

Wisconsin Society of Science Teachers
2016 Winter Board Meeting

Saturday December 3, 2016

9:00-3:00

Oshkosh, WI

Red – Motions; Green – Actions for Spring Board Meeting; Blue – Actions for individuals;
Orange – Actions for Summer Board Meeting

1. Call to order by Tammy
2. Introductions - Members went around the room and introduced themselves.

Members present: Beth A., Brian B., Mike B., Eric B., Bob B., Eryca C., Laura C., Patricia D., Julie F., Michelle G-W., Tammy H., Matt L., Karen M., Dennis R., Ray S., Kevin N., Shelley R., Gretchen Marshall (guest)

3. Approval of agenda
Motion by Karen to approve the agenda; second by Matt; no discussion; Motion carried.
4. Approval of minutes from 2016 Summer board meeting- Stevens Point
Motion by Ray to approve the minutes from the summer board meeting; second by Matt; no discussion; Motion carried.
5. CFO report- Kevin Niemi
See Document 1. Kevin is working on closing the books. He has an appointment with a CPA to help him streamline the process for IRS filings. He has been working on a file that lists his activities which he will **share** at the Spring Board meeting. The financial overview from the conference lacks the detail and clarity that is needed. Kevin has become more proactive in the current conference planning committee to insert more controls and accountability.
See Document 2 – Investments. Overall WSST s under budget. The current FY is under \$8.000. Kevin is clumping categories which is easier to manage and gives greater clarity.
See Document 3 – Current Financials. Kevin strategy is to maintain monies in the savings and only transfer what is needed into the checking account. Currently there is ~\$26,000 case on hand and ~\$56,000 in reserve. The Edward Jones Investments (Pella Grant and Foundation). **Spring Board Meeting** address how much can be taken out of the Edward Jones Investments to be used for award distribution. Currently the awards total \$7500 which have been coming out of the general operational funds. We need to address how much we can take out without touching principal. Do we want to approve more dollars for awards and recognition?
See Document 4 – Detailed Budget. This is the summary from the detailed budget. If you need something, ask. **Brian needs to purchase two more Chrome books for**

[registration](#). Two have already been purchased by Brian for Foundation to be used at the WSST Booth for grant applications.

See Document 5 – Conference Financials

6. COO report- Eric Brunsell

See Report. Dennis and Beth's WESTA Workshop was terrific. They did a great job. There were 11 in attendance.

Currently WSST has around 500 members. The joint NSTA membership campaign is going well. Paper memberships go to Kevin while memberships via the Web go directly into the data base. Review Eric's thoughts on membership in his report. [Should we consider a direct mail campaign? Discuss at the Spring Board Meeting. What needs to be done to build greater WSST awareness? Should WSST move toward linking conference fees and membership?](#) Eric will provide a code as needed when the two do not match.

[Summer Board Meeting - If WSST is moving toward a one year membership with conference – do we need to look at a pro-rated fee so that some members can get on an annual membership track?](#)

Document retention can be found in the document folder in google drive.

All committees have folders in google – ask Eric if you have questions. The folders are a place to put committee meeting minutes. [All committee chairs should put their meeting minutes in these folders](#) so that a history can be established and to better equip new chairs.

[Eric need to place completed handbooks by document review into these folders.](#)

Continue to send Eric resources that you are using so that he can populate them over time. He will provide a link to FLINN bulletin.

[By the Spring Meeting](#) Eric and Kevin will have built an evaluation document based on job description for all stipend positions.

[Eric will have an App Update mock-up in the next month or so.](#)

7. Officers' Reports

President - Tammy Huenink

Tammy reported that she and others met with the Northern Illinois Association (NISE) as WSST continues to partner with this organization. WSST had been invited to their one-day event. In turn WSST has invited for members of NISE to attend the WSST conference. Another meeting is set for January. NISE does not have a membership fee.

In other news, Megan is considering leaving District 4 director position. This would be a mid-term departure and would require a board appointment to fill this position. Once Megan's intent can be verified, an e-mail will be sent out to all District 4 WSST members seeking their interest in becoming the District Director. They will be asked to write a short paragraph delineating their interest in assuming this position. [Tammy would like this to be in place prior to the conference if possible.](#) District 4 is part of CESA 3 and 4. WSST needs to be transparent and encourage someone to step up to this position. WSST may want to look at concentrating on a membership-drive into this area.

How can we make new people feel more connected? [Mentors were assigned. Michelle to Eryca; Ray with Mike; Beth with Dennis.](#)

Beginning in January [there will be a Committee Chairs Chat following the Monthly Board Chats. Committee Chair Chats will be led by the President Elect or Retiring President](#)
These chats could be recorded and archived for future reference.

President- elect - Ray Scolavino

Ray asked if the board would like to get WSST out there by providing a welcome to WSST members with a social/annual meeting at Discovery World on the first night of the NSTA Regional Meeting. WSST will need to plan and pay for it. We could use this as our annual membership requirement. The general board consensus was that [Ray should pursue – get information and costs.](#) Enlist the help of Membership and PR. The WSST Booth should be in the area with all other vendors, which was not the case at the NSTA Regional – Minneapolis. [Kevin will check into this.](#)

WSST was invited to share MN space. Likewise WSST should invite NISE to partner in the booth at NSTA Regional – Milwaukee.

Ray will work with Eryca

Inventory of WSST equipment and materials - Ray is being proactive and generating an inventory of who has what so that he can determine what we have and where can we store it.

Secretary - Patricia Deibert

See Report

District 1 - Jason Brazzale

See Report.

District 2 - Matt Lindsey

See report. Matt reported that he has met concerning the job description for the website creating and managing position. He continues to add articles and social media on a regular basis. He is working to get more members of what is needed. [Matt recommended that board members post often calling for nominations, proposals and grant nominations.](#)

District 3 - Beth Allcox

WESTA is looking at a good winter professional development activity. They are thinking about the ice caves. She and Dennis used the Waiver and Release Form. [Beth will scan and send to Pat to be archived.](#)

She has finished video.

District 4 - Megan Litster

See report

District 5 - Karen Mesmer

See report. Karen is working on proposals for the conference - Retired people – what we do now that we are retired?

District 6 - Shelly Rudnick-Peterson

See report

IMPACT is now sent out from Membership. Michelle will send out the first week of the month.

District 7 - Laura Cerletty

See Report. Laura has been part of the Forward Exam Review. [Laura consider partnering / collaborating with Kevin Anderson to co-author an article or series of articles for the newsletter to promote this initiative and the training videos.](#)

8. Reports from other Partners or Guests

a. Historian - Jeff Anderson

No report

b. NSTA District XII Director - Natacia Campbell

No report

c. DPI - Kevin Anderson

See Report. Kevin was not able to attend the board meeting. Tammy highlighted his Book study – DPI will provide a stipend for leaders; does WSST want to provide free or reduced priced books for WSST members who want to join the study? Kevin pointed out that we budgeted \$1500, so we could sign up to 50 books. [Tammy will communicate with Kevin A.](#)

Note Item number 8 – Kevin is looking for high quality NGSS coaches.

Also note the DPI updates on licensing.

d. WISCIENCE- Kevin Niemi

Nothing new to report

e. WCEE- Darcie Howard – Gretchen

See the report. Gretchen shared the names of new faces in the organization as well programming opportunities. They promote WSST in their newsletters and other publications.

i. Strand at conference

Strand at Conference – suggested – get proposals in to Ray

f. WAEE-

9. Standing Committees

a. Professional Development - Jayne Ryczkowski

Matt reported that Chibitronics was a success. The book study this year will encompass all grade levels.

i. 2018 regional ideas – At this time there is not a lot of forward action. [Encourage Jayne to work with Ray on this.](#)

ii. Elementary and MS/HS

Staff development went well – [Jayne should coordinate with Laura on this WEI meeting](#) – Terry is glad to partner with WSST across the state – credit through Concordia – they do everything for us.

b. Publications and Website - Julie Fitzpatrick, Brian Bartel

i. Concerns late date of newsletter

[Brian – review the deadlines in articles – if they will be out of date – bounce them into the next IMPACT.](#)

Sara Adumat has offered to edit the newsletter for grammatical errors.

Julie – see report

Keep the form updated – committee chat - Ray this is a topic for January Committee Chair Chat

Facebook needs to have posts – [Add this topic to Committee Chair Chats Get Committee Chairs to add more posts to Facebook.](#)

Julie has added links in her report to see the standard – what needs to be there – a starting point – Google Sites v. WICs account [Eric and Julie will need to work on this.](#)

c. Awards and Recognition - Scott Herting and Terry Schwaller-

See report. The District Administrator award has been added. Nominations are up from last year. Ray asked if we would like to give a certificate to members who have served and are stepping down. This would be a way to recognize contributions of these members.

d. Conferences –

Tammy shared that she has been asked by a number of members if WSST is going to name a part of the conference in honor of Ed. Before we move forward, we need to confirm if Ed is comfortable with this.

a.i. 2017 (March 16-17, Oconomowoc) - Ray Scolavino, Michelle Griffin-Wenzel

Michelle reported that at the PLTW conference she spoke with Judi Steininger with Pathways Magazine who will give WSST ad space to promote the conference. She then shared the litany of field trips, speakers, and other conference details.

There was discussion to set up 5 minute reminders to be sent out of what is coming up.

a.ii. 2018 regional ideas

a.iii. 2019- Madison

Two chairs – Kevin reported that Amy Schiebel and Rachael Lancor have committed to serve as chairs

a.iv. Conference handbook review

Suggestions for updates and improvements will be reviewed during the Summer Board Meeting

e. Conference Director - Dick Seng

No report

f. Document Review - Tim Cox

See report. Tim has reviewed all handbooks that have been submitted. He has recommended a change that will require a Constitutional change. This will need to be voted upon at the Town Hall Meeting. Tammy shared the current wording in red and Tim's recommended wording in blue. This action requires a 30 day notice to the general membership prior to the conference. [Add this recommendation to the February newsletter. It should also be digitally promoted.](#) **Motion.** Ray made a motion to approve the suggested wording; Second by Beth; Discussion; Motion carried. This will now will be brought to the membership and voted on at the Town Hall meeting – the official membership business meeting. [This needs to be included in the program – both the old and the new wording needs to be included.](#)

Create a link to website

Motion. Matt made a motion to add Greg Bisbee to the Document Review Committee; second by Karen; discussion; Motion carried.

Tim has agreed to stay through the summer board meeting.

g. Foundation - Bob Boone

See report. Bob reported that the foundation is working to make the funding more accountable by creating a google doc. They are looking at a review process by developing a rubric. There is one opening on the committee.

Motion. Matt made a motion to bring Tracy Swedlund onto Foundation; second by Karen; discussion; Motion carried. Bob will contact Tracy.

h Membership - Michelle Griffin-Wenzel

Michelle sent each District Director an e-mail with new members since September 1. She asked if this format is helpful. She has teased out a list of non-members who are currently serving on committees.

There has been discussion of a possibility of two winter outings in late January. Cascade Mountain appears to be the best deal.

i.Nominations & Elections - Dan Nelson

See report

Matt will run for another term.

Beth will run for another term.

j. Public Relations - Eryca Card

- Decorations for 2017

Eryca reported that she had been in touch with MSOE rapid prototyping to print a science model. She will need 20.

- Committee director signs at conference

There was discussion to move from poster format to digital. [Ray look into buying a monitor for the booth.](#) Eryca will need to get information and pictures of District Directors

k. Elementary Ed. Committee - Roy Schwab

See report

l. Higher Ed. Committee - Mike Beeth

See report – Mike is organizing a spreadsheet to get the word out to new science teachers. He is working on a proposal to provide presentation shells that will go in 20-30 minute blocks. Kevin will be willing to help Mike populate this list. Mike reported that they have received a grant from NSF to help to develop environmental professional development for higher education.

m. Strategic Planning - Karen Mesmer

See report

The hand book is finished.

n. WSELA-Kevin Niemi

They held a very productive meeting at UW Milwaukee this fall. Next meeting will be in February – Kevin and Kevin are working on a public place in the De Forest area and a two day meeting in August – summer PD.

o. WESTA- Dennis Rohr

Dennis reported an awesome trip in Oct. He and Beth are looking for ways to promote earth science education. They are planning a PD event to the ice caves. It was suggested to tap Leroy Lee to lead a tour of the bluffs of the Mississippi.

How does WESTA develop a list of teachers interested in earth science education? Write a letter/article in the newsletter to promote. [Beth will do this.](#) Affinity groups would be a great next step.

10. New or recurring business:

a. Retiree ad hoc members- Karen Mesmer

Karen is exploring ways to involve retirees. Working the booths at PLTW and Archdiocese of Milwaukee conferences has been good.

When Eryca is working to staff the booth – coordinate coverage with Karen for list of willing retirees.

- b. WSST booth present at the Archdiocese of Milwaukee Conference this fall- follow up-Ray Scolavino
Dick and Karyl came in – gave out 150 flyers about our conferences.
- c. Talking points and video ad hoc- Beth and Megan
Add release photo to the registration form.
- d. district director handbook- update from winter- Shelly
It looks like we are done.
- e. Website -
- i. website- position description ad hoc members- Matt
Matt has been working on the job description by developing a list of skills and actions. [Matt will have a concise document / draft ready by the Conference.](#)
- f. Storage unit- Kevin and Eric
At this time Ray will continue to track down what we have and where and then begin to consolidate and determine best next step.
- g. Ad hoc committee conference- Tammy
The purpose of this committee was to develop a strategic plan for years when WSST does not have a conference.
Elections will proceed as normal. They will be announced via social media / newsletter.
Grants and Awards
Front and Center – available at WSST booth only available to WSST members. Winners will be announced in the Spring Newsletter and will be recognized at the next WSST Conference. There will be no Ron Gibbs Award when WSST does not have an annual conference.
All other awards will continue as usual with recognitions being announced in the Newsletter and personal recognition at the next WSST Conference.
Awardees from the year with no WSST Conference will be recognized at the Friday Luncheon while the current year awardees will be recognized at the annual banquet.
Conference Chairs and their committee will need to be diligent in determining who needs to be invited and receive meal tickets for each of these recognitions.
Board Meetings

Winter and Spring Meetings will be flipped – winter in conjunction with the NSTA Regional and spring on a designated Saturday in spring.

Details are housed in a document in the President's folder

h. evaluation forms- Kevin and Eric

This will be presented to the board at the Spring Meeting.

i. Policy edit on page 4-needs vote

Tim's review of the WSST Policies resulted in a recommendation to reword the Executive Board section on page 4. During the Executive Board Chat in November, it was decided that this change would require a Board vote.

Motion Ray made a motion to change this section to read:

I. EXECUTIVE COMMITTEE

Composition: Two Presidents (The President and the President - elect or the Retiring President), the longest serving District Director, and the Secretary. The President serves as chairperson.

General Responsibilities: As defined in WSST's Bylaws and Statement of Operating Policies

Second by Matt– discussion – motion carried

j. conflict of interest

There is concern under letter b – Outside Activities regarding the concept of competing. Do we need an ethics committee to look at this.

Eric is looking at NSTA – Conflict of Interest document – 4 pages. NSTA also has a Code of Ethics document – 1 page.

Motion Ray made a motion that we adopt this draft document as an official document of WSST effective at next change over pending approval from NSTA to use this document; Second by Beth; discussion; Motion approved.

Come back to the topic of Ed – The Ed Mueller Luncheon (Friday) or the Ed Mueller Registration Booth. [Tammy will reach out to Ed for his approval.](#)

Meeting Adjourned at 1:46

Respectfully submitted,

Patricia Deibert
WSST Board Secretary