

**Call to Order**

The end of year board meeting of the Mid-Atlantic Marine Educators Association (MAMEA) was held at Fort Macon State Park. 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, President Elect Amy Sauls, and MAMEA Secretary David Christopher. Non voting board members present were Chair of the **Standing Rules Committee** Vicki Clark, **chair of the Action Plan**

**Committee**

Adam Frederick, Lisa Ayers Lawrence **MAMEA Webkeeper, chair of the Archives Committee** Terri Kirby-Hathaway, and Beth Jewell co-chair of the awards committee.

**Member Comment**

Susan Haynes, MAMEA President, opened the floor for comments from MAMEA members. Vicki Clark thanked Amy Sauls, President Elect, for all she had done organizing the conference. Jane Butler Brown stated that it was good to see so many MAMEA members in Hawaii. Lisa Lawrence congratulated Jane Butler Brown on the mentoring letter to teachers. Susan Haynes thanked David Christopher, Secretary, and Karen Fuss, Treasurer, for their service to MAMEA.

**Old Business**

Susan Haynes asked if there was any old business. No one offered any old business.

**State Reports**

**Virginia**

Jane Butler Brown, Virginia State Representative, gave the report for Virginia. Jane stated that Virginia did not have a mini conference this year. She had arranged for the conference to be a sleep over at the Virginia living museum that would be centered on horseshoe crabs. However, there were only four registrants so the overnight had to be canceled. Jane stated that she needed help making contacts in Virginia. Vicki Clark suggested that Jane use the VIMS teacher network, which contains hundreds of teachers. Beth Jewell suggested that Jane advertise through the Virginia Association of Science Teachers (VAST). Both Vicki and Beth said they would give her email addresses for VIMS and VAST. Susan Haynes suggested that the Science people at the Virginia Department of Education would also be a good person to go to.

**Maryland**

Kathy Siegfried, Maryland Representative, presented the report for Maryland. Kathy stated that Maryland had a mini conference in March. As in previous years this was an overnight at the National Aquarium in Baltimore. As a requirement of coming to the

overnight any non-members attending the overnight had to become MAMEA members. As of the MAMEA Board election Kathy stated that she would no longer be the Maryland Representative. However, she stated, these overnights can still happen at the Aquarium. Joe Harber, who is in charge of teacher training at NAIB will be in charge of them and will help run them as MAMEA associated events. Kathy also stated that on December 16, 2005, the National Aquarium in Baltimore would be opening three new exhibits. These are Animal Planets Australia Wild Extremes, the Harry and Janet Weinberg Waterfront Park, and Frogs a Chorus of Colors. Other new things in Maryland, Kathy mentioned were the North Bay Environmental Center, which is funded by the Erickson Foundation. The goal of this center is to reach inner city children.

Beth Jewell asked if she could add to the Maryland report. She stated that several groups have worked together to put out an Ocean literacy pamphlet more info. The pamphlet matches ocean literacy standards to national standards. Maryland has stated that it is behind the ocean literacy standards.

### **Delaware**

Susan Haynes asked if anyone has heard from Delaware Representative Shaun Giudice. None on the board stated that they have seen or heard from her.

### **Washington, DC**

Bill Simpkins, Washington, DC Representative, stated that he has not been able to do much in Washington. He is currently trying to ascertain which members live and or work in Washington. In April he plans to hold a MAMEA open house at the aquarium. Susan Haynes asked to help with this open house.

### **North Carolina**

In the absence of Patricia Hay, North Carolina Representative, Amy Sauls presented the report for North Carolina. Amy stated that Patricia Hay has been very busy with her new job at NOAA and has not be able to do much with MAMEA for the past few months. North Carolina has also forbidden state employees to drive. This has made it difficult for people to go to conference and other professional development opportunities. The North Carolina Aquarium at Pine Knoll Shores is currently finishing its renovations, and is hiring for many positions. Wendy Airy-Kent is the new education curator.

## **Committee Reports**

### **Action Committee**

Adam Frederick, Chair of the action Committee, stated that there has been some interest by members to be on the committee. He is trying to solicit more people to join. One of his goals for the next year is to increase membership. Terri Hathaway stated that she did not just want members but active members. Adam stated that that was his goal. Other items the board had expressed interest in pursuing were scholarships and grants. The committee would look into these areas. Adam also stated that he wanted the members of the committee to take one responsibilities and follow through on these responsibilities.

He is soliciting more people. Wants to increase membership Terri wants active members. Using the sea grant network and others. Wants them to take on committee responsibilities

### **Masthead Committee**

Kathy Siegfried stated that there had been a disconnect between her and the Masthead editor Barry Fox. She stated that she was not getting his correspondence on her email. She stated that during the conference she hopes to solicit people to sign up to write Masthead articles and also solicit ideas for the Masthead.

### **Mentoring Committee**

Jane Butler Brown, Chair of the Mentoring Committee stated that her goal is to have current members get to know new members and help them to feel like they are part of the organization. Before the conference, she obtained a list of new members attending and sent them out a welcome letter via email. According to Jane, there are 14 new members mostly from North Carolina. Each new member will have with names of others from their state so they can meet others from their area. Jane asked the board members to introduce themselves to the new members. Jane also has some free welcome gifts that board members can give out to the new members. Terri thanked Jane for her efforts.

### **Finance Committee**

See packet

Things were slow with the signature card, it has gone through. Jackie Takis has agreed to take this own. Karen has moved to South Carolina and has moved onto a new job and new chapter.

### **Grants Committee**

Barry Fox was not present so there was no report from the grants committee. However, Susan Haynes reminded the board that MAMEA offers two grants not one, and the board should let the membership know that is the case.

### **Nominations Committee**

Bill Simpkins, Chair of the Nominations Committee stated that they had a hard time getting nominations for all the positions. Luckily, Beth Jewell nominated people at the last minute. David Christopher gave Bill the ballots to use for the election.

### **Awards Committee**

John Chubb co-Chair of the Awards committee was not present at the meeting. Amy Sauls stated that she was under the impression that there was one award for outstanding teacher.

Susan Haynes also stated that there was no Paul Standish award this year.

Vicki Clark and Terri Hathaway added that they are on the NMEA awards committee. They stated that the award applications that win the national awards are much more complete and contain much more detailed information than what MAMEA has been

sending to the national committee. In the future Vicki said she would give them advice on what elements need to include in the award application. Beth Jewell stated that in the past MAMEA has followed the guidelines. If NMEA wants more detailed information then should provide more detailed guidelines so that all candidates can be judged equally. Kathy Siegfried suggested that MAMEA find out what NMEA's criteria is and use that criteria to pick the MMAEA awards. This would allow our award winners to compete better on the national level. Lisa Lawrence warned that a large packet of info for a regional award may be daunting for people to fill out and may limit the people interested in nominating someone for an award.

### **Standing Rules Committee**

Vicki Clark, chair of the standing rules committee, state that the major changes to the standing rules had been the change in terms of the secretary and the treasurer. These updates have been posted on the website. Susan Haynes asked if the letter from our tax attorney stating our current tax designation was in the standing rules. Vicki said it does not belong in standing rules but that it should still be archived on the website along with the constitution and articles of incorporation.

Susan asked that Lewie said IRS stuff go into the archives.

### **Website**

Lisa Lawrence stated that she is currently working with the grant money received from last year, and when that is finished she will write another grant. She said that she updated the standing rules, updated chessie, and checked all the links to make sure that they work. She also stated that some projects in the future might be to make membership information available online. This would be password protected. A system like this may make it easy to process members and use the list. It would also give the database a central location. . Another future venture would be to make the newsletter available online instead of in a paper version. .

### **Archives**

Terrie Hathaway, Chair of the Archives Committee, that there are many things in a box that she is planning to look over and organize. She also stated that proper archival material is copies of minutes, any mini conference and conference materials, flyers, and any photos and slides. She prefers you get any materials on a CD format instead of in hard copy. She is working on sending and archiving material that pertains to NMEA to the national office, which was damaged in hurricane Katrina.

### **Officer Reports**

#### **Secretary's Report**

David Christopher, Secretary, presented the secretary report. David said that the current membership is as follows:

## MAMEA Membership as of October 5, 2005

<b>Delaware</b>	2
<b>Maryland</b>	46
<b>North Carolina</b>	41
<b>Virginia</b>	85
<b>Washington, DC</b>	5
<b>Tennessee</b>	1
<b>Pennsylvania</b>	2
<b>Georgia</b>	1
<b>West Virginia</b>	1
<b>Grand Total</b>	184

97 are new members since the last conference. A call for membership renewal went out through the post in late December 2005. 35 Members renewed through our general call. These numbers do not include any members that join or renew as a result of the 2006 conference. The membership is down by 70 people at this time last year.

Adam Frederick stated that a tool that might be useful for members is if they can manage their member profile on line. This is a common thing done by many organizations. Lisa Lawrence stated that this type of system could be done but it takes up space and costs a lot of money. MAMEA would need to look at if the cost was worth the benefits.

Susan Haynes stated that NMEA will be doing a membership survey to determine which regional members were not national members and why. Susan also asked for the board to read over minutes and make comments there was an issue with mistakes in the March minutes.

Susan Haynes asked that the board revisit the issue of institutional memberships. Bill Simpkins talked to groups at NSTA in Dallas about institutional memberships. NSTA has corporate memberships where the organization gets 3 members, and one copy of newsletters, etc. The idea of corporate members has been a topic of conversation at the national level. Susan suggested that MAMEA take no action on corporate members at this time.

Susan Haynes asked for a clarification on a membership issue. She was under the impression that MAMEA buys memberships of the local NOSB coaches. However it appears this year VIMS paid for the coaches of the Blue Crab bowl. David said that that appears to be the case, VIMS paid for memberships for certain people but did not notify David as to why they were getting the membership. There had been some sort of miscommunication.

David stated that Lewie Lawrence needed to write a blurb about the tax exempt status of membership dues to include in the welcome letter for MAMEA. Also, Lewie was investigating getting the secretary deposit slips.

Treasurer's Report.

Susan Haynes presented the treasures report in absence of Karen Fuss.

**MAMEA BUDGET REPORT AS OF OCTOBER 7, 2005**

**Checking Account = \$4307.51**

**Money Market = \$8,339.78 (.50% interest)**

**14-Month CD = \$25,504.18 (4.10% interest; matures 11/28/06)**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>
Auction	\$1,150	\$0
Grant from Bridge Project (MAMEA website)	500	0
Interest on Accounts	100	
Money Market		28.16
9-Month CD		504.18
Logo Items	0	13
MAMEA Conference	5,000	3,831
Memberships	1,500	980
Mini Conferences	300	0
<b>TOTAL INCOME</b>	<b>\$8,550</b>	<b>\$5356.34</b>
 <b>EXPENSES</b>		
Accountant Services	\$1,000	\$1,000
Bridge Project Grant (MAMEA website)	500	0
Gift Memberships via President	240	0
Grants (2 - \$500)	1,000	0
Legal Consultation	500	200
MAMEA Conference Expenses	5,000	1,680
Masthead	1,000	435.96
Mini Conference Expenses	300	0
Past President Attendance @ 2 Conferences	1,000	
Mid Year NMEA Board Mtg. @ NSTA		426.45
NMEA Annual Conference		500
Office Supplies	50	11
Paul Standish Scholarship	200	0
Plaques for 2 Awards	70	0
Postage	800	243.70
President's Discretionary Fund	100	0
Renewal Notices	50	8.95
Spring Board Meeting	50	9.34

State Corporation Commission	25	25
Web Domain Registration	0	0
<b>TOTAL EXPENSES</b>	<b>\$11,885</b>	<b>\$4,540.40</b>

## MAMEA PROPOSED BUDGET FOR 2006

	<u>BUDGET</u>
<b>INCOME</b>	
Auction	\$1,150
Grant from Bridge Project (MAMEA website)	500
Interest on Accounts	
Money Market	30
14-Month CD	1,200
Logo Items	0
MAMEA Conference	5,000
Registration (including field trips)	
Grants	
Memberships	1,500
Via Conference Participants	
Mini Conferences	300
<b>TOTAL INCOME</b>	<b>\$9,680</b>
<b>EXPENSES</b>	
Accountant Services	\$1,000
Awards (2 per year)	
1X NMEA membership for this yr's awardee	35
Plaques	70
NMEA Membership for 1 year (January for future)	70
Bridge Project Grant (MAMEA website)	500
Gift Memberships via President	100
Grants (2 - \$500)	1,000
Legal Consultation	200
MAMEA Conference Expenses	5,000
Facility Rental	
Supplies	
Field Trips	
Food/Meals and Drink	
Speaker Fee/Stipend	
Mini Conference Expenses	300
Past President Attendance @ 2 Conferences	1,000
Mid Year NMEA Board Mtg. @ NSTA	
NMEA Annual Conference	

Office Supplies		50
Paul Standish Scholarship	200	
Postage	500	
Masthead		
Renewal Notices		
Other		
President's Discretionary Fund		100
Printing		700
Masthead		
Renewal Notices		
Other		
Spring Board Meeting	50	
State Corporation Commission		25
Web Domain Registration	0	
<b>TOTAL EXPENSES</b>	<b>\$10,900</b>	

Susan highlighted that the organization is about \$1,000 a head at this time. However, she noted that not all the expenses are in for the conference. Also the budget being proposed is deficit budget. She said that the organization should watch this more closely. If we want to have balanced budget then the conference needs to be a moneymaker.

Amy noted that if the organization had given out both grants and the Paul Standish scholarship then the organization would be in the red. Vicki Clark stated that she felt raising dues should not be an option at this time, and the organization should keep the conference cheap in order to encourage people to go. Adam Frederick suggested that the organization invest the money in a way that yields more short-term gain.

Kathy Siegfried stated that it looks like estimating the budget is difficult because the budget is weighted very heavy on the back end due to the October conference. She stated that we should get the new treasurer to close the books and get a more realistic picture of the yearly budget.

Amy brought up the issue of a new treasure since Karen resigned. Adam Frederick said Jackie Takacs has agreed to be treasurer. Amy stated that to avoid this situation in future two people need to be able to sign the checks for MAMEA. David Christopher suggested the president should be able to sign. Susan Haynes state that might be a conflict of interest since the president would be writing checks to reimburse themselves. Amy Sauls proposed that finance chair be able to sign checks. Propose to finance chair. Bill Simpkins motioned to ask the finance chair appointed. Kathy Siegfried seconded the motion. Motioned carried. Vicki said she would make the necessary change to the standing rules.

### **Past President's Report**

Went to NMEA meeting in Hawaii see paper.

Terri will forward the long-range plan to Susan to review.

### **President Elect**

Amy Sauls, President Elect, stated that other than the conference she had nothing new to report. She said that at the conference if you are on the board or on a committee you will have a blue nametag. If you are presenter you will have a yellow tag. If you are both then you will have both. She also requested help for conference registration. .

### **President's report**

Susan Haynes, President of MAMEA presented the following report.

#### **New MAMEA Committees Established**

The **Finance Committee** (permanent): Chaired by Lewie Lawrence/ Primary member: Treasurer

The role of this committee is 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

The **Action Plan Committee** (ad hoc): Chaired by Adam Fredrick

The role of this committee is to:

- Review the MAMEA Action Plan
- Discuss points of focus with current 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

The **Masthead Committee** (permanent): Chaired by Kathy Siegfried/Editor: Barry Fox

In 2005 the following was accomplished:

- 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.

The role of this committee is to:

- 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.

The **Mentoring Committee** (permanent): Co-chaired by Jane Brown and Fred Chanania

The role of this committee is 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

## **Board Changes**

### **Treasurer**

As a result of a new job and a move, Karen Fuss resigned from her position as MAMEA Treasurer effective October 7. As guided by the By Laws, the President-Elect, Amy Sauls, took on the role and the necessary documents were transferred along with banking paperwork. It was decided that the President-elect would carry MAMEA through the October conference as the stand-in Treasurer. Jackie Takis, a member from Maryland, has agreed to take on the position for the year. The treasurer position will again be open in October 2006.

On behalf of MAMEA, I thank Karen for an absolutely outstanding job as Treasurer. Karen has established concise and thorough records and consistently presents us with a clear picture of our finances. Additionally, she has established and managed a money market and CD with the money made from the 2003 NMEA conference hosted by MAMEA. Karen leaves MAMEA in great financial shape and will transfer her records on to a new Treasurer to be assigned by the incoming President.

### **Secretary**

David Christopher will not be running for Secretary again this fall. I equally thank David for an outstanding job as MAMEA secretary for the past several years. David has done a superb job keeping our membership records clear and accurate and for that we are very appreciative. David will be transferring records on to the new Secretary following elections at the fall meeting.

**It has been a pleasure serving the membership as MAMEA President 2005. I look forward to continuing my service as Past-President and representing MAMEA at the NMEA board meetings during the 2006 NSTA and NMEA conferences.**

Susan also suggested some action items for the next year. These were the establishment of a membership committee, a conservation committee, and an auction committee.

## **New Business**

### **Donations to SAME**

Beth Jewell stated that she felt the organization should do something to help their colleagues in the Gulf States that were hurt by hurricane Katrina. She was wondering what the board felt would be the best way to help. She had spoken to representatives from SAME and they suggested paying for a SAME members registration to the 2006 NMEA Conference in New York. Another option would be to support a local person or organization that is working to directly help people in that area. Vicki stated that MAMEA should not make a decision on what specific person gets the money; rather she feels that MAMEA should give money to SAME and let them decide the best way to use that money. Terri Hathaway agreed with Vicki. Beth suggested that a jar be placed out during events and people could willingly place money in the jar. Susan stated that she could use some of the discretionary fund to match the donations as well as add \$150 to the budget for the purpose. Therefore MAMEA could match up to \$250 of the donations. Kathy motioned to make the amendment that \$100 come from the discretionary fund and \$150 from the budget to help SAME. Bill seconded the motion. The motion carried.

### **Memberships for MAMEA Award Winners**

Susan Haynes stated that the board had expressed interest in adding \$70 to the budget to pay for NMEA memberships for MMAEA award winners. This would make them eligible for NMEA awards. She stated that this has already been added into Karen's budget. However, Susan raised the question that she was not sure if would be used for this year's winner, since the MMAEA award is given in 2005 and the NMEA award in 2006. Vicki Clark suggested that it could be a task of the awards committee to pay the membership by the end of January. Therefore they could be paying for last year's winner next year. Beth also suggested that membership should be part of this years award, and add an extra \$35 to expense to pay for this years winner. Amy motioned to add the \$35, Susan seconded. The motion carried.

### **Bridge Grant**

Lisa will be writing another grant in 2006, this money would be used to help the board to use the website to manage the membership better.

### **Spring Meeting Grants Discussion**

Susan suggested at the spring meeting that the board discuss the grants. People are not taking proper advantage of the grants. Susan suggested the board might want to look into raising the grant limit. Vicki Clark thinks that the problem is not money but rather lack of marketing. Vicki suggested that the grants committee look into options and report their suggestions back to the board. Amy stated that there needs to be more than person on the committee if we want to manage our grant program more effectively. Vicki Clark volunteered to be on the committee, she stated that the committee needs to be more active. Susan said the form needs to be simplified and more accessible.

**Other Business**

Susan opened the floor to any other new business. In the absence of any new business she closed the meeting and thanked everyone for coming.