

MINUTES

Council of State Science Supervisors

Board Meeting

October 15, 2013

Board Members in Attendance: Juan Carlos Aguilar (GA), Anita Bernhardt (ME), Ellen Ebert (WA), Peter McLaren (RI), CJ Evans (MO), Linda Jordan (TN), Sean Elkins (KY), Matt Kreibiel (KS)

May Board Minutes: The Board approved the September minutes online.

Treasurer's Report – C.J. Evans reported that CSSS has not yet been contacted by the company awarded the NSF contract for the PAEMST program. CJ will send out an email to PAEMST Coordinators alerting them to refrain from submitting reimbursements until funding is confirmed for this year's PAEMST cycle. There are two remaining invoices from the BCSSE conference. CSSS has received the second check from Achieve. As soon as the invoices are resolved, CJ will close out the contract with Achieve.

Juan Carlos will develop a budget for CSSS and the conference and share with the Board prior to the November meeting.

Executive Secretary Report - Linda Jordan (TN) reported that \$300 is allocated in the budget for area conference expenses. Ellen will get a quote for coffee and Danish for the Washington area conference. Linda reported that NSELA leadership supports the collaboration of CSSS and NSELA with the historical sponsors for the shared event. Linda will draft a letter to NSELA leadership confirming this arrangement. The NSELA/CSSS event is expected to draw about 500 participants. Linda will contact Matt to confirm sponsor slots for the conference agenda.

New Business

2013 CSSS Conference – Matt reported that the conference committee [Matt, Ellen, Anita, Katie Bowler (MA) and Jake Foster (MA)] met electronically in October. The agenda is developing. Matt provided a summary and requested input from the Board related to allowable expenses for the conference. Decisions about expenses were tabled until the Board has considered an overall budget. Board members

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Matt Krehbiel - 3 rd Yr Dir __	Ellen Ebert – 2 nd Yr Dir __
Sean Elkins– 1 st Yr Dir __	Anita Bernhardt – Secretary __
J Evans - Treasurer __	Linda Jordan – Exec. Sec. __

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should email Matt with any questions/comments about the most recent version of the agenda. Matt will continue contacting speakers to determine their availability to participate in the 2014 CSSS conference.

Executive Secretary's and Treasurer's Contract: The Board reviewed and provided input on the revised contracts for the position of Secretary and Treasurer. At the November Board meeting the Board will vote on the revised contracts. It was proposed that Treasurer's contract would end in November and the Secretary's contract would end in May. The Board will enact this change in November 2014 (Treasurer).

Matt made a motion to adjourn at 8:10 PM. The motion was seconded by Anita and unanimously approved.

Respectfully submitted,

Anita Bernhardt
Secretary, CSSS

Minutes from the CSSS Board meetings are available on the CSSS website
<http://www.csss-science.org/boardmeetings.shtml>

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