol Hopper Brill (MAMEA VA Representative) took on the monumental task of updating the content of most of the MAMEA website. Content updates were done in three phases:

1. Home, Join, & E-Mail Discussion List pages
2. Conference & Scholarship pages
3. Awards & Grants pages

The MAMEA online bulletin board has been disabled indefinitely. Junkeater.com, a free spam-blocking service we were using to maintain the integrity of the bulletin board, has closed down. The bulletin board will not be reinstated until a new spam protecting service is found. However, the MAMEA e-mail discussion list may still be used to make announcements.

MAMEA Website Statistics Summary

	Sep 05 - Aug 06	Sep 06 – Aug 07	Change
Web visits	10,742	14,118	+ 31.4%
Page accesses	18,064	20,299	+ 12.4%

Listserve

mamea@vims.edu has 493 subscribers, which is more than double the number of subscribers from this time last year (230 subscribers in 2006)

President Elect Report from David Christopher

Welcome to Baltimore. Need help with the conference selling tickets, etc. Tried to keep costs down. NAIB gave spaces for free, donations from 3 of the state Sea Grants, and NOAA donation.

Conference Budget

Expenses	Notes		Revenue	
Food – Saturday	See attached	\$2,127.50	Conference Registration	\$4,425.00
Snow Goose Field Trip	Canceled	\$0.00	Friday Night Event	\$225.00
Food – Friday		\$650.00	Friday Guests	\$40.00
Lab fees COMB		\$200.00	Saturday Guest	\$15.00
COMB - Room Rental		\$675.00	Aquarium - Field Trip Marsh	\$105.00
Aquarium - Field Trip Marsh		\$105.00	Aquarium - Behind the Scenes	\$220.00
Aquarium - Behind the Scenes		\$220.00	Donations	\$1,050.00
Mailing		\$101.48	Auction	
Alcohol		\$303.80	NOAA	\$847.00
Box Lunch - Field Trip Marsh	Included in cost	\$0.00	Pending Registrations	\$475.00
Housing – Speakers		\$200.00		
Bags & Bottles		\$847.00		
Supplies		\$326.38		
Friday Beverages		\$28.99		
Total		\$5,785.15	Total	\$7,402.00

Profit/Loss **\$1,616.85**

Auction has many successful donations. Offer from Deputy Director of BP at NAIB for an Aquaculture tour.

Adam called the meeting to a close at 4:29pm. Ruth moves to adjourn. Carol seconded it.