

### **CALL TO ORDER**

Lewie Lawrence, President for MAMEA, welcomed every body to the business meeting and calls the meeting to order.

#### **Remarks of Conference Chair and President Elect.**

Susan Haynes, President Elect thanked all the participants for a wonderful morning. She introduced Shannon Sprague from the Virginia Department of Environmental Quality. She announced that VA. DEQ gave money to the conference. She also stated that any teachers needing a letter in order to receive continuing education credits for certification should see her.

#### **Member Comment**

The floor was opened for member comment. Vicki Clark asked if MAMEA would be implementing the strategic plan created at the previous years conference. Lewie Lawrence, President, stated that this would be addressed later in the meeting.

### **ELECTION OF OFFICERS**

Lisa Lawrence, chair of the MAMEA Nominations Committee, presided over the MAMEA Elections.

Lisa first asked if the members would vote on a change of term for Secretary and Treasure. Currently the secretary and treasure serve a one-year term each. This vote would change both positions to a two-year term with each position, if passed, the treasure would begin serving a two-year term this year and the secretary would begin to serve a two-year term next year. This would insure some continuity in the board. Lisa asked for a show of hands as to whether the membership approves this change. The membership voted unanimously for the change.

Lisa asked if there were any nominations from the floor. Deb Moser nominated Michael Bates for Treasurer. Lisa then asked since no one was running against Amy Sauls for president, David Christopher for Secretary. Lisa asked to see a show of hands from the membership to vote to accept that slate of officers. The membership unanimously accepted the slate.

Ballots were distributed to the members to vote on the positions of Virginia Representative, Delaware Representative, and Treasurer. The votes were tallied by Lisa Lawrence, Kathy Siegfried, and Susanna Musik. Results of the election were Karen Fuss for treasurer, Bill Simpkins for Washington, DC Representative, and Jane Butler Brown for Virginia Representative. No Delaware members were present to vote for Delaware Representative. Lewie Lawrence appointed Shaun Giudice as Delaware Representative since she was the only candidate for the position.

## **Presidents Report**

Lewie Lawrence, President of MAMEA present 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 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.

Deb Moser asked about the seriousness of the penalties the IRS would have imposed if we did not fix the problem. Lisa Lawrence stated that although they did not know the exact fines that would be imposed, it was likely that MAMEA could have faced heavy fines if the IRS chose to enforce them. Deb commended the board for fixing the problem.

## **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. Karen also stated that more money was spent on accounting services then were estimated. It was impossible to assess the seriousness of the problem or the amount of work needed to fix the problem when the budget was created in October 2003. In addition, there is a line item change on the budget to reflect the changes the board

made for the allocation of money so that the Past President could attend meetings at NSTA and NMEA. These changes were made at the 2004 mid-year board meeting.

Andy Wood asked if in the event that the Paul Standish Award was not given out, would the money role over and be given out the next year. Lewie Lawrence stated that this was something the board could look into in the future.

Terry asked about line items for money so that the Past President could go to NSTA and NMEA, and if there was a better way it can be accounted for. Karen stated that this was the best way the board could see doing it. This could be investigated further in the future.

Deb Moser asked if the mini-conference make money. Karen stated that the conferences zero out, making as much as they spend. Deb also asked why there was no money allocated for gift memberships. Karen stated that this was an oversight. Karen stated that there would be gift memberships equal to approximately 10% of the MAMEA membership as of January 1, 2004.

Lewie Lawrence asked if there was a motion to accept the proposed budget. Terry Hathaway Motioned to accept the budget. Andy Wood seconded the motion. The Motion carried by unanimous vote.

### **Secretaries Report**

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

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

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.

## **STATE REPORTS**

### **Delaware/ Washington, DC**

In the absence of Shaun Giudice, the Delaware State Representative, Sarah Shoedinger 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 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. Amy announced that she would be appointing someone to take her place as North Carolina Representative now that she has been elected President Elect.

### **Maryland**

Kathy Siegfried, Maryland Representative, presented the state 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 mini-conference. One would be to continue to conduct a mini-conference as a sleepover at the Aquarium. The second idea would be to take the conference someplace 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.

### **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.

## **COMMITTEE AND OFFICER 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

### **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.

### **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 encouraged all MMAEA members to attend the NMEA annual conference in Maui that will be held in July 2005.

### **2004 MAMEA Mini-grant**

Lewie Lawrence announced that the board approved one grant application. 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 4<sup>th</sup> 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 4<sup>th</sup> grade students to date. The program received the Norfolk Environmental Action Award in 2003.

### **MAMEA Marine Educator Awards**

John Chubb, chair of the awards committee, presented the Classroom Teacher Award to Barbara Waters of North Carolina and the Non-Formal Teacher Award to Adam Frederick of Maryland. Winners of these awards demonstrate a commitment to marine education, excel as educators, develop and use innovative marine education materials, share information with colleagues, and promote marine education professionally. John Chubb encouraged everyone to submit nominations for this award next year and that the award deadline is in August.

**MAMEA Strategic Plan**

Lewie Lawrence encouraged all to read the strategic plan. He asked that the membership take a vote of confidence to proceed further with the plan. This vote is not to accept all of the recommendations, just to proceed investigating the recommendations made by the plan. Members will have till the end of December to comment any further on the plan. The members in attendance voted unanimously to proceed with the plan.

**CLOSING**

Lewie Lawrence closed the meeting by handing the presidency of MAMEA to Susan Haynes the incoming president. Susan thanked all involved in the planning of the conference and presented gifts to Lewie and the conference committee.

## MAMEA FINAL BUDGET REPORT FOR 2004

	<u>BUDGET</u>	<u>ACTUAL</u>
<b>INCOME</b>		
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
<b>TOTAL INCOME</b>	<b>\$25,145.00</b>	<b>\$50,100.27</b>
<b>EXPENSES</b>		
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
<b>TOTAL EXPENSES</b>	<b>\$10,345.00</b>	<b>\$46,694.29</b>

## 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
<b>TOTAL INCOME</b>	<b>\$8,050</b>

#### **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
<b>TOTAL EXPENSES</b>	<b>\$10,785</b>

