

CALL TO ORDER

Current MAMEA President called the meeting to order and took roll. In attendance were Lewie Lawrence, MAMEA President, Lisa Lawrence, Virginia Representative, Karen Fuss, Treasurer, David Christopher, Secretary, Beth Jewell, Past President, Susan Haynes, President Elect, Kathy Siegfried, Maryland Representative, Amy Sauls, North Carolina Representative, Sarah Shoedinger, Washington, DC representative, and Adam Frederick, member.

MEMBER COMMENT

Lewie Lawrence opened the floor for members to make statements.

Adam Frederick stated that there were recent changes in sea grant educator network. He also stated that overlapping between groups is beneficial and could be helpful to both organizations. He was hoping that each group could take action on the Ocean Commissions report. In addition, Adam felt that the report could be a significant tool to improve membership and targeted recruiting. Adam stated that there is little to no collaboration between Maryland Science teachers, and the local professional development organization, the Maryland Science Teachers Association, is in disarray and has not held annual conferences in recent years.

STATE REPORTS

Virginia

Lisa Lawrence, Virginia representative gave the state report for Virginia.

NSTA/VAST

The Virginia Association of Science Teachers will be hosting the National Science Teachers Association's Eastern Area Convention in Richmond, VA. The convention will be held from Thursday, December 2 through Saturday, December 4, 2004 at the Richmond Convention Center and the Richmond Marriott. MAMEA will be hosting a share-a-thon at the convention from 2:00 to 3:00 in the convention center room 201A. Beth Jewell added that those who wish to help with the share-a-thon should arrive around to set up.

*Virginia Aquarium & Marine Science Center, Virginia Beach
(formerly the Virginia Marine Science Museum)*

Start planning your winter whale-watching trip. These ocean excursions begin December 27, 2004 and run through mid-March. See the website <<http://www.vmsm.com/>> for more information

Virginia Mini-Conference

Several teachers that attended the Virginia Mini-Conference are conducting a yearlong project dealing with oyster in the bay.

ChesSIE Website

The current relationship between the Bay Program office and the ChesSIE website is coming to an end. MAMEA has been given the opportunity to take control of the ChesSIE website. Susana Musick has asked for money to help make the transition from the Bay Program to part of MAMEA. Lisa also stated that they would like to add information about North Carolina so the system can better serve the needs of all teachers in all the States MAMEA serves. Lisa mentioned that one source of potential money would be a mini-grant for the Bridge, The Bridge offers mini-grants to all the NMEA local chapters to help with their website. MAMEA has never taken advantage of this. Bridge offers 500 mini-grants to help with the website. MAMEA has not taken advantage of this grant.

Maryland

Kathy Siegfried, Maryland representative presented the atate report. Kathy said that Maryland had a successful mini-conference with an attendance of about 50 people. The conference focused on animal enrichment and training at the National Aquarium in Baltimore. Kathy also stated that in the coming year she saw two potential ideas for a mini-conference. One would be to continue to conduct a mini-conference as a sleep over at the Aquarium. The second idea would be to take the conference some place new. She stated that University of Maryland's Horn Point Labs and the Horn Point Environmental Science and Education Center had expressed interest in having the mini-conference at their site.

Lisa Lawrence and Sarah Schoedinger both stated that they thought it would be a good idea to do both, and that the states should not feel limited to doing only one MAMEA event each year. Karen Fuss stated that she felt it was a good idea because people could better see the benefits of their membership.

Delaware/ Washington, DC

In the absence of Shaun Giudice, the Delaware State Representative, Sarah Schoedinger, the Washington, DC representative, presented the reports for both Delaware and Washington, DC. Sarah stated that a mini-conference, jointly organized by the Delaware and District of Columbia representatives of the MAMEA Board, took place during May 22-23, 2004 to coincide with the official horseshoe crab count that occurs annually during the late Spring along the shores of the Delaware Bay. Horseshoe crab spawning, ChesSIE, and watershed ecology were some of the topics covered at this mini-conference in Smyrna, DE. Delaware's Department of Natural Resources and Environmental Control provided conference participants with free lodging in a peaceful setting near the Aquatic Resource Education Center. Those who wanted to participate in the official horseshoe crab count were invited to stay an extra night at the lodge. The turnout for the conference was small (10 people) but enthusiastic.

Sarah feels that some of the lack of turnout was due to late advertising and that it should be tried again in the future.

Sarah was also pleased to announce that there were 6 new members from Washington, DC.

North Carolina

Amy Sauls, North Carolina Representative, stated the final North Carolina Aquarium renovation has begun and it is set to reopen to the public in 2006. She also stated that there is an upcoming North Carolina science teachers meeting. She also stated that she had just been to a NERRS meeting and would like to have many in the NERRS group become members. She also stated that NERRS is paying close attention to the Ocean report and that there is an upcoming NERRS site in Texas.

Amy also stated that she was able to order MAMEA pens for the conference and that these pens could be used for other MAMEA events.

OFFICER AND COMMITTEE REPORTS

Masthead

Barry Fox, Masthead Editor was not in attendance of the meeting however he sent in the following report via e-mail.

Masthead (Approximately 220 copies distributed for each issue)

- Winter 2004
 - Promoted the National Marine Educators' Association Conference and the National Science Teachers' Association Eastern-regional Conference
 - Described various educational/curriculum resources
 - Described member-state activities
 - Included articles on invasive species and blue crabs
 - Included a "For What its Worth" information section
- Spring 2004
 - Highlighted 2003 mini-grant award
 - Promoted NMEA Conference
 - Described educational/curriculum resources
 - Described member-state activities
 - Presented MAMEA Fall Conference agenda, program, and Call for Presentations
- Summer 2004
 - Described various educational/curriculum resources
 - Described member-state activities
 - Promoted MAMEA awards and scholarships
 - Included MAMEA Fall Conference registration materials
 - Included an article on oyster gardening.
- Fall 2004 (pending)
 - MAMEA Fall Conference report
 - Description of NMEA Conference (St. Petersburg, FL)
 - Promotion of 2005 NMEA Conference (Maui)
 - Articles on fish advisories, striped bass, and other issues
 - Description of various educational/curriculum resources
 - Description of member-state activities

Lewie Lawrence stated that Barry had made a valiant effort to redo the masthead content and that there was still more work that needs to be done. Lewie also stated that the next issue of the masthead should highlight the MAMEA annual Conference.

Paul Standish Scholarship Award

Lewie Lawrence announced that there the Paul Standish award was given out this year and although there were some communication problems the recipient was able to attend the conference.

2004 MAMEA Mini-grant

Lewie Lawrence stated that there was one applicant for the mini-grant. The application was submitted by Jennifer Kodolitsch from Nauticus, National Maritime Center in Norfolk, Virginia. The grant was to purchase model shark dissection kits to support the 4th grade shark education program. According to Barry Fox, the purpose of this grant would be to fund an excellent educational program correlated to Virginia Standards of Learning that has been experienced by more than 700 4th grade students to date. The program received the Norfolk Environmental Action Award in 2003.

In an email sent to the board, Barry Fox recommended this grant for funding upon the board's approval. Lewie asked if the board would approve this grant. Sarah Shoedinger moved for approval. Susan Haynes seconded the motion. The board approved the grant unanimously.

After the approval Lewie stated that this grant was able to given out because structural problems with the granting. Under the previous language for the granting process, members might not be able to receive an award until they were members for 24-36 months. Lewie felt that this might be a barrier to members who would like to apply. According to the new language, new members can apply for the grant at any time, but cannot receive the money until they have been a member for at least 12 months.

Beth Jewel warned that this change may cause people to join MAMEA just to get a grant. Lisa Lawrence stated that the language tries to address this issue by making the grant available only after the person has been a member for twelve months. Lisa stated that this is a quick fix to a problem, and that the problem can be revisited at a later time.

Adam Frederick suggested that if the amount of money was increased, more people may take advantage of the grant. He felt that teachers may feel the \$500 was not worth writing a grant for, and that more money might be more attractive to them.

Past President

Beth stated that in the past few months she had organized NMEA/MAMEA sharathon at NSTA in Richmond. The information about the sharathon was discussed earlier in the meeting. She participated in the NMEA sharathon at NSTA (Atlanta) in spring 2004. Beth attended the NMEA Board meeting in Atlanta in the spring and in Florida in the

summer. She also joined in on many chapter representative conference calls. Beth also stated that she is serving on the NMEA ocean literacy ad hoc committee.

NMEA Proceeds Committee

Lewie Lawrence presented information from the NMEA proceeds committee. According to Lewie, MAMEA is about to receive more money from UNCW for the 2003 NMEA national conference. This may require some additional IRS Paperwork. The money should arrive in the next 60 to 90 days. The money will go first to NMEA and then to Andrew Wilson, conference treasurer. Andrew will send a check to Karen Fuss, MAMEA Treasurer.

Secretaries Report

David Christopher, MAMEA Secretary, presented the report. David stated that the current membership of MAMEA is as follows:

State	Number of Members
Delaware	6
Georgia	1
Maryland	67
North Carolina	38
Pennsylvania	4
Tennessee	1
Texas	1
Virginia	122
Washington DC	5
Total	245

Of the 245 members of MAMEA, 121 of them are new members to MAMEA since the conference last year. We have had 24 new members join MAMEA and 35 renewals since the midyear board meeting in March.

Lewie Lawrence stated that this data raises a concern. It appears that each year there is about a 50% turn over in MAMEA membership. Furthermore, it seems that mini-conferences, events, and the annual conferences are what are driving MAMEA membership. However, it does not appear that the members are remaining in the organization. Membership makes up a large percentage of MAMEA's revenue base. The multi-year members are the core revenue. In contrast, single year members make up a weak revenue base. The result of this is that MAMEA's expenses are relatively constant, but the revenue base is unstable. If MAMEA did not have a successful conference or mini-conferences the revenue base could decline. Lewie stated that this was an issue to think about when looking at the MAMEA strategic plan. David stated that he was going to investigate the membership make-up more thoroughly in the coming year.

Treasure's Report

Karen Fuss presented budget and expenses for MAMEA. The budget may be found at the end of the meeting minutes. Karen stated that no money has been placed into a money market account at this time. She is waiting for the outcome of the review of the IRS information. She also stated that there is a budget line for continued accounting and legal services so that an IRS situation would not develop again. The fee would be lower than the current year, because most of the major paperwork has been done. She also clarified that the amount of money allocated for the Past President to attend both NSTA and NMEA conferences had been changed. She stated that the mini-conference had higher expenses than expected, but they brought in more money than expected.

In relation to the conference budget, she said that MAMEA had received \$800.00 in moneys at that time, and had just received an additional \$1,000.00. This money was from the Virginia Department of Environmental Quality. The money was given with an understanding that their representative could speak for 15 minutes during the general session. Susan Haynes stated that the money was for the conference specifically and should be a subline under the conference budget.

Beth Jewell raised the concern that the budget was not balanced, that MAMEA is spending more than it is bringing in. Karen stated that that was correct. Karen stated that the budget is a conservative guess at what the expenses and revenues will be in the upcoming year. There is a good chance that revenue will be higher than expected. Karen then asked for comment on how to make the proposed more true to the actual. Karen stated that one area of the budget that is hard to estimate is the revenue from the conference. The conference often brings in more money than expected. Lewie Lawrence stated that this is a transition budget; a lot of odd issues came up this year that required money, such as the IRS issues. He said that MAMEA needs to rethink its budgeting and that the budget is closely tied to membership as mentioned earlier. Karen suggested that she report back to the board after the conference has been closed out and she could have a better picture of the revenue of MAMEA for the year.

Lewie Lawrence suggested that MAMEA establish a budget committee to review the budget more closely. He asked if there was a motion to carry this forward. Sarah motioned and Beth Jewell seconded the motion. The motion carried by unanimous approval. .

Presidents Report

Lewie Lawrence, President of MAMEA presented the following presidents report.

MAMEA has made great strides in addressing both membership needs and corporate responsibilities over the last 12 months. With the completion of the MAMEA Strategic Plan and MAMEA Draft Action Plan, the Association is focused and looking toward the future.

Achievements

1. Completed the MAMEA Strategic Plan and draft Action Plan.

2. Qualifying MAMEA as a 501(c)3 –Exclusively organized for educational purposes.
3. Established relationships for Corporate Governance and Tax Matters
 - a. Geddy, Harris, Franck & Huckman L.L.P. as registered agent.
 - b. Witt Mares Eggleston Smith, PLC for tax matters.
4. Completed analysis of MAMEA membership. Identified a weakening base of retuning members.
5. Identified and fixed a defect in the MAMEA grant program. MAMEA members can now submit an application and receive a grant award upon reaching the end of 12 consecutive months of membership.
6. Leveraged external funds to strengthen MAMEA's bottom line
 - a. Secured funding to enhance MAMEA's Website
 - b. Secured a fee for speaking services from the Virginia Department of Education- Department of Environmental Quality.
7. Staggered and lengthened the election term for the Treasurer and Secretary. This change will enhance officer stability.
8. Initiated change within the Masthead to highlight Association activities by regions
9. Upon qualifying as a 501(c)3, the Association will strengthen the Associations Standing Rules by including guidance on how the IRS recognizes MAMEA and the significance of the designation to the Association and its members.

Lewie stated that he would be asking for a vote of confidence at the business meeting to see if the membership feels MAMEA is moving in the correct direction. Karen Fuss stated that she felt that many of the recommendations would be good selling points for people to become members of MAMEA.

Lewie also stated that all board members should read the IRS recommendations. These contain many good guidelines for MAMEA.

NEW BUSINESS

Award Committee Recommendations

Lewie stated that MAMEA has award winners this year. However, the board needs to do a better job finding candidates for the awards.

Annual Conference Update

Susan Haynes announced that the conference planning has gone well. There 65 registrants and she has order 84 lunches. She also asked that everyone wear a costume to the Biodiversity Ball.

MAMEA Regional Designation

Lewie Lawrence stated that this is open for discussion, and that MAMEA can change what it does. One issue is whether Washington, DC should be its own region or should be incorporated into another region. Also MAMEA can consider if it should more consciously include references to fresh water in its mission, materials, and marketing.

Lewie closed the meeting by thanking Beth Jewell for her service and requesting that she stay active with the board since she has been a great link between MAMEA and K-12 educators.

MAMEA FINAL BUDGET REPORT FOR 2004

	<u>BUDGET</u>	<u>ACTUAL</u>
INCOME		
Auction	\$1,150	\$2,024
Grant from Bridge Project	0	500 **
Interest on Accounts	100	0.45
Logo Items	95	0
MAMEA Conference	5,000	11,092.63 **
Memberships	1,500	2,310
Mini Conferences	300	865
NMEA Conference '03 Income	17,000	33,308.19
TOTAL INCOME	\$25,145.00	\$50,100.27
EXPENSES		
Accountant Services	0	2,000
Gift Memberships via President	340	0
Grants	500	0 **
Legal Consultation	1,000	1,225
MAMEA Conference Expenses	5,000	7,199.03
Masthead	1,000	715.44
Mid Year NMEA Board Meeting (Past Pres.)	500	420.86
Mini Conferences Expenses	300	518.63
NMEA Conference (Past Pres.)	500	579.14
Office Supplies	50	33.15
Paul Standish Scholarship	100	100
Plaques for 2 Awards	70	70.25
Postage	800	350.40
President's Discretionary Fund	100	0
Renewal Notices	0	49.25
Spring Board Meeting	50	0
State Corporation Commission	35	25
Web Domain Registration	0	99.95
9-Month CD	0	25,000
Money Market	0	8,308.19
TOTAL EXPENSES	\$10,345.00	\$46,694.29

MAMEA PROPOSED BUDGET FOR 2005

BUDGET

INCOME

Auction	\$1,150
Interest on Accounts	100
Logo Items	0
MAMEA Conference	5,000
Memberships	1,500
Mini Conferences	300
TOTAL INCOME	\$8,050

EXPENSES

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

