

**CALL TO ORDER**

The fall Mid-Atlantic Marine Educator's Association (MAMEA) board meeting was held at the Mariner's Inn in Chincoteague Virginia on October 10, 2003. Beth Jewell, President of MAMEA welcomed those in attendances and called the meeting to order at 7:10 p.m. In attendance were voting board members President Beth Jewell, President Elect Lewie Lawrence, Treasurer Andrew Wilson, Secretary Susan Haynes, Masthead Editor Barry Fox, Maryland Representative Kathy Siegfried, and Washington, DC Representative Sarah Schoedinger. Others in attendance were Standing Rules Chair Vicki Clark, Archivist Terri Hathaway, Webkeeper Lee Larkin, Andy Wood, Susanna Musick, Wes Batten, Carol Hopper, and Rich Brill.

**SECRETARY'S REPORT**

Susan Haynes, Secretary of MAMEA made her report to the MAMEA on the current membership of MAMEA. The current membership is as follows:

Maryland	150
Virginia	112
North Carolina	48
Pennsylvania	7
Delaware	6
Washington, DC	4
Georgia	1
New Jersey	1
Oregon	1
Tennessee	1
<u>Total</u>	<u>331</u>

Susan also reported that there were 70 new members ~~this year~~ so far in 2003, which were obtained from mini-conferences in MD and VA this year. There are 49 new members from Maryland and 21 new members from VA. Susan Haynes congratulated Kathy Siegfried, Maryland Representative and Lisa Ayers Lawrence, Virginia Representative, on a job well done.

**TRESURER'S REPORT**

Andrew Wilson, Treasurer, reported that MAMEA currently has \$400.00 in checking and \$8601.60 in a money Market account. This is a total of 9001.60. The proposed budget for 2004 can be found at the end of the minutes:

Andrew Wilson requested that the board approve a 9-month CD for better interest. Beth Jewell asked that the budget be held till the end of the meeting.

## **PAST PRESIDENT'S REPORT**

There was no report from the Past President, as Carol McCormack could not attend the meeting.

## **STATE REPRESENTATIVE REPORTS**

### **Delaware**

Shaun Guidice was not in attendance as she was in Japan. Sarah Schoedinger, Washington, DC Representative reported that she and Shaun Guidice will holding a joint conference on May 21-23, 2004 in Delaware at the AREC with Gary Kramer.

### **Washington, DC**

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### **Maryland**

Kathy Siegfried, Maryland Representative, reported that the National Aquarium in Baltimore would be hosting the 2004 Maryland mini-conference March 12-14, 2004. The conference will be an overnight at the Aquarium.

Kathy also reported other news about the National Aquarium in Baltimore. The National Aquarium in Baltimore has formed a partnership with the National Aquarium in Washington, DC. The exact terms of this partnership have yet to be made known. The National Aquarium in Baltimore will be having some changes to its exhibits. The seahorse exhibit will be leaving in January to go to Italy, the aquarium will have a new dolphin show in 2004, and will open its new Australian exhibit in 2005 as part of an expansion project.

In addition Kathy mentioned that many environmental education organizations in Maryland were hit hard by Hurricane Isabel. Among the casualties of the storm was the Chesapeake Bay Foundations Fox Island facility and the volunteer and education offices of the National Aquarium in Baltimore.

### **North Carolina**

Amy Sauls, North Carolina Representative, was unable to attend the meeting. In her absence the North Carolina state report was given by Terri Kirby Hathaway. Terri stated that she is the new Marine Education Specialist at North Carolina Sea Grant and that Doug Coker is the new education coordinator at NCNERR.

Terri reported that a North Carolina mini-conference is tentatively in the works for January 2004. In addition, she said on October 18, 2003 there will be a Sea Turtle Trek Ecology Environmental Education Learning Experience at Hammocks

Beach State Park near Swansboro, North Carolina. Those interested should contact 910-326-4881 for more information or to register.

## **Virginia**

Lisa Ayers Lawrence, Virginia Representative reported the 2003 Virginia mini MAMEA workshop was held July 9 at the Virginia Institute of Marine Science. Thirty teachers from Virginia and Maryland participated in this third annual species-of-special concern workshop that focused on blue crabs in the Chesapeake Bay. The workshop offered scientific presentations, hands on activities and classroom resources. In addition to the MAMEA mini-conference a Marine Fisheries Science and Management course was held on June 22-27, 2003. In this course 15 Virginia middle and high school teachers completed a 2-graduate-credit course in marine fisheries science held at the VIMS Eastern Shore Lab in Wachapreague. The National Marine Fisheries Service, Virginia Sea Grant, and the NOAA Chesapeake Bay Program funded the course. Susan Haynes and Vicki Clark coordinated the course, with instruction by VIMS faculty and graduate students. This is the third summer a teacher course has been offered at the Eastern Shore Lab and we hope to continue this in the future, if funding is available.

Lisa also stated that seafood education at VIMS is taking place this fall with the Chefs' Seafood Symposium on October 13, 2003 with over 150 chefs, culinary students and seafood business representatives in attendance. A panel of chefs and scientists will discuss "Sustainable Seafood: What does it mean for Virginia Chefs?" and a guest chef from Iceland, sponsored by Iceland Seafood Company in Newport News. The guest chef will discuss Icelandic seafood traditions and demonstrate Icelandic recipes using Virginia seafood.

In addition, Lisa announced that the 2004 Blue Crab Bowl, Virginia's regional National Ocean Sciences Bowl competition will be held at Old Dominion University on Saturday, February 28<sup>th</sup>. The competition is open to sixteen high school teams. For more information on the Blue Crab Bowl send an email to [crab@vims.edu](mailto:crab@vims.edu).

Lisa provided the board with a list of fall events in Virginia

### Fall 2003 Events in Virginia:

- Virginia Association of Science Teachers ([www.vast.org](http://www.vast.org))  
Nov. 13-15 - Professional Development Institute in Portsmouth, VA
- Virginia Institute of Marine Science ([www.vims.edu](http://www.vims.edu)):  
Oct. 30 - *Weird Deep-Sea Squids and the Nature of Natural History*, a presentation by Dr. Mike Vecchione
- Nov. 20 – *Bald Eagles of the Chesapeake Bay*, a presentation by Dr. Bryan Watts.  
Virginia Marine Science Museum ([www.vmsm.com](http://www.vmsm.com))

- Oct. 19 & 20 – Migratory Marathon, in addition to a run, the VMSM will have educational activities.
- Oct. 24 - *Taste of the Bay*, an evening dining experience that includes information on and cooking instructions for seafood.
- Oct. 28 – Rapa Whelk Research, a presentation by Dr. Juliana Harding from the Virginia Institute of Marine Science.

## **COMMITTEE REPORTS**

### **Awards Committee**

John Chubb chair of the awards committee could not attend the meeting. It was reported that no awards were granted for 2003.

### **Grants Committee**

Barry Fox, Chairman of the Grants Committee, stated that there was only one applicant in 2003. The application was from the North Carolina Coastal Federation for binoculars to use in an education program. The board approved this grant.

### **Masthead**

Barry Fox, *Masthead* Editor, stated that three issues were distributed this year (Winter 2002, Spring 2003, Summer 2003) with quantities ranging from 420 - 360 copies. The printing costs averaged 45 cents per issue at 12 to 16 pages each issue. The mailing cost was 60 cents per issue with heavy grade paper. Barry mentioned that using a lighter grade paper could reduce the cost reduce mailing costs to 32 cents per issue. Barry reported the current costs for producing the masthead are \$160 for printing, and \$350 per year for postage. This year a new format was created for the Masthead. An evaluation of this new format received no responses and the editor can only assume this means everyone is pleased with the new format. Barry also stated that a call for member input and articles has been met with no response. He plans to put another call in the Winter 2003 issue for member articles and announcements. Also in the winter issue, Barry will include a request for curriculum/activity/book reviews. Barry commented that the state representatives have been very responsive in getting information in on time and this is most appreciated.

## **NEW BUSINESS**

### **On-line Masthead**

It is the desire of MAMEA to have back issues of the Masthead on line. Barry Fox, *Masthead* editor, will send files to Lee Larkin, Webkeeper so that these can be placed on-line. It was decided that that all issues except the two most recent issues should be available to everyone regardless of membership. The board agreed that the two most current issues should only be available online to members as benefit of membership and these issues should only be accessible with a password. This was not a formal motion.

### **Eastern Regional NSTA/VAST- Richmond – Nov. 2004**

Beth Jewell, MAMEA President posed the question, “what will MAMEA do for Eastern Regional NSTA/VAST in Richmond?” Traditionally NMEA has hosted a one-hour share-a-thon at NSTA. Vicki Clark asked if the NSTA program development people had been approached about MAMEA’s involvement. Beth responded that she had discussed this with them and that MAMEA just needs to put in a proposal. Beth asked if the Chapter Representatives would be willing to participate. She said they needed 10 to 15 people to staff a table and Barry Fox would coordinate this effort. The table would have an activity and MAMEA banner etc. It was also stated that to ship the NMEA exhibit to use for the event would cost \$150. Terri Hathaway stated that another option is that NMEA is sending all regional chapters an NMEA poster that can be used instead.

Vicki Clark states that she had been approached to help with field trips for NSTA but has not had any further contact on the matter.

### **Need for Washington, DC Chapter**

Sarah Schoedinger, Washington, DC Representative, asked for the philosophy behind having a Washington, DC representative. She states that many people working in Washington do not live in Washington, but rather live in the surrounding areas of Maryland and Virginia. In answer to her question, Vicki Clark shared that Jim O’Connor was the father of DC chapter because of his connection with urban school systems in DC. She also stated that the existence of a DC chapter is required by MAMEA’s constitution and that to eliminate the chapter would call for a major changes to the organization’s charter.

Sarah asked board for suggestions on ways to recruit and retain members. Sarah does not have much chance to network with teachers, but she is hoping that hosting the regional NOSB<sup>®</sup> competition will give her more contact. Several people suggested encouraging staff from the federal agencies in town to join MAMEA.

### **NOSB memberships**

Amy Sauls, not in attendance, has encouraged the board to provide memberships for NOSB<sup>®</sup> coaches in the region. The Beth Jewell, President, and Lewie Lawrence, President Elect noted that the Board amended the standing rules at the January 2003 to allow MAMEA sponsored memberships of up to 10% of the current annual membership to be issued out at the President’s discretion. In recent years, Bowl coordinators have sought memberships for new coaches to the competition. This amount is much less than Bowl-related requests in past years. The Board agreed this is a reasonable approach.

### **Personal staff development opportunities**

Amy Sauls stated that many people appear to be interested in getting more personal professional development. Lewie Lawrence suggested establishing a

Professional Development Fund for MAMEA board members; no action was taken on this concept.

### **Benefits of the windfall - what to do with new cash?**

The question was raised at the board meeting as to what to do with \$17,000 dollars that MAMEA will receive for hosting the 2003 NMEA national conference. Barry Fox shared that when 4-H got \$48,000, it established a committee to make policy on how to spend the money. Barry feels it would behoove MAMEA to have a policy on how to spend the money they will receive. Beth Jewell will establish a sub-committee to determine direction for the \$17,000. Vicki Clark suggested including a few members at large on such a committee. Andrew reminded the board that this \$17,000 is a limited, one-time windfall. It was noted that \$17,000 is the most a chapter has ever made on a conference.

### **Incentive for board members to be involved.**

A discussion was requested regarding funding for board members to help them participate in the organization. Concerns have been raised recently, that many people do not have the luxury of, and expense account for, attending meetings, conferences, etc. Lewie stated that there is a trend in NGOs of losing leadership for that reason. In response to this concern, Vicki Clark suggested considering increasing scholarships. One major concern raised is that the MAMEA President and Past President need more funds for attending NMEA and NSTA conferences. The NMEA board has a travel fund in which board members can apply for this three times. All agreed there is a need to support folks traveling to national and regional meetings.

Vicki Clark commented that more teachers came to her looking for leftover B-WET grant funds than last year. However, no one applied for Paul Standish scholarship this year.

Lewie Lawrence will appoint a newly elected officer at the MAMEA business meeting to look into how other organizations are handling the issue of lack of funds for board members. This person would report back to the board with recommendations. Vicki stated that attending the regional board meetings is top priority and that the president elect has a three-year commitment to attend meetings and must attend one NMEA meeting. Given these obligations to MAMEA, this person must have \$1000 to fulfill them.

Beth Jewell made a motion to increase funds to support MAMEA past president to represent MAMEA at NMEA. Andrew Wilson suggested tabling the discussion until mid-year board meeting. Andrew stated it might be difficult to change the budget now and they should wait and see where the conferences would be. Barry Fox second the motion to table the discussion until the next meeting. The motion passed.

A motion was made by Lewie to appoint a newly elected officer at the General membership meeting to look into how other organizations are handling the issue

of lack of funds for board members. Barry Fox seconded this motion. The motion passed.

### **MAMEA Conference Committee**

Amy Sauls asked if there is a conference committee and is it in standing rules to have one? Her concern was that not having a committee deters potential candidates from running for president because they think it requires them to organize the conference single handedly.

In February 2001 the MAMEA board approved a motion to create a Conference Advisory Team (CAT). This team would be a conference team that would guide the conference process. The CAT would consist of the past president, president, president elect, and treasurer as well as conference chair. This would be a two- to three-year commitment of those involved.

### **Pursue assisting teacher network**

A concern of Fred Chanania's, not in attendance, was brought to the board for discussion. Fred is concerned that teachers often feel isolated at the association's events among the "packs" of informal educators. Formal educators make up 15% of new membership in 2003. Lewie Lawrence stated he would provide welcome letter. It was also mentioned that informal educators need to be aware of this situation, stop hanging in cliques, and make an effort to mingle with the formal educators.

### **MAMEA brochure**

The issue was raised about having the MAMEA brochures printed. The brochure exists on the website and may be printed and handed out. It was suggested that MAMEA might wish to print some MAMEA brochures using the NMEA windfall money. Lewie suggested some programs might be able to donate supplies at the end of the fiscal year to assist with publication. Other public relations opportunities such as bookmarks were also mentioned. No action was taken on this issue.

### **MAMEA 2003 conference report**

Lewie Lawrence, President Elect gave the conference report. The 2003 MAMEA conference has 65 registered. There is about \$3000 in expenses. The MPPCD is subsidizing around \$1000 of the conference. MAMEA was able to get the catering and the civic center at a very low cost. The bar will be first come first serve with the first \$400 of drinks prepaid. After that the bar will revert to a cash bar. The plan for the conference will be different than any previous conferences. The first half will be a strategic planning meeting. This will systematically look at why people join MAMEA, what MAMEA needs, what is happening culturally/socially/etc. The goal of the meeting is to come up with three opportunities to focus on. There will be five groups each one being led by a board member. Megan Gallagher will be facilitating the entire planning session, and she will supply questions for each group to discuss.

The five groups are as follows:

- Membership profile/demographics will be led by Kathy Siegfried;
- Environmental profile (other trends) will be led by Sarah Schoedinger;
- Marine education resources will be led by Barry Fox;
- Internal analysis – program health, reflecting goals and objectives of the Association will be led by Lewie Lawrence; and
- Fiscal health will be led by Andrew Wilson.

### **IRS Help**

Lewie Lawrence raised concerns of clearing up some corporate management issues. He stated that there were several issues that needed attention, such as the IRS still having ex-treasurer Norm Benwitz on file as the NMEA contact person and a non-member's address as the corporate mailing address. The Association also has on file several communications with IRS and the state's corporation commission with conflicting information about the organization. Lewie suggested that we allocate \$1000 to resolve these problems. He also suggested that MAMEA keep a lawyer on retainer to act as the IRS contact person for MAMEA and to help keep the tax information in line. Andrew Wilson made a motion to allocate \$1000 to hire someone to repair any IRS problems and that it should be Lewie's job to head this effort. The motion was seconded by Barry Fox, and all were in favor. The motion was passed.

### **Standing Rules**

Lewie Lawrence asked how do we deal with standing rules and bylaws? His concern is that after 20 years the standing rules having become very complex. He fears that tangled, complex rules may deter people from participating in the organization. He was wondering how other organizations deal with this problem. Some suggestions from the attendees were doing away with the existing standing rules and starting over or doing away with standing rules and creating a "cookbook" for reasonable action. Vicki Clark offered some history on the standing rules and bylaws. Joanne Powell implemented the development of MAMEA's standing rules in 1992. They were modeled after the North Carolina Museums Council's Standing Rules document, which uses a formalized method with number codes. Vicki has been working on the rules for many years and they get more detailed every year. Vicki also stated that the standing rules do not have to be this way, that the numbers can be eliminated, and the rules can be written in lighter language. She noted that the standing rules really already are a "cookbook". Andrew Wilson recommended not touching the rules. Kathy Siegfried stated that she felt the current format was not helpful to new board members. Susan found the standing rules and bylaws very helpful initially. Additionally, it was mentioned that the notebooks for board members are a great way to welcome new board members by providing some background information on MAMEA along with discussion of responsibilities, and that substantive transmission of this information is essential for each board position.

### **Meeting of new board members**

Lewie Lawrence suggested that after the conference and before dinner, around 4:30 p.m. the board should meet to introduce themselves to the new board members and to pass the notebooks to the incoming board. Susan Haynes states that these notebooks were created a few years ago and need to be passed on to each time a new person fills a position.

### **Budget and general discussion**

In order to lower printing cost the *Masthead* was approved by all board members to be printed on 12 pages of lighter paper. It was also decided that the NMEA exhibit would not be used for the NSTA regional convention in Richmond VA in December 2004, and that the NMEA poster which is being mailed to the chapter will be used. An allocation of \$1000 from the general fund to resolve any IRS issues was also recommended. Brochure printing was tabled until \$17,000 from NMEA 2003 conference fund is received and decisions made on what to do with the money.

Lewie Lawrence raised the issue of paying for some of the work on the MAMEA web site. Lee Larkin, Webkeeper, stated that money is not the problem, but rather time is the issue. Therefore, no money was allocated for web site work.

Because of the \$1000 for investigating IRS concerns, the budget was not balanced. The board moved to approve the unbalanced budget. It was discussed how should this be annotated on the budget. Options mentioned were line item allocation/encumbrance or general fund transfer. It was decided it should be a general fund transfer. A notation was made to the budget to indicate money was coming from the general fund to cover this amount. A motion to accept budget with notation was made, seconded and passed.

Andrew Wilson also suggested that some money be placed in a nine-month CD

Meeting adjourned at 9: 40 p.m.

## Proposed Budget for 2004

<b>Income</b>	<b>Budget</b>
MAMEA Conference	\$5000
Auction	\$1150
Membership	\$1500
Logo Items	\$95
Masthead Sponsorships	\$0
Mini-conferences	\$100
Interest on accounts	\$100
<b>Total</b>	<b>\$8845</b>
<b>Expenses</b>	<b>Budget</b>
MAMEA Conference	\$5000
Grants (one)	\$500
Masthead	\$1000
NMEA Conference (Past President)	\$500
Spring Board Meeting	\$50
Office Supplies	\$50
Postage	\$800
State Corporation Fee	\$35
Paul Standish Scholarship	\$100
Plaques (2 awards)	\$70
President's Discretionary Fund	\$100
Gift Memberships at President's Discretion	\$340
Audit	\$0
Legal Consultation*	\$1000
<b>Total</b>	<b>\$9845</b>
<b>Deficit Budget</b>	<b>(\$1,000)</b>
<b>General Fund Transfer</b>	<b>\$1,000</b>

\*\$1000 is being subtracted from the general fund to cover deficit budget.