

Mid-Atlantic Marine Education Board Meeting: October 2, 2009 - Lewes, DE AGENDA OUTLINE

Proposed Agenda: 10 a.m. to 12:00 p.m.

Call to Order	10 a.m.
State Reports	
• Delaware	
• Maryland	
• North Carolina	
• Virginia	
• Washington, DC	
Officer & Committee Reports	
• President's Report	
• Past President's Report <ul style="list-style-type: none"> ▫ NMEA Rep ▫ Mentorship Committee ▫ Nominating Committee 	
• President Elect's Report	
• Secretary's Report	
• Treasurer's Report	
• Awards Committee	
• Grants Committee	
• Scholarship Committee	
• Masthead Report	
• Webkeeper Report	
• Facebook Manager Report	
• Standing Rules Committee	
• Archives Committee Chair	
OLD Business Updates -	Actions taken /Actions required
NEW Business Updates -	Discussion /Actions required
Meeting closure	12 p.m.

Call to order at 10:20am by Carol Hopper-Brill. Kathy Fuller, Tami Lunsford, Chris Witherspoon, Ruth Gourley, Bill Simpkins, David Christopher, Jackie Takacs, Carol Hopper-Brill, and Dawn Sherwood in attendance.

I. State Representative Reports: April – September 2009

➤ Delaware – John Lunsford

John at mandatory professional development in Dover before coming to conference. DE is holding annual conference. Compiled lists of potential folks to attend the conference and set up for booth at Coast Day and manning the booth. DE only registration did not help. All professional development cancelled in the state as well as pay cut and no other support, so climate not good for DE teachers to attend.

➤ Maryland – Christine Grant

DC says that nothing has really happened since the mini-conference. Christine will not be running for re-election due to school obligations.

➤ North Carolina – Ruth Gourley

No state activity to report during this period

Mini-conference was really early in the year, so nothing really to report. Ruth is stepping down as state rep to run for pres-elect. She is running the auction at this conference.

➤ Virginia – Chris Witherspoon

I solicited news from MAMEA members in Virginia and received the following:

1. From Carol Hopper Brill (VA Sea Grant Marine Advisory Program/VIMS)

- Congratulations to MAMEA members Lisa Lawrence, Chris Petrone and Vicki Clark. Our colleagues at the Virginia Sea Grant Marine Advisory Program (VIMS) have been recognized once again for providing the excellent ocean resource website, the Bridge, www.marine-ed.org/bridge. The Census of Marine Life, U.S. Program Office, honors the *Bridge* as the "Education Link of the Quarter" in its September 2009 issue (http://www.coml.us/?anchor=us_newsletter). And, in this Fall's issue of the National Marine Educators Association on-line newsletter, www.marine-ed.org/docs/nmeanews.pdf, the Bridge's listserv - *Scuttlebutt* - is lauded for the services it provides to marine educators across the country and internationally. The Bridge celebrated its 10th anniversary in 2008 and continues to maintain a growing collection of reliable, teacher-approved ocean-related content, lesson plans, and classroom-friendly marine data resources. Both the *Bridge* and *Scuttlebutt* are supported by the National Sea Grant Program, Virginia Sea Grant/VIMS and NMEA.

2. From Ann Marie Chapman (NOAA Chesapeake Bay Office)

- We (NOAA) would like to get the word out that the B-WET RFP is currently out, and we're also interested in soliciting reviewers for our proposals coming in mid-October. The RFP is available through Grants.gov. The deadline for applicants is October 16. Let me know if you need more info – AnnMarie.Chapman@noaa.gov.

3. From Chris Witherspoon

- Staff from the Virginia Aquarium and Hampton University will become regional trainers for the *Communicating Ocean Sciences to Informal Audiences* (COSIA) college course as part of the *Communicating Ocean Sciences Informal Education Network* (COSIEN). This project, funded by NSF, is coordinated by staff from Lawrence Hall of Science and the University of California at

Berkeley and includes Hampton University/Virginia Aquarium, Oregon State/Hatfield Marine Center, UCSD-Scripps/Birch Aquarium, University of Southern California/Aquarium of the Pacific, and Rutgers/Liberty Science Center as partners. The Aquarium and HU will recruit new university and informal science center partners and provide the training necessary to implement the course. Through COSIA, science majors learn techniques for engaging general audiences with ocean-based content and gain practical experience by developing and conducting activities at aquariums and informal science centers. In 2010, the Aquarium will be sending out information about how to become a partner in this project. MAMEA members will be invited. The Aquarium will try webcasts of this 2-day course.

4. Virginia Mini-Conference

- Planning is underway for the Virginia Mini-Conference, which is tentatively scheduled for Saturday, February 13, 2010. We hope to have the date confirmed by the end of October and will solicit suggestions for speakers and sessions through the end of November. Want to expand Ocean Literacy concepts to early learning audience so this may be the theme. Perhaps this will open a new audience to MAMEA.

5. VA Beach is hosting the AZA mid-year conference this February/March.

►Washington, DC – Bill Simpkins

1. I continue to share MAMEA Information with teachers participating in teacher workshops at the National Aquarium. However, with a lot of teachers attending from MD and VA, we may not recognize the new members coming from the DC area.
2. MAMEA information will be shared at the annual Teacher's Night at the US Botanic Garden on October 28. This is an event that is sponsored by the DC Environmental Education Consortium - I am currently serving as treasurer for this organization.
3. I would still like to find a way to see how many people in MAMEA would consider themselves to be a DC member vs. another state member for consideration of planning an event in DC. KF suggested pulling out DC metro area members to put together regional mini-conferences and events. CHB suggested that we could drop the State emphasis on mini conferences to ensure members out of state members feel included. All present agreed that members of any state are welcome to attend and observed that many participants choose mini-conferences for their location or topic, rather than state affiliation. Could emphasize MAMEA in the title, e.g. MAMEA Mini-Conference in _____.

II. Officer Reports: April – September 2009

►President – Carol Hopper Brill

A. MAMEA Board business & documentation:

1. Following the MAMEA Board discussions and votes:
 - a) Prepared summary sheet and a ballot for member vote on By-Laws changes related to electronic voting. Communicated these via Masthead & website. Have ballot prepared for MAMEA Business Meeting on 10/3/09.
 - b) Prepared summary sheet of Standing Rules changes related to: NMEA Representation Committee; and new roles for the Past President. Communicated these via Masthead & website.
 - c) Updated State Rep "How-To" document to reflect availability of the Mini-Conference Grants, the opportunity to request complementary memberships from the President's discretionary quota. Includes reference to members survey results from 2009 mini-conferences.

- d) Working with new E-mail Discussion List manager, Lisa Lawrence, developed a procedure for cleaning the list and re-booting. Communicated to members via Masthead, will e-mail in October and clear list by the end of the year.
 - e) Assisted the Webkeeper, requesting Board input re: website pages, organization and features, requested more current photos of members. Need to do more follow through, so this stays on the “to-do” list with higher priority.
2. Submitted updates for inclusion in MAMEA website: results of mini-conference surveys, board reference documents, By-Laws changes, Standing rules changes, some conference-related information.
 3. April Masthead articles: President’s message, 2009 Board initiatives, MAMEA member benefits, results of mini-conference focus group surveys, NOSB regional winners, some VA educator events. September Masthead articles: President’s message, Membership votes & new roles for the Past President, MAMEA communications update, upcoming mid-Atlantic NOSB competitions
 4. Assisted Tami with updating of MAMEA brochure and promo.

B. MAMEA Conferences

1. Mini-Conference Grant Program: In response to recommendations from the Board and lessons learned, revised State Mini-Conference Grant policies and procedures, edited grant application with clarified criteria for use of funding. Circulated to Board for review. Applications and revised instructions will be sent to State Reps in mid-October for the opening of the 2010 grant year.

*I propose that management of the mini-conference grants be assigned to the Past President as a duty of the Mentorship Committee Chair.

2. Annual Conference: Assisted Tami as a member of her 2009 Conference Committee, providing examples or templates of conference-related processes and documents. Assisted with some fundraising, success in getting a NOAA Chesapeake Bay Office award of \$1000 for purchasing MAMEA logo items for the Conference.

*With change in the timing of MAMEA elections, re-establishing a Conference Advisory Team will be more important in providing continuity between years, assisting both the President-Elect of the primary year and of the subsequent year.

C. Committee activity

1. Assisted Allison Besch with Award nominee reviews, discussed clarification of procedures.
2. Assisted Susan Haynes as a reviewer of MAMEA 2009 grant applications, discussed composition of grant review committee.

D. To-Do List for – by end of year

1. Install revised By-Law and Standing Rule documents on the website.
2. Update/augment Board Officers’ Task List reflecting the revised By-Laws and Standing Rules.
3. Continue promoting the development of how-to documents or notebooks for individual Board positions and Committees.
4. Continue working on assembling a tracking list/calendar of MAMEA’s required “corporate” tasks, e.g. annual renewal of incorporation papers, 5-year renewal of website domain-name, etc.

► Past-President – David Christopher

1. MAMEA Rep to NMEA:

- a) Attended New Member Meeting at NMEA Conference in California. These meetings were long but productive. There was a lot of discussion on how to get under-represented groups involved in NMEA.
- b) Facilitated the inclusion of MAMEA items in NMEA News (Tami Lunsford Assisted by submitting MAMEA conference items for the NMEA news)

c) Provided NMEA updates for Masthead.

d) NMEA initiative to discuss –

National Ocean Sciences Bowl (NOSB®) is hosting its second annual Living on the Ocean Planet video competition in partnership with the Census of Marine Life (CoML), the National Marine Educators Association (NMEA), and the Encyclopedia of Life (EOL). We have been asked to judge 10 short videos and provide a prize values at \$60 to the winner. Our region is Conations MAMEA plus KY and WV. Board Members who responded earlier this fall were in favor of MAMEA's participation. Fliers & details at www.nosb.org. DC would like to do this in conjunction with the Mentoring Committee. This will give us new exposure. Flyers going out in next Masthead.

-CW suggested that we target video productions clubs, classes, and vo-tech schools.

-DC asked that reps identify appropriate people to send flyer .

e)NMEA quarterly phone call:

-Many multi-state NMEA regions do not have members go between states and do not have conferences like ours.

-Still looking for someone to host 2013 NMEA conference

-CW may have some possibilities in VA Beach

-TL said to get the ball rolling for 2016 and maybe consider 2013 if we are able to get things together sooner than later

-DC said he would look at the NMEA conference requirements

-CHB suggested that we follow up on this discussion

2. Mentoring Committee Chair Report:

a) Re-formed the Mentoring Committee with Dawn Sherwood. This is just beginning. We need to come up with better charter.

b) Mentoring committee is just getting off the ground it needs to have more direction. Based on comments MAMEA collected spring at the mini conferences last spring, teachers are looking for MAMEA to:

*Facilitate workshops like project WET

*Provide teachers more resources for classroom instruction

*Teachers want us to continue sleepovers but would like additional fieldtrip opportunities to experience local ecosystems,.

*They would like marine science lectures

c) There are a few things that we have done to meet these goals. David helped set up the Share-a-thon and Dawn organized the Sand exchange. I think the committee should remain in charge of these at future conferences. I also think in the future the committee should take over the inclusion of education resources in the Masthead. Furthermore, we need to have each State representative to assist the committee in making sure that local upcoming speakers and calendars of upcoming events get into the Masthead.

d) It would be beneficial to always have a classroom teacher on this committee.

e) Makes sense to have mini-conference grants managed by this committee.

3. Nominating Committee Chair Report:

Headed the Nominations Committee: This was difficult and time-consuming task. It is getting difficult to find officers. However, we were able to find someone for everything but the Maryland Rep. We need to discuss how to fill this position and may want to discuss how to encourage participation in the future. All nominating process needs to start earlier in the year, especially as we move to electronic voting and an earlier election date.

4. Served on 2009 Conference Committee, assisting Conference Chair with advise on procedures, managed proposals for Concurrent Sessions and Poster/Share-A-Thon Sessions

► **President-Elect – Tami Lunsford**

A. **MAMEA 2009 Conference**: Budget and Income Presentation to the Board on October 2, 2009

Location: University of Delaware Virden Center, Lewes, Delaware

Host site includes: conference rooms, meals, and accommodations

(with roll-over to Beacon Motel included at same rate), and meals

Expected attendance: 60

B. Calculated registration rates:

1. Combined estimated costs for all conference items (printing, shipping, fees for state applications, conference rooms, DJ = \$1700

2. Divided by 75 estimated participants = \$23/person

3. Meal costs per person = \$41 conference only
= \$25 each dinner

4. Add up cost to MAMEA for registration

\$115.73	all meals and rooms
\$80.00	accommodations
\$195.73	Cost to us for full registration
\$115.73	Cost to us for partial registration
\$89.73	Saturday only
\$64.73	Conference only

5. Rounded up to registration fees:

\$210	Full registration
\$130	Partial registration
\$100	Saturday only
\$75	Conference only

6. I added \$20 for late registration to cover unforeseen costs and to encourage folks to register early.

NOTE: Early registration not really necessary or helpful. I would suggest not having early/late registration in the future—just one registration fee with a deadline. I also think that online registration with Paypal will greatly improve life and registration, so I will work on that this year.

CHB- Since the MAMEA website is on VIMS' server, it may depend on limitations there. CHB will check with Lisa Lawrence.

TL- Says that we can use the NMEA website since NMEA already has their own set up with Paypal page and conference registration vendor. Need to check on costs here. Having no online option makes it harder for MAMEA members to register for our conference(s).

C. Conference Estimated costs:

As of September 28, 2009, the costs for the MAMEA Conference are outlined below.

Friday	Fixed costs TOTAL	Per Person Costs	TOTAL
Lighthouse room- board meeting	100		
dinner		26	1274
harbor room	0		
Schooner room- Fri/Saturday auction	250		250
Saturday			
breakfast/snack/lunch		41	2419
harbor room	500		500
2 breakout rooms	250		250
dinner		25	1375
DJ	200		200
Field trips			
Kayaking		50	150
Misc			
Ruth- shipping	50		50
Coast Day booth	40		40
NMEA booth shipping	150		150
Wine gathering license	50		50
Printing programs, etc.	200		200
Tami- cert paper and ink	40		40
Jackie- printing	50		50
Accommodations		80	5280
	1780		12278

Estimated income:

As of September 28, 2009, the estimated income for the Conference is below.

Type of registration	Number	Income	TOTAL
EARLY			
Full	27	210	5670
Partial		130	0
Saturday-only	1	100	100
Conference-only		75	0
Full-board discount	1	160	160

LATE					
Full	15	230		3450	
Partial	1	150		150	
Saturday-only	3	120		360	
Conference-only	4	85		340	
KayakField trips	3	55		165	
Accommodations (single rooms, etc.)	16	80		1280	
Guest tickets	8	25		200	
REGISTRATION TOTAL INCOME				11875	
MEMBERSHIPS	37	10		370	
NC Sea Grant donation	1	250		250	
DE Sea Grant donation	1	1000		1000	
NOAA Donation	1	1000		1000	
	52			14495	TOTAL INCOME
				12278	COSTS
				2217**	PROFIT TO MAMEA!!

**JT needs to recalculate this since not all expenses are included here. She said the actual profit is closer to \$1,000. I'd include the updated figure from Jackie since it might not be recorded anywhere else that future Board members can see it.

► Secretary – Kathy Fuller, 9/24/09

Reflects 2009 annual conference registrations received by KF as of 9/24/09.

Non-renewals from 2009: 96

Already renewed for 2011: 59 Updated 10/2/09 = 60

Active Members: 251 as of 9/24/09

New: 144

Renewals: 98

Lifetime: 9

State-by-State Breakdown:

9 Delaware

75 Maryland

1 DC

105 Virginia

53 North Carolina

4 Pennsylvania

1 West Virginia

1 New York

1 Tennessee

1 Wisconsin

Membership Dues Breakdown:

78 Conference (14 new members from 2009 conference)

109 Mini-Conferences

- 51 Check
- 4 Gift (NOSB)
- 9 Other (Lifetime, gift, etc.)

From the Secretary:

- Numbers are up with new, renewals, and non-renewals
- Mini-conferences definitely fuel the membership
- NOSB coach memberships were only given in VA. Not followed up on in other states.

► Treasurer – Jackie Takacs

-JT said that money still sitting in CD and not doing anything.

Tami moves to put the CD balance into a 12 month CD. DC 2nd the motion.

Motion passes.

- Funded 2 of the 5 mini-conferences.
- No expenses realized for Masthead.
- DC needs reimbursement for NMEA
- BS stated that the NMEA support expenses need to state “NMEA Rep” vs “Past President Expenses”
- All scholarships and grants were awarded.
- CHB brought up that JT suggested that the grants are increased to \$2K. At this point not good idea.
- TL really wants to include money for Board support to conferences, etc.
- JT suggested that the Mentoring Committee gets funds for practices, but DC said that the committee needs to flesh itself out first.

2010 Proposed Budget and & Financial Standing

Submitted by Jackie, Takacs, Treasurer

Income Categories

Membership Dues	\$1,500
Annual Conference	\$500
Auction	\$1,200

Expense Categories

Organizational Expenses	
a. Accounting Services	\$500
b. Bank Charges	\$25
c. Legal Consultation	\$300
(includes Agent & State NP Incorpor. fees)	
Operational Expenses	
a. Board Meeting	\$50
b. Office Supplies	\$100
c. NMEA Representative	
a. NMEA mid-year mtg	\$500
b. NMEA annual mtg	\$500
d. Postage	\$100
e. Renewal Notices	\$100
f. Mini Conference Support	\$1,500
MAMEA Objectives	
a. Awards	
i. NMEA Membership	\$70
ii. Plaques	\$70

b. Grants	\$2,000
c. Masthead	\$200
d. Presidents Discretionary	\$100
e. PS Scholarships	\$1200

Total Proposed Income \$3,200

Total Proposed Expenses \$7,315

Overall: spending will exceed income by \$~4,000

BS moves to approve budget with changes. DC 2nd. Motion passes.

➤ Awards Committee Chair – Allison Besch via C.Hopper Brill

1. The MAMEA membership requirement (1 year membership) is being missed by applicants and their nominators. Allison reports that in the last year we have had non-members as one-half of the nominees submitted.
 - a) The awards chair needs to contact MAMEA secretary at the time of the nomination to confirm the nominee's membership status (perhaps add a line in the application that says "membership active until (date)". Ultimately it will be up to the awards committee to confirm membership status (as we have been doing). Some Board members feel that the 1-year membership requirement is very important.
 - b) After making the awards recipient selection, the awards committee is responsible for re-contacting the nominator to confirm qualification and meeting awards criteria.
 - Board discussed and agreed it is important to have the AWC contact nominators.
2. Some concerns were expressed about assuring that the nominees should be outstanding, we don't have to make an award if the nominees are not up to MAMEA "standard." But, do all MAMEA awardees need to be fully competitive on the NMEA stage with long life-time achievements? We should still be able to reward and encourage educators in our region, even if they are not as seasoned as some on the national level.
 - Board discussed national vs regional awards. Board agrees that MAMEA award does not need to be at the national level and does not have to be passed along to NMEA for consideration.
3. Do we tell the winning nominees about their award? Per Vicki Clark, who served on the NMEA Awards Committee for several years, says it is best to communicate with the nominator about this. She said NMEA preferred not to keep the award a secret unless the nominator was really set on that. The point was to have the awardee present to be recognized, and it's much easier when the nominee knows about it.
 - Board discussed – It should be up to the nominator to notify the winner and decide if they want the winner to know in advance of the award presentation (so they can be sure to attend to receive the award).

➤ Grants Committee Chair – Susan Haynes

1. 4 submissions this year; 1 informal, 2 formal, 1 professional development. Grants in both categories were awarded.
2. JT asked for a clearer rubric for grant review and rationale for award.
 - CHB suggested that the new grants committee chair develops the rubric with input from Treasurer, President and Mentoring Chair.
 - For future grants reviews, the committee should confer via conference call.
 - An earlier deadline was suggested to allow more time for review process
3. Susan stepping down; need new chair.
 - CHB offered to serve as Interim. TL accepted. 10/20/09.
4. Board agreed that grants can be awarded to the same individual every other year. Board voted on this specification in the Standing Rules at the March 2009 meeting. See New Business.
5. Website needs to be updated to reflect application guidelines and composition of review committee. See New Business.
6. Treasurer note: If 80%/20% of award is given in different years, accounting will have to reflect this.

►Scholarship Committee Chair – Amy Sauls

1. We had many applications for our scholarships this year
 - a) 4 individuals that successfully met the requirements and applied early enough to receive scholarships.
 - b) We had some additional inquiries after the early deadline that we were unable to consider.
2. For folks that are receiving scholarships, the process is that of receipt/reimbursement, and Jackie has the paperwork to complete this process. They can get reimbursed onsite if they have can provide all relevant receipts.
3. I would like for the board to consider the money for scholarships that is not used be rolled over to the next year and available to additional applicants on a partial fund or some type of availability.
 - a) In 2008, we did not use even half of the money allotted
 - b) For 2009, it would be nice to have access the unused 2008 funds (even if we just covered conference registration for an additional couple of applicants that meet the requirements).
 - c) Note: Depending upon the expenses for this year’s scholarship awardees, all the money this year may not be used.Please consider.

-Board notes that carry over is a possibility as stated in the Standing Rules on Grants & Scholarships. A line has to be added into Scholarships Standing Rules since the two were separated.

Proposed change to Standing Rule

Add Standing Rule 208.2(c): Scholarship funds not expended may be carried over to the next fiscal year for support of additional grants by Board Approval.

Motion to change standing rules by TL. 2nd BS. Motion passes.

Motion to add/create 208.2 c added/amended as CHB suggested by TL. 2nd by RG. Motion passes.

►Masthead Editor’s Report – Christopher Petrone, 9/18/09

1. Spring 2009 Issue

- a) Sent by email on 6 May, 2009
 - 13 pages
 - 8 authors
 - Emailed to approximately 212 members
 - Several email address failures
 - No hardcopies mailed
 - Will be posted to MAMEA website, along with Winter 2009 Issue, the week of 9/21/09
- b) Response
 - Several emails, all very positive

2. Summer 2009 Issue

- a) Sent by email on 1 September, 2009
 - 14 pages
 - 13 authors
 - Emailed to 216 members
 - Two email address failures
 - 9 hardcopies mailed to those without [working] email
- b) Response
 - Several emails; all positive

3. Note: All three issues have been sent to the respective organizations who have contributed pictures of mid-Atlantic sailing ships for the banner on the *Masthead* cover:

- a) Winter, Schooner *Virginia*; Spring, *Pride of Baltimore 2*; and Summer, Schooner *Sultana*. I don't believe any of these groups are represented in MAMEA.
 - b) Should these, and other school-ship programs be actively recruited/targeted as they do conduct educational programs?
 - c) Have we ever done a general membership drive, especially to organizations in DC, like Joint Oceanographic Institutes (JOI), Consortium for Ocean Leadership, etc.
4. Chris desires to publish 4 issues a year. No need to change standing rules.

►Webkeeper's Report – Lisa 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 email list and monitoring usage statistics.

At its last meeting, the Board voted to update the MAMEA website with a new graphic design. Due to a busy summer work and travel schedule for webmaster Lisa Lawrence, the start of that project was delayed until fall. Redesign of the website is on track to begin after the fall conference.

MAMEA is transitioning from a single email discussion list for all MAMEA business and marine education discussion to two separate lists. One list will be for MAMEA members only and will be used to discuss official MAMEA business. The second list, the original mamea@vims.edu, will continue to be used by both members and non-members to discuss topics of interest to marine educators in the Mid-Atlantic region. The mamea@vims.edu list is 10 years old and contains many outdated email addresses. Over the past year, we have worked to clean up invalid email addresses however some still remain. In November, after the fall conference, the mamea@vims.edu list will be wiped clean and repopulated from scratch. Existing mamea@vims.edu subscribers are asked to visit the MAMEA website and complete a simple online form indicating whether or not they'd like to remain on the discussion list.

MAMEA Website Statistics Summary

	2007	2008	2009	Change
Web visits	14,283	16,247	17,440	+ 7.3%
Page accesses	20,687	27,851	31,001	+ 11.3%
Email subscribers	493	651	478	-26.6 %

The 2009 website visitation was up 7.3% from 2008 and the number of pages accessed was up more 11%. This indicates that not only are we having more visitors, but each visitor is looking at more pages within the site on each visit. [MAMEA@vims.edu](mailto:mamea@vims.edu), our email Discussion list, has 478 subscribers, which is a decrease of about 27% from 2008 due to the cleaning off of dead email addresses.

-Lisa asked that the Board give her input on website usability and updates for pictures.

►Facebook Manager's Report – Andrew Wilson

No report

► **Standing Rules Committee – Ruth Gourley**

- Changes in Standing Rules for NMEA representation & Past-President roles have been approved by the Board, no membership vote is needed.
- By-Laws re: elections will be changed after vote at Membership meeting on Oct. 3.
- Ruth will keep this role through her next role as potential president-elect
- Terri and Vicki are still available for support

► **Archive Committee – Terri Kirby-Hathaway**

1. As of the 2009 Conference, I am resigning as Chair of the Archives Committee.
 - a) Will be bringing all archive materials to the Conference for transfer to the next Chair.
 - b) In past discussions with David Christopher, he expressed an interest in the Committee.
2. David confirmed that he is willing to take on the Archive tasks, and has some ideas for digitizing and organizing MAMEA's archival materials.

OLD Business Updates -	Actions taken /Actions required
1. MAMEA Elections Re: electronic voting & election timing prior to NMEA summer conference. Requires By-Laws & Standing Rules changes	<ul style="list-style-type: none"> *In March 2009, Board voted to approve standing rules changes. *Members will vote on By-Law changes at Oct. conference business meeting. *Members informed via Masthead April & Sept 2009, Standing Rules & By-Law changes posted on website in September 2009. *Ballot prepared for October's Member vote, 10/3/09
2. NMEA Representation Committee. Requires Standing Rules change	<ul style="list-style-type: none"> *In March 2009, Board voted to approve standing rules changes transferring Past-President's role as NMEA Representative to a NMEA Committee with Chair's tenure of 2 years. *Members informed via Masthead April & Sept 2009, Standing Rules changes posted on website in September 2009. *MAMEA President asked David Christopher to serve through 2011 (making his tenure 2 years total). David has agreed. DC recommends that we identify someone to start shadowing at meetings as additional committee member and back-up rep.
3. Mentoring Committee	<ul style="list-style-type: none"> *In March 2009, Board voted to approve Past-President's role as Chair of this committee. *Review activities/goals based on Strategic Planning document *At mini-conferences, collected data on wants/needs expressed by members. State Reps are encouraged to review this list when planning for 2010. *Mentorship Chair guidelines to be developed.
4. Nominating Committee	<ul style="list-style-type: none"> *In March 2009, Board voted to approve Past-President's role as Chair of this committee. *Members informed via Masthead April & Sept 2009, Standing Rules changes posted on website in September 2009.
5. Website update & transfer to template that can be more easily edited	<ul style="list-style-type: none"> *Lisa ready to proceed. *Requires Board input re: any topics that are missing or structural issues to address. *Lisa requests updated photos of MAMEA activities & events for use in re-design. Can send via CD/DVD. *Webkeeper purchases template & begins process of adaptation
6. E-Mail discussion list "re-boot"	<ul style="list-style-type: none"> *All members were notified of re-booting and cleaning of E-mail discussion list in April & September 2009 newsletters. *Lisa created a link for those who want to stay on the list. *After the 2009 Conference, we will send out an e-mail advising members & then purge all inactive names from the list in by the end of the year. *Lisa is be the new List Manager (replacing Lee)
7. MAMEA Promotionals	<ul style="list-style-type: none"> *Tami designed a refreshed MAMEA membership application *Thanks to NOAA Chesapeake Bay Office funding for Conference, we add tote bags and water bottles to our list of promotional items. *Consider: Exhibit. Establish working group. *Jackie would like to consider logo apparel order for future sales. *Lisa requests graphic input for consistent "branding" and to coordinate with website design.
8. Tracking MAMEA's required "corporate" tasks	<ul style="list-style-type: none"> *Compile list of all "corporate" tasks/requirements/licensing with timing & contact information so this passes from one President or Officer to the next. E.g. NP corporate filing with VA; domain registration for URL; IRS tax filing, etc. *Need to identify who currently has the information & begin compiling it.

OLD Business (continued)	Action taken / Action required
9. Update current Officers Task document and any guidelines to be communicated to new officers	<ul style="list-style-type: none"> *CHB will insert changes re: Past-President duties *Board members will review and determine if more detailed guidelines are needed for specific offices. *Collate list of suggested changes, additions. *Identify volunteers to help flesh out “best practices” & draft guidebooks needed.
10. Updating the State Rep “how-to” document, includes past recommendations for Mini-Conferences	<ul style="list-style-type: none"> *Changes, additions made include: Mini-Conference grant information, discretionary membership opportunities, greater emphasis on State Rep role in identifying & nominating educators for MAMEA award program *Are there other common/historical practices that need to be included? *President is responsible for making sure new State Reps are familiarized with the document
11. Mini-Conference Grant application changes	<ul style="list-style-type: none"> *Board confirms proposed changes to application for the most consistent, equitable and streamlined administration of grants *Application made available to State Reps by October 15. *CHB proposes that Past President, as Chair of Mentoring Committee could take responsibility for managing the program. *Review who should sit on this grant review committee: currently Past President, President & Treasurer.
12. Discretionary Membership policy & procedure	<ul style="list-style-type: none"> *Should the President consult with Mentorship Chair and State Reps re: awardees of complimentary memberships? *Include appropriate information in State Rep guidelines. *Mentorship Chair guidelines to be developed.
13. 2009 Conference Planning & Re-establish Conference Advisory Committee	<ul style="list-style-type: none"> *President Elect reviews Conference planning & needs *Review objectives and tasks of a Conference Advisory Committee, including President, Past President, Secretary. *Call for volunteers to serve. They work with President Elect to draft a division of labor that covers all tasks involved. *Start update of Conference cookbook, review forms & templates we want to continue using.

New Business for MAMEA Board Meeting: Oct 2, 2009

Scholarship Committee: Amy Sauls

Proposal to roll unused scholarship funds from one year to the next.

1. The Chair would like the Board to consider some way for scholarship money that is not used in one year to be rolled over to the next year and available to additional applicants on a partial fund or some type of availability.
 - a) Some years we use only a fraction of the allotted funds. While this year, we had more qualified and deserving applicants than funds.
 - b) It would be nice to have helped some additional folks, even if it was just to cover conference registration for an additional couple of applicants that meet the requirements
2. Standing Rules for Grants do allow for this, see 208.1 re: carry over with Board approval. Board voted to add similar wording to the Scholarships 208.2 (noting that Grants & Scholarships were once combined and this procedure was intended to apply to both). See page 11.

Mentoring Committee: from C.Hopper Brill

Proposal to include management of Mini-Conferences as a task of Past President

1. Is management of Mini-Conference grant something the President should do? It seems better match for the Past President as Chair of the Mentoring Committee.

Motion by TL to add Standing Rule 104.10 c Mentoring Committee will “coordinate mini-conference grants up to \$300 per mini-conference pending Board approval.” DC 2nd. Motion passed.

Awards Committee: Allison Besch

Recommendation from Chair to clarify instructions, add to procedures

1. In response to pattern of nominations for educators who are not MAMEA members:
 - a) Allison suggested that perhaps there could be another level of award: a one-year membership to a deserving teacher or non-traditional educator who we think would make an outstanding MAMEA member??
 - b) It might be a good way to attract good new members and would only cost us \$10...just a thought. The only stipulation should be that the recipient has never in the past been a MAMEA member (i.e. not someone just looking for a free renewal).

Some e-mail discussion has taken place

- 1) Some veteran board members felt that adding more awards is unnecessary, awards we have need to be filled with appropriate candidates. They feel that State Reps Some veteran board members felt that State Reps had not been made aware of their obligation to seek out appropriate candidates. The president was urged to assure that they are informed.
- 2) CHB Note: State Reps also have the opportunity to request complementary memberships from the President’s discretionary quota. Board agrees this is the best way to include noteworthy members.

Grants Committee: Susan Haynes

Recommendation from outgoing Chair to update procedures

1. Can we require (encourage) submitters to send all their documents and supporting materials in electronic form to conserve paper resources and minimize mailing costs. Board agreed that electronic submissions can be encouraged. Grant instructions will be updated to reflect this.
2. *The By Laws need to be updated to reflect when a recipient can reapply. David and Adam informed me that the wait period to reapply is two years. This needs to be stated and posted.*

Motion by David Christopher to add to the standing rules (Section 208) that a member can be awarded a grant every other year. 2nd Carol Hopper-Brill. Motion passed unanimously.

3.S.Haynes and CHB agree that the review committee described in procedures is totally unwieldy: “3 - 5 individuals appointed by the President with staggered 3-year terms.” Instead, recommend that review be conducted by Grants Chair, President, Past-President, & Treasurer.

*This would require a change to Standing Rule 104.7 (a) which was last amended 4/99. To the best of S.Haynes knowledge, we haven't been following this standing rule in the past few years.

DC moves to change to Grants committee to include Grants Chair, President, Past-President, Treasurer, and reviewers identified by the Grants Chair. 2nd CW. Motion passes.

4. JT will send the reporting requirements to the grantees fiscal officer with the grant award.

5. We need to remind grantees of their reporting requirements & deadlines. The Board agreed that the Grants Chair should be responsible for this (rather than the Treasurer).

MAMEA Corporate information & timetable: C. Hopper Brill

1. We did not make progress on our initiative to collate a list and timetable of all of MAMEA’s required Corporate tasks. Who has this information? The Executive Board members need to be aware of this and pass the information to their successors. Who should collate and hold it?

2. Does MAMEA need a permanent/corporate address for use in applications and forms?

Jackie contacted our Registered Agent, Vernon Geddy, III of Geddy, Harris, Franck & Hickman, Attorneys at Law (in Williamsburg) to follow up on this item. They do recommend a business address that is close to the keeper of MAMEA’s files. After discussion, TL asked JT to obtain a PO Box for MAMEA that she can check weekly.

3. Jackie noted that we pay fees annually for MAMEA’s Articles of Incorporation (State of VA).

-We need to send the Geddy firm our list of new officers each year, so that they direct the bill for acting as our Registered Agent to the correct individual. It has been misdirected several years in a row.

-If the Treasurer changes, it will require a change in the MAMEA business address.

New audiences for MAMEA: Chris Witherspoon

1. Chris Witherspoon suggests that MAMEA consider educators of early learners as a potential audience.

Preserving MAMEA corporate history & Cultivating new Board members:

C. Hopper Brill

1. As the original MAMEA founders have retired from the Board, we may be losing continuity about why things are set-up the way they are, about procedure and program details.

2. We also face a challenge in finding and cultivating potential new Board members and then do our best to educate and support them when they accept the responsibility. Maybe the 6 month lead time before new officers take office will help with this, and incoming officers can somehow “shadow” the veterans.

3. Other ideas for balancing history and new blood?

Motion to close the meeting at 2:35pm by 2nd TL. Motion passes.

Business Meeting Addendum

Saturday, October 3, 2009, 12:20-1:15pm

- A. President's Report
 - a. The Board has approved standing rules changes re: MAMEA's representation at NMEA and new roles for the Past President. See attached review.
 - b. Today, the membership votes on by-law changes related to MAMEA elections
 - c. Email communications update. MAMEA@vims.edu will be reset. Members must resubscribe if interested.
 - d. MAMEA has a Facebook page
 - e. Now offering grants to fund mini conferences & provide more professional development opportunities to members
 - f. The MAMEA grant has been increased from \$500 to \$1000
 - g. Watch for a new look on the website and new promotionals
- B. Election of Officers
 - a. Reading of the ballot and open floor to nominations
 - b. Karen Mattingly nominated from the floor for MD Rep.
- C. Members By-Laws Vote: See attached review
 - a. Motion passed to move up election date and conduct electronic elections
- D. Treasurer's Report
 - a. Budget presented to membership. No vote required on Board-approved budget.
- E. Election Results
 - a. President Elect – Ruth Gourley
 - b. Secretary – Kathy Fuller
 - c. MD Rep – Karen Mattingly
 - d. DE Rep – John Lunsford
 - e. NC Rep – Amy Sauls
- F. MAMEA Awards
 - a. Jen Durkin named Informal Marine Educator of the Year
 - b. No submissions for formal educator
- G. MAMEA Grants
 - a. Formal Education project – Beth Jewell, LiMPETS Monitoring Project
 - b. Informal Education project – Kathy Fuller, Watershed Wonders Water Quality Testing Equipment
- H. Thank yous & Acknowledgements
 - a. Outgoing Board members & special service recognition (President)
 - b. Conference assistance & support (President Elect)
- I. Passing of the crab
 - a. Tami Lunsford assumes role of President

MAMEA STANDING RULE CHANGES: BOARD VOTE ALONE IS REQUIRED. Motions passed 3/28/2009.

Proposed by Board to:

- * Establish a NMEA representation committee that will provide 2-year representation (rather than current 1-year during term served by Past President)
- * Restructure duties of the MAMEA Past-President: removing the one-year assignment as NMEA representative; adding duties as Chair of Mentoring Committee & Nominating Committee.

Rationale: To improve MAMEA chapter representation at NMEA by facilitating representative's experience. To apply the Past President's experience as a MAMEA spokesperson to the leadership and functions of the Mentorship and Nominating Committees.

From: **EXISTING** Standing Rule (note highlighted sections)

To: **NEW/REVISED** Standing Rule (changed section in red)

<p>Eliminate 1-year NMEA Representation-from Past President's required Duties outline in existing Standing Rule 103.2a (1.-5.):</p> <p>103.2 The immediate PAST PRESIDENT shall:</p> <p>a) Serve as MAMEA Chapter Representative to the National Marine Educators Association during the term of office. The MAMEA Chapter Representative is a full voting member of the NMEA Board.</p> <ol style="list-style-type: none"> 1. Represent MAMEA at the mid-year and annual NMEA Board meetings, or appoint a proxy. (09/05) 2. Provide the editor of NMEA NEWS with relevant information concerning MAMEA events and activities. 3. Report to the MAMEA Board at each Board meeting, and at other times if necessary, on the activities of NMEA. 4. Prepare and submit to the MAMEA membership at the annual MAMEA conference an NMEA Conference Report; submit a written summary of this report for publication in the MASTHEAD; submit other NMEA news for publication in the MASTHEAD as appropriate. 5. Distribute each new issue of MASTHEAD to all NMEA Chapter Representatives. (4/4/98) 	<p>Add a new Standing Rule, 104.11, to establish a NMEA Representation Committee to assume responsibility for these duties.</p> <p>104.11 The NMEA Representation Chair is appointed by the President and shall serve as MAMEA Chapter Representative to the National Marine Educators Association for 2 years. The MAMEA Chapter Representative is a full voting member of the NMEA Board. The duties of the chair are as follows:</p> <ol style="list-style-type: none"> 1. Represent MAMEA at the mid-year and annual NMEA Board meetings, or appoint a proxy. (09/05) 2. Provide the editor of NMEA NEWS with relevant information concerning MAMEA events and activities. 3. Report to the MAMEA Board at each Board meeting, and at other times if necessary, on the activities of NMEA. 4. Prepare and submit to the MAMEA membership at the annual MAMEA conference an NMEA Conference Report; submit a written summary of this report for publication in the MASTHEAD; submit other NMEA news for publication in the MASTHEAD as appropriate. 5. Distribute each new issue of MASTHEAD to all NMEA Chapter Representatives.
<p>Assignment of Mentoring Committee Chair, existing Standing Rule 104.10</p> <p>104.10 The Mentoring Committee Chair shall: (03/05)</p> <ol style="list-style-type: none"> a. Provide coordination and guidance for activities of Mentoring Committee. (additional details will be added after Mentoring Committee establishes guidelines) 	<p>Add Mentoring Committee Chair responsibility to Past President duties as outlined in Standing Rule 104.10, with addition of (b):</p> <p>104.10 The Mentoring Committee Chair shall: (03/05)</p> <ol style="list-style-type: none"> a. Provide coordination and guidance for activities of Mentoring Committee. (additional details will be added after Mentoring Committee establishes guidelines) b. Be filled by the Past President
<p>Role of Past-President as member of Nominating Committee, per existing Standing Rule 103.2</p> <p>103.2 The immediate Past-President shall</p> <ol style="list-style-type: none"> c. Serve as an ex-officio member of the nominating committee (By-Laws, Article VIII. Section 5.) 	<p>Revise Standing Rule 103.2 to specify Past-President as Chair of the Nominating Committee</p> <p>103.2 The immediate Past-President shall:</p> <ol style="list-style-type: none"> c. Serve as Chair and an ex-officio member of the nominating committee (By-Laws, Article VIII. Section 5.) <p>Note: Since the Past-President is already designated as an ex-officio member of this committee, elevating the Past-President to Chair of the committee should be consonant with the exiting By-Law and create no conflict. No change to the By-Law appears necessary.</p>

MAMEA BY-LAW CHANGES: REQUIRE MEMBER VOTE on October 10/3/09

Proposed by Board to: 1) Allow electronic voting for MAMEA officers. 2) Shift voting earlier in the year, so new officers can be identified at the summer NMEA Conference. Officers do not take office until the Fall MAMEA Conference.

Rationale: Allows paperless voting. Allows in-coming officers more time for familiarization with tasks of the office and communications with outgoing officers. Allows President-Elect more time for their Conference planning and fund raising, preliminary announcement can be made at the Fall Conference to promote the following year’s event.

Action: Motions passed by the MAMEA Board on 3/28/09. **For member vote at the Annual Business Meeting, during the Fall Conference.**

From: Existing By Law (note highlighted sections)

To: Revised By-Law (changed section in red)

<p>ARTICLE V. ELECTION OF OFFICERS</p> <p>Section 1A. Member of the Corporation shall be notified by the secretary no later than 60 days before the annual meeting that nominations are being accepted.</p> <p>Section 1B. Thirty (30) days prior to each election, the Nominating Committee shall name candidates for each elective office incorporating all mail-in nominations.</p> <p>Section 1C. Prior to the Annual Meeting, Nominating Committee will contact each nominee to determine his/her willingness to serve.</p> <p>Section 2. Elections will be held at the Annual Meeting; nominations will be accepted from the floor.</p> <p>Section 3. Three tellers shall count all ballots.</p> <p>Section 4. The candidates who receive the highest number of votes shall be elected.</p> <p>Section 5. The incoming Officers shall assume office for the ensuing year at the time designated by the Outgoing President at the Annual Meeting of the Corporation.</p> <p>Section 6. President, President-elect, and Past-President will have terms of one year. Secretary and Treasurer will have staggered terms of 2 years. State representatives will have staggered terms of 2 years with 2 or 3 representatives elected each year.</p>	<p>ARTICLE V. ELECTION OF OFFICERS</p> <p>Section 1A. Member of the Corporation shall be notified by the secretary no later than 60 days before election ballots are distributed that nominations are being accepted.</p> <p>Section 1B. Thirty (30) days prior to election ballots being distributed, the Nominating Committee shall name candidates for each elective office incorporating all mail-in nominations.</p> <p>Section 1C. Prior to the distribution of ballots, Nominating Committee will contact each nominee to determine his/her willingness to serve.</p> <p>Section 2. Elections will be held by mail-in ballot and/or online voting; write in votes will be accepted. Voting will be open for one month and will close two weeks before the MAMEA meeting at the National Marine Educators Conference.</p> <p>Section 3. Three tellers shall count all ballots.</p> <p>Section 4. The candidates who receive the highest number of votes shall be elected.</p> <p>Section 5. The incoming Officers will be announced at the MAMEA meeting at the National Marine Educators Conference. Officers shall assume office for the ensuing year at the time designated by the Outgoing President at the annual meeting of the corporation (MAMEA).</p> <p>Section 6. President, President-elect, and Past-President will have terms of one year. Secretary and Treasurer will have staggered terms of 2 years. State representatives will have staggered terms of 2 years with 2 or 3 representatives elected each year.</p>
<p>ARTICLE XIV. AMENDMENT TO THE BY-LAWS</p> <p>These By-Laws may be amended by one-half plus one vote of the membership present at a duly constituted meeting of the Corporation or by a one-half plus one vote of all members responding by mailed ballot.</p>	<p>ARTICLE XIV. AMENDMENT TO THE BY-LAWS</p> <p>These By-Laws may be amended by one-half plus one vote of the membership present at a duly constituted meeting of the Corporation or by a one-half plus one vote of all members responding by mailed or online ballot.</p>