

Council of State Science Supervisors Board Meeting Minutes

April 11, 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 5:05 p.m. (CST)

President's Update:

- Tiffany attended a meeting with the GLOBE as a representative of CSSS to support them with the development of a 5-year strategic plan. Tiffany spoke to them regarding the shifts in science education and how those shifts could be incorporated into their curriculum work.
- Ellen attended a meeting hosted by the Carnegie Corporation to discuss an exploratory meeting about instructional materials for three-dimensional teaching.

Treasurer's Report and Board Budget:

- CJ reviewed the 2016 budget and expenditures. CSSS ended 2016 comfortably in the black. CJ also submitted a 2017 proposed budget based on the past year's expenses. Sam suggested adding website expenses to the board expenses. CJ and Linda's salaries remain the same until their retirement dates. Budgets are typically set in December, forwarded to the President for adjustments prior to the January CSSS Board meeting; however, budget items may be amended as the year progresses.
- Sam indicated that some of CSSS funds will be transferred to a savings account to obtain a better interest rate than is available in checking. He maintains a savings account per the CSSS policy handbook.
- Shari made a motion to accept the proposed 2017 CSSS budget. Megan seconded. Approval was unanimous.

Director of Operations Report:

- Linda reported that NSTA is starting to ask about the 10 hours of professional development and meeting space for Atlanta 2018. Discussion ensued regarding the length of time blocks.
- Session deadlines will be May 16th, 2017. Tiffany will create a Google Doc to outline parameters and ideas for recruiting presenters.

Technology Update:

- The process for uploading conference materials onto the CSSS website was discussed. Doug indicated that materials would be posted by April 17.
- The website is still in the finalization process and should be complete by May 1st. A discussion about the URL was had with a consensus to keep the current URL.
- Tiffany thanked the entire technology committee on behalf of the board for updating the website.

Director of Operations Position Announcement:

- Ellen referenced Appendix A of the policy handbook for the Director of Operations (DOO) position description that she and Linda reviewed. The need to reign in the demands of the position and the number of hours per week were discussed.
- Ellen will clarify the DOO position prior to Tiffany sending the info out to the membership.
- Ellen will also work on contract language for both the treasurer position and the DOO position.

Board Member Duties & Policy Handbook:

- Tiffany thanked the board for digging into the policy handbook and thanked Megan, in particular, for all of her formatting work.
- Sam has been serving to coordinate the CSSS Ad Hoc Committees. Tiffany indicated that the bylaws charge the CSSS president with that role or with the delegation of that role. Tiffany proposed that Doug, as 2nd year director, maintain the technology committee for continuity and to finish up the work of transitioning to a new website. Tiffany suggested that coordination of the CSSS Ad Hoc Committees be the role of Past President or President-Elect. As such, she suggested Ellen serve as coordinator for the CSSS Ad Hoc Committees. The Board discussed and determined that Doug would continue to support the Communication's Committee and Ellen would serve to coordinate the ad hoc committees.

Affiliate Membership Process:

- Current membership is comprised of 91 state members, 41 associates, 32 affiliates and 13 honorary members.
- Tiffany opened the discussion to revisit the process for affiliate membership.
- Doug moved to enter into executive session. Sean seconded. The vote was unanimous.
- Sean moved to come out of executive session. Megan seconded. The vote was unanimous.

- Ellen moved to accept Jody Bintz as an affiliate member of CSSS. Megan seconded. Unanimous.

ACESSE Update:

- Tiffany will attend and speak at the NARST conference regarding ACESSE.

Other:

- Doug motioned that the board move into executive session and Sean seconded. The approval was unanimous.
- Sean moved and Doug seconded that the board move out of executive session. The board approved unanimously.
- Sean wondered if the past conference had a survey to collect data moving forward. Amanda is finalizing the survey format.

Shari made a motion to adjourn the meeting at 6:50 p.m. (CST) Ellen seconded. The vote was unanimous.

Addendum to Minutes Regarding Definition of Affiliate Membership:

An Affiliate Member is a person interested in the vision, mission, purposes, and goals of the Council as set forth in the Article IV of the Articles of Incorporation. An Affiliate shall be awarded membership by vote of the Board. Affiliate Members have no voting privileges and shall not be eligible to hold any office or serve on the Board.