

**Council of State Science Supervisors Board Meeting Minutes**  
**March 29, 2017**

**Board Members in Attendance:** Ellen Ebert (WA), Sean Elkins (KY), CJ Evans (MO), Linda Jordan (TN), Tiffany Neill (OK), Doug Paulson (MN), Megan Schrauben (MI), Sam Shaw (SD) and Shari Templeton (ME)

*President Tiffany Neill called the meeting to order at 2:30 p.m. (PT) and outlined the agenda as follows:*

1. Conference Reflections
2. PAEMST Contract
3. Future Meetings
4. CSSS Hub
5. Summer Retreat

**Conference Reflections:**

- Amanda Buice (GA), Conference Chair Extraordinaire, recapped her thoughts on what worked and didn't work, e.g. room columns and lack of a microphone in the meal room.
- Amanda offered to be the "boots on the ground" for the pre-conference work in Atlanta.
- Tiffany formally acknowledged the hard work and countless hours that Amanda put into the phenomenal 2017 CSSS Conference – no small task given the considerable challenge of organizing a conference on a compressed timeline.
- Doug stated that we will have a wifi sponsor for the next conference.
- Sean commented that he was a big fan of this year's program, indicating that it was one of the best he has ever attended.
- Megan added that the two committee meeting slots were helpful to learn about the work of other groups. She also suggested that we consider bringing in math or the arts to push our thinking as a group.
- Linda acknowledged that new members felt welcomed, appreciated the offerings and enjoyed the agenda.
- Doug wanted to recognize Peter McLaren and Matt Kreibel for their work on the pre-conference webinar and the Sunday evening gathering for new members.
- Ellen noted that it would be ideal to have a draft agenda out for September that called out assessment and MSP to facilitate travel requests from the members in their respective DOEs.

**PAEMST:**

- The contract appears to be close to being finalized.
- Unfortunately, there is no discretion to flex state funding when some states need more funds and others leave funds on the table. All states, regardless of population, receive the same funding.

**Future Meetings:**

- The board will continue to meet on the second Tuesday of the month; however, we will shoot for starting an hour earlier than past practice. We will meet at 6 p.m. (EST).

**CSSS Hub:**

- Tiffany provided an overview of the CSSS board hub – a dashboard for meetings which will house shared team projects and individual board member dashboards with position descriptions, the policy handbook, etc.
- Tiffany asked board members to review the CSSS Policy Handbook prior to the April board meeting as it has not been updated recently.

**Summer Retreat:**

- Linda will be retiring from the Director of Operations (DOO) position after the Presidential Awards cycle, i.e. August 31, 2017. The DOO needs a clear job description and performance review. Ellen will take the lead on finishing the draft of the position description and posting of the position.
- The board retreat is tentatively planned for August 18-19 in Atlanta.

*Ellen made a motion to adjourn the meeting at 4:00 p.m. (PCT), Megan seconded. The vote was unanimous.*