

NCSTA Full Board Board Meeting
February 1, 2025

Meeting held on the campus of Meredith College

Members Present: Carrie Jones, Cliff Hudson, Adrienne Evans, Michelle Hafey, Lottie Peppers, Jill Francis, Kristen Kane, Brad Woodard, Brad Rhew, Angela Adams, Melaine Rickard, Emily Cayton, Dearing Blankman, Carol Maidon, Manley Midgett, Joette Midgett, Jennifer Redfearn, Sandra Weitzel, Tom Savage and Lisa Tolley

Meeting called together at 10:05 a.m..

Door Prize Winners were Michelle Hafey and Brad Woodard among others. Thanks to Carrie and Adrienne for the door prizes.

Introductions.... Each person told their name and where they taught as well as something about each person.

Quorum Established. everyone was told how a quorum is established which is 5 of the 8 district directors and the majority of the executive board.

Carol Maidon gave an overview of Parliamentary Procedure with a handout.

- She reviewed Robert's Rule of Order, she mentioned that only voting members can vote, it takes $\frac{2}{3}$ of the board to change and $\frac{2}{3}$ of the membership.
- She shared that anyone can make a motion. President Adrienne Evans can break a tie.
- The simple majority is important.
- All are needed for discussion, need your ideas always.
- There is no such thing as a "friendly amendment."
- It was explained that calling the question stops debate on the motion.
- If there is a motion coming from a committee, it needs no second.
- In a meeting 1st the agenda is approved and then the consent agenda, including the previous minutes is passed.
- The agenda is a draft by the President that belongs to the body of NCSTA.
- To approve the minutes this requires a vote, the Treasurer Report requires no vote this is just information for purposes
- Committee member chairs have an opportunity to share at the end of the meeting.
- District Directors will get the chance to bring forth news from around their district at the end of the meeting.
- Carol clarified Action items versus discussion items
- The meeting concludes with a motion to adjourn, also there does not have to be a vote to go to recess or lunch, we are not that formal.
- Carol shared an overview of the NCSTA Handbook
- The handbook can be found on our website.



Join a call here or present this tab to the call

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- Our Constitution & Bylaws are found on our website underneath the tab About NCSTA under the Constitution & Bylaw tab

Also helpful is the Policy and Procedures, this is a lengthy doc but explains everything from board members duties to reimbursements.

Some helpful sections are included below:

- Section I (Membership)
- Section II (Operations)
- Section III (Policies)
- Section IV (Conference Planning)
- Section V (District Directors and Job Descriptions)
- Section VI (Sample Forms)

***Motion to approve today's meeting agenda: Jill Francis and seconded by Brad Rhew
Motion to approve Minutes of our PDI meeting on November 4th 2025 was made by Brad Rhew and seconded by Jill Francis***

Treasurer's Report (Carol Maidon)

This is just for informational purposes

Business Manager's Report (Joette Midgett)

(Reimbursement for mileage is 70 cents per mile to and from meetings as well as PDI)

For a motel room for meetings it is recommended that you be 3 hours out from the meeting location, motel rooms are state rates.

For PDI the board will pay half of the room, there is no charge if you get a roommate on the board

We adhere to the budget, we do not spend \$225 for example if there was only \$200 approved for it. The president can approve if \$250 within over budget

Forms are attached on the website for reimbursements. Joette has forms and can email you

Forms are attached on the website for reimbursements, Joette has forms and can email you those, they are PDF fill-in. It will take between 4-5 days with banks to get reimbursements. If you have not gotten reimbursements after two weeks contact Joette. There are two forms one for travel and one for non-travel. Joette explained our Profit and Loss Statements and our Balance Sheet, she provided handouts

Quick PDI Report

- 100 more people at PDI than last year
- Joette can determine a breakdown of attendance by members, retirees and Student Teacher, she can also break it down as attendees per county
- Districts 3 (Wake) and 6 (Mecklenburg) are always the largest attendees
- From District 2 and 4 we have more people coming than we had members
- District Directors need to focus on the largest city or county in your district
- PDI has seen decreased numbers as a result of the Bridging The Gap and NCTIES conference, along with budget cuts and the loss of the Eisenhower Funds.
- We have seen an increase in vendor numbers and we had a full Exhibit Hall, this is something for us to be very proud of

Action Items

1. Motion from Finance Committee (Proposed Budget)
2. Joette motion suggestion
3. Motion From The Executive Committee for an Ad Hoc Committee for the Vi Hunsucker and Lifetime Achievement Awards
4. PDI Committee Motions (2) (Tom Savage)

Discussion of Budget Motion.....

Balance the budget, anything left goes to the bank and this can back up our savings
Conference budget spent \$132,212.00 and \$131,164.21 was budgeted, very close, as close as we have been recently

There are several things this year to pay for where we have not in recent pass, Sched app and the I-Contact, we had been using the DPI license for the Sched App for our PDI, that license increased substantially for them so have to pay that, I-Contact now charges \$600, so this represents a new expense to the budget

History, there were two years of COVID without income from PDI so we had to do Virtual conferences twice and made about \$7,000 charging \$30 to non-members, members attended free, we were in a hole of \$86,000 plus because of no conference, we had to go into our savings, we try to do our very best with negotiating with Benton Convention Center for the facilities to hold our PDI, we try to carpool if possible and share rooms, in years past we had 4 face-to-face meetings throughout the calendar year. During Covid, we had to meet via Zoom, this year we will only meet 2 face-to-face meetings, 3 were asked for but only 2 budgeted. Travel reimbursements increase cost for face-to-face meetings. Our PDI is not included as a budgeted meeting as we are expected to be there
This past year there was a \$250 President's Reception in the President's Suite, it was part of our \$15,000 food obligation
Some vendors paid for some of the session lunches, also, increase of attendees ups the food cost.
Plaques are budgeted higher
Grants/Study Grants remained the same as budgeted
Nametags, low cost, we can wear these while representing NCSTA at conferences, etc.
Adrienne took care of these
Storage rental increased this year

Concerns....Please keep the family of Maria McDaniel, a longtime educator who passed away on Monday January 27th suddenly, she was active in NCSTA and Science Education.

Please keep Mary Ellen Durham in your prayers as she had knee replacement surgery this past Tuesday and is doing well

Manley Midgett is the Conference Coordinator, he writes grants and Joette is the Business Manager, contract and travel is done separately

File 990 Form for taxes, 5013C standing

Joette is our Webmaster as well, she has a security certificate to handle monies online
Software for our Reflector publication, google space had to be increased

2 speakers last year, had to be increased (Travel/Honorarium)

2 gifts for Hospitality

Registration Forms, Supplies, Printing, Raffles and Give-Aways

Facility at Benton costs \$10,735.00 Audio/Visual is a huge expense

When board members bring projectors, we save money (\$5,000)

Pipe and draping increases

Interpreter must be budgeted, in recent years we have not needed one

Parking \$1,000

Conference Sched App \$1500

Drink Vouchers for presenters, costs vary

Photo Booth and Balloons were budgeted at low cost

Field Trip to Mt. Pisgah, last year 30 people (we made \$54) Wednesday night of PDI

Some vendors gave us extra monies

\$200 was budgeted for entertainment with a School Band

Motion carried to approve the budget unanimously, made by Brad Woodard and seconded by Brad Rhew

2. Executive committee moves to change the exhibitor booth policy by eliminating the free conference registrations for each paid booth (A. Evans), Manley amended to say by eliminating the free conference registration, motion carries

3. Executive Committee Motion.....The Executive Committee moves to approve the presidential appointment of an Ad Hoc Committee for establishing written criteria for the Vi Hunsucker & Lifetime Achievement Awards (A. Evans)

4. PDI Committee

- PDI Committee moves to adopt the revised sponsorship levels for vendors as follows: Bronze-\$1500, Platinum \$5000, Silver \$2500, Gold \$3500, and Diamond \$10,000; Amended a Emerald Level \$20,000+
- PDI Committee moves to make the following changes to our vendor fees: mailing list of participants \$200 and commercial sessions (commercial presentations) for a session during the PDI \$150. Rationale: We have not increased these fees in several years while other fees have increased. Sponsorships local to come to PDI \$500 covers registration, room, sub, etc..

Previous donors include: Plasma Games, Carolina Biological, World Strides, Lab Aids and Pasco

5. Approval of Presidential Appointment of Angela Adams, District 4 Director (A. Evans)

Motion to approve: Brad Rhew and seconded by Brad Woodard

*****LUNCH BREAK TAKEN*****

Board Procedures

Main Communication Spreadsheet in Our NCSTA Folder in Google Drive

There are tabs giving the information for board members

25 Happenings —Link to form about what is happening in your district, great tool for District Directors

bit.ly on Save-The-Date cards for PDI this year

District Directors can link their reports, template makes copies, Information about the Reflector and ways to submit

District Directors List Serves

Science Fairs/Science Olympiad

Dates of Competitions, many coming up within the next two months

At these events, we can try to get award nominees from all three levels (Elem, Middle and High)

"March Madness" Way to reach out to get award nominees, nominations for elections; sign up for PDI task lists on the NCSTA Spreadsheet, try to fill any holes

Elections this coming year are for Secretary, President-Elect and the Even Districts

Agenda and Meeting Minutes Tabs will be on the spreadsheet

Upcoming Events/Calendar

3/11/25 Awards and Nominations Check-In

4/10/25 Next NCSTA Full Board Meeting (Zoom)

5/1/25 Awards/Nominations Update

9/6/25 NCSTA Face-to-Face Full Board Meeting

11/5/25 PDI Fall Board Meeting @ Benton Convention Center

PDI Task List (Tom Savage)

Sign Up for jobs for PDI

School District Contact List (Key Contacts for Every County In the State)---Manley thanks for your efforts on this

Contact by the end of the week email members in your district (science supervisors, curriculum specialists, etc) if you know someone who is deserving of an outstanding teacher in the district Email Joette to send out, personalize this, send reflector, PDI emails, network with them There are 100 counties and 15 city district across the state, promote the Save-The-Date cards for PDI. Opportunities to talk NCSTA up at Science Olympiad and State Science Fair

Publicity Discussions

- Story was shared by Joette about Cliff Hudson's leadership with PDI as Past President, picture was shared about him on stage "Rocking It Out" with our theme from PDI, This Press Release was sent to his county office and county website with quick response from his county folks, 3 administration folks from Martin County, one was the Superintendent. Way to Rah Rah NCSTA, Public Information Officer or Publicity Chair for this type of stuff, come up with ideas and spearhead them, will likely grow membership, get name out there and leadership for Professional Development
- Homework coming up think about how this could work in our organization

District Director's Reports

Angela Adams (District 4) Projects—International Space Station, Star Wars STEM Expo in March March 26th Astronaut High School Graduate speaking in the county

Lottie Peppers (District 3) Magnet Program Recognition

Global Hour of Code, Johnston County New PLC Work with New Standards

Dearing Blackman (District 5)

NC Young Scientist Society Cohort BWF Beginning Teachers Award Due March 27th

Gina Barrier (District 7)

Summer Accelerator

NCSSM Summer Staff Positions Available

Jill Francis (District 8)

Science Fair February 13-14

Science House Programs

NCCAT @ WCU

October 2024

Science Olympiads

Cliff Hudson mentioned that being vendors at other conferences got us new vendors, exhibitors and members, ways to promote NCSTA as much as possible; contact counties if no one has attended PDI

Can we put our name out there to other publications and newsletters, SMT, DPI, etc.?

Kudos to Mary Ellen Durham on the Reflector newsletter

Finance (Carol Maidon) Meets only once during the year unless for amending the budget

The contract with Benton Convention Center will be the same as last year

Reflector newsletter needs:

- 3 teaching tips or lesson plans
- 2 NCSTA Spotlights
- 2 Rising Stars (Beginning Teachers in years 1-3)
- 1 Op Ed

Manley (PDI/Conference Planning)

- Schedule breaks to allow for people getting one place to the other, between Keynotes, etc
- Full General Sessions with high volume; Exhibit Hall
- Grant Submission (Burroughs-Wellcome) September 1st
- Evaluations/Follow Up

Constitution & By-Laws (Carol)

- Sandra and Brad Rhew to help with long review
- Updates and changes; take suggestions, questions and concerns

PDI Committee (Tom Savage)

Tom's students created the graphic for Save-The-Date cards

Diversity/Equity (Jennifer Redfearn)

Article sent to the Reflector newsletter

Mission Statement Update

Non-Public (A. Evans)

List information from DPI

Student Competitions (Sandra W.)

Busy for next two months, links on our website

Envirothon (Promote in the Fall)

Robotics

NC Association For Scholastic Activities

Trust Fund (Manley Midgett)

\$100,000 currently

Legislative Updates (Kristen Kane)

- Monthly Updates
- Policy Watch
- List Serves

Lisa Tooley (Environmental)
Meeting with DPI regarding New Science Standards
Symposium October 6th in Chapel Hill
Celebration on 2/5/25 Lincoln Heights Recognition

Emily Cayton (University Liaison/BTS)
Getting registration for PDI, list of University contacts in the drive

Motion to Adjourn @ 2:19 p.m.
By Kristen Kane and seconded by Brad Woodard

Respectfully submitted by

Brad Woodard, NCSTA Secretary

