

MAMEA Board meeting

February 24, 2001

Attendees: Broadhurst*, Mosher*, Haynes*, Siegfried*, Lawrence*, Sovine*, Sauls*, Wilson, Larkin. (* = voting member)

Call to order

Old Business

Awards:

List of past awards still needs to be gathered and given to Andrew.

Andrew will send to Lee for website.

Board agreed awards plaques to be managed by awards chair – Andy Wood and *Four Seasons* are resources. Awards chair can work with vendor of choice. Still need sizes and costs from Andy.

Andrew will track down award guidelines from Andy. Andrew will update correlated with NMEA guidelines.

E-mailed update from Andy: Four Seasons has all information on past MAMEA plaques, including disc images of logo. Recommended awards chair be given logo on disc, board approved text and budget, then select whatever vendor is convenient.

Motion:

Stop updating yearly awards recipient plaque

-motion passed.

Beth will send to Terri to archive

Board Member Notebooks

Beth provided new responsibility books for each board member.

Board members are expected to pass these books down to the next person to fill their position and send all info to archives at the end of their term.

Notebooks will be formally passed down at the annual conference.

Board agreed responsibilities look fine.

Treasurer noted looking into item e. Maintain the tax-exempt status of MAMEA by satisfying the requirements of IRS.

Checklist for all notebooks attached.

State Rep Reports

NC

Beth taking class of 40 pre-service teachers to Atlantic beach and Amy will be providing field trip.

State budget cuts, frozen jobs, Aquarium expansions are frozen.

Manteo lost educator and volunteer coordinator- can't fill due to freeze.

NCNERR doing Pine Island workshop with NCCAT, NC Wildlife Resources Commission, Audubon and the Aquarium- 1st week of April.

Estuary Live - April 30, May 1-2.

No mini-conf planned due to lack of time. Maybe in Fall.

DE

Still need rep!

? contacted DE Inactives re: membership renewal needs and conference (*Andrew, did you do this?*)

No mini-conference planned.

MD

Mini-conference

Scheduled for Horsehead April 28, Ches. Bay field day. (canoeing, lecture, etc)

Min 20-max 60

Will send flyer to Lee to put on web.

Looking into marketing to MAEOE.

VA

BCB- 16 teams, winners Catholic High 1st, Grafton 2nd

Catholic to NOSB in Miami- March 31 - April 4

All Mid-Atlantic coaches given MAMEA memberships.

VIMS:

Graduate course for teachers at Wachapreague lab - 1st week July (Susan & Vicki)

-Pending funding

Sea turtle mini-conference - last week in June, Tuesday, June 26 (Vicki & Lisa)

-Will include computer activities, greenhouse tour, lecture

Va Naturally EE Forum took place earlier this year, check out website @ www.vanaturally.org

DC

No mini-conf plans yet.

EE resource center on D Street opened recently. Includes kits, lab equip., refer., maps, games, etc.

Open to DC schools, parent and educators.

DCEEC doing workshop on water quality etc. – full, Carol S. is participating.

Membership Report

Pres asked State Reps what can be done to help boost membership:

-Kathy made brochure to distribute at a recent conference

-Andrew sent to Ocean Space (corps that make sea related equip)

-Distribute flyers at local and regional conferences

-Amy stated visibility concerns

-Andrew suggested approaching NASA Goddard Space Center and WAN- Women's Aquatic Network

What is benefit of being a member?

Access to grants, scholarships and regional conferences

Board agreed to subscribe all to e-mail listserv and to add value of grants to brochure

Susan expressed concern regarding \$200 being high for lifetime membership.

Board decided to maintain at \$200 and discuss further later. More information is needed re: avg lifetime membership rate of other organizations.

Beth may have donation contact for printing and mailing of renewal notices

Susan will provide cost breakdown for postcard printing and mailing via VIMS

From Susan:

Renewal notice sent in early January.

Grace period given until 3/1/01.

Gained Vicki, Lee, Carol and Jackie as lifers!

This is the first time this Secretary has removed all inactives from the mailing list.

Much of this loss in numbers is a result of non-renewal in January 2001.

State Reps. will notice on their lists those members that were due to renew 1/1/01. These individuals need to be contacted by their state reps. and encouraged to renew.

Current status of membership records:

133 Active Members		469 Inactive	
1	Bermuda	1	CA
2	DC	25	DC
5	DE	42	DE
1	MA	1	FL
32	MD	2	MA
31	NC	137	MD
1	NJ	82	NC
1	NY	21	PA
1	PA	2	SC
1	TN	1	TX
57	VA	141	VA
		9	WVA

Susan provided all reps with active and inactive membership lists- hard copy and disc.
(Andrew took DE)

Board decided e-mail notice re: renewals will be sent in December along with postcard.

Carol expressed concern re:

- DC or VA rep that works in one and lives in the other.
Board agreed a rep can be from either location provided contact is regular with area.
- Member lives in one and works in the other.
DC & VA or MD rep need to cross reference lists when contacting members.

Budget Report

SS # needs to be changed in bank account from Paul's to Deb's.

All reports and records will be Jan to Jan

Board agreed that we must establish system of checks and balances for conference coordinator

Cookbook will help

Vicki is attending an NSTA workshop on management of organizations such as ours and will fill us in when she returns. Further action can be taken with this information.

Motion:

To approve new proposed budget (attached)

-motion passed

Board discussed budget alterations in detail.

Deb will type up new budget and have to Lee by March 1.

Budget will be posted on website.

Motion:

To create conference committee past pres, pres, pres elect, treasurer and state rep + conf chair + any interested to check in with regularly

Conference Advisory Team (CATS)

Conference Committee Advisor

PP, P, PE, T

Under PE: State rep, volunteers

2 CATs to approve any expenses over 1K

CC Advisor 2 year appointment

- motion passed

Motion:

Revise Standing rules (104.5) to reflect above (Vicki)
Create conference committee advisor position
-motion passed

President appointed Andrew to be 2001 and 2002 CAT
-accepted

Promotions:

Lisa suggested promotional items for through new vendor- shirts, etc. with logo
There would be approx. a \$100 set up fee
Lisa will look into costs of t-shirts and talk to Terri about it.
Andrew looking into silver crab pins.

For further discussion:

- *Beth asked how board feels regarding corporate sponsorship and including logos on front of Masthead.
- *Can we get an Endowment?
- *Kathy- some org. can only donate for events within state
- *Lisa – who is our legal consultant?
- *Not tax exempt- and not non-profit. Shelved discussion until receive info from NSTA workshop.
- *Fed ID number?

Publication/Masthead Report

Overall board concern that no recent communication to membership

Board requests for Pubs committee to discuss management of Masthead
Recommendation 2 paper, 2 on web per year

Lee will talk with Terri and committee can decide on the format (hard copy/digital) for the (4) 2001 issues
(3 plus conference issue)

E-mail update from Terri: Currently looking into prices from printer for 200 copies of a smaller issue,
may be 4 pages total. Requesting Spring information by Friday, March 23. Issue out by mid-April.

Grants Committee Report

No action taken by committee to date due to budgetary concerns (per Beth J.).
Grants have been promoted to membership via state reps.
Also mentioned at conference and on website
Beth will discuss with Beth J. extending deadline

MAMEA 2001 Report

Summary from Carol

Oct 5-6

Beacon Hotel - \$65 night w/continental breakfast

Verdin Center option for same cost (after Sept 1 reservations)

Thursday - Board meeting

Registration at Beacon hotel

Friday - sessions at Children's Beach House (CBH)

Friday night - wine and cheese/tour at CBH Cost per person \$10-12 including \$500 rental fee

Saturday

Annual meeting after lunch

Saturday night - Auction and dinner at Lamppost restaurant

Raffles and silent auction during Friday night? Board says yes!

Bag lunches on CBH site

Questions

Food: 1 Beef, 1 Chicken, 1 Seafood (Broiled Crab cakes), Include veggie notification

Conf theme: The Sea Beside Us -Okay with Board

Call for Papers: June 1 deadline, Board suggests July 1 or August 1

Collaboration with Splash?

Split cost of event 3500

Board agreed that we can't afford this, Tell them thanks but no

Auction committee:

Vicki

Beth J. (accepted via e-mail)

Coast Day:

Andrew is coordinating activity table for MAMEA

Field trip committee needed: WHO CAN HELP?

Plan so far-

Sandy Burke-fishing

Dyer Harris- sailing

Ed Lewandowski – kayaking and James Farm

Seaside Nature Center at Cape Henelopen- Chris Bennett

Lewes Historical Society

Lewes- Boast the Coast

Pending answer

Publicity:

Kathy Seigfried

Bill Talbot

Pearl Burbage

Harriet Donofrio

Gene Carlisle

Registration:

Harriet Donofrio

Karen Aspinwall

Susan Haynes

NMEA 2003

Can't book much this far out

Need promotions person for presentations at conferences
Susan will call Andy and Charlie re: Adam and call Adam

Board requested addition of promotion links to NMEA and MAMEA

Board expressed concern re: activation at this time
Need report from Andy

Other news

NSTA midyear board meeting -Charlie or Andrew will attend

Meeting adjourned

Unfinished Business

*Rules

E-mail update from Vicki:

Our Constitution says we operate under Demeter's Rules. Not sure how to change the Constitution. We can order a copy of Demeter's rules for \$25 at www.aipparlipro.org/itm00008.htm

*Lifetime membership rates

E-mail update from Vicki:

Here's a quick comparison of several education organizations' dues structure, beginning with a small group and working up the ladder in terms of membership and geographic area:

Tidewater (Va.) Association of Science Tchers lifetime of \$50 is 25 times the annual membership of \$5.00.

VA Assoc of Science Tchers' life of \$150 is 7.5 times the annual of \$20.

NMEA's lifetime membership of \$500 is 12.5 times the annual dues of \$40.

Nat'l Association of Interpreters' life memb. of \$850 is about 19 times the annual dues of \$45. (NAI info is from 1996 brochure)

Compare these to MAMEA's lifetime membership of \$200, which is 20 times the annual dues of \$10.

Once we get that copy of Demeter's maybe it will tell us if the Board alone has the control over changes in membership dues, or if the membership is supposed to be involved in the decision.

*Sponsorship and logos on front of Masthead.

E-mail update from Vicki:

Selling ads is okay as long as the companies pertain to our mission.

*Can we get an Endowment?

E-mail update from Vicki:

According to the legal documents found, we can accept donations of money.

*Not tax exempt- and not non-profit

E-mail update from Vicki:

I found copies of Internal Revenue Service and Va. State Corporation Commission documents from April -May 1993 (addressed to then-treasurer Norm Benwitz) that say the effective date of MAMEA's exemption under section 501(c)3 is November 26, 1992. In February 1997 I forwarded all these documents to Deb Mosher and then-President Monica Phelps with a cover letter from me calling their attention to the need for some time-sensitive follow-up with the IRS. Something about an advance ruling period that ended on 12/31/96. So Deb, perhaps you have already taken care of this, back in 1997?? There are two separate IRS letters dated May 25 1993 from the same official, but the information in the letters is a bit contradictory as to our status. I cannot interpret them, and I think we need some professional help with this. Lisa Lawrence is asking her accountant brother to read this stuff and give us some guidance as to where to go from here.

*Fed ID number?

E-mail update from Vicki:

According to the documents found, our "Employer Identification Number" is 54-1586632.

*NSTA workshop on management of organizations such as ours.

From Vicki:

Still digesting, however, we need to put liability insurance for conference events on the front burner. Anyone have any experience purchasing such policies??

*NMEA

From Andy:

Planning is on track.

Need help putting together promotion for NMEA 2001.

Adam is working on video ideas and Andy and Adam will be in touch.

*Who is our legal consultant?

*From Amy:

Membership promotion ideas . . .

-Big encouragement for Christmas presents sent to schools etc.

-Teacher discount in August (\$8 or something for a limited time) OR during a limited time (couple of weeks sometime) roll back the membership rates to 1980 or something like that.

-How about 2-3 year join up for couple of dollars discount - this would work great for folks to keep them from having to remember, AND for folks that have the luxury of getting work to pay for memberships so they can join to 2 or 3 years at a time and write one Purchase order.

Checklists for Board Notebooks

For All

- Most recent versions of
 - Board members
 - By Laws & Standing Rules
 - Budget
 - List of active members
 - Conference Cookbook
 - Masthead
 - Calendar
- Communications file from preceding year
- Current minutes, any appropriate history

State Reps: Above +

- Examples of mini conference flyers
- State contact information for Masthead info.
- List of active and non-active members of state

President: Above +

Grant info

Treasurer: Above +

- Past 4 years income and expense reports
- Receipts
- All important account numbers, etc.,
- Grant info

Secretary: Above +

- Grant info
- Updated Access file (password protected)
- Old renewal and new membership postcards

Past-pres: Above +

NMEA info and report

Pres-elect: Above +

Chairs of committees

Committee Chairs: Above +

Awards:

- History report
- Guidelines/criteria/ evaluation procedures
- Past nomination forms
- Where plaques come from, where made, costs, etc.
- Sample award letters

Grants (Paul S and MAMEA grants 1K each):

- History report
- Guidelines/criteria/evaluation procedures for grants)
- Past awards letters

Nominating:

- History report
- Guidelines
- Recent copy of the nominating form
- Complete list of active & inactive members

Publications:

- History
- Past Mastheads
- Printing history, what, how much, etc., dates

Standing rules:

- Standing rules
- By laws
- Rules of Order

Archives:

- Guidelines for what should be archived