NMLSTA Board of Directors Meeting Minutes
March 03, 2024
1:00 – 2:00 p.m. (Eastern Time)

I. Call to Order
   Motion to accept meeting agenda.
   Moved by: Suzanne Cunningham
   Second by: David Curry
   Action: Accepted

II. Roll Call

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loris (Lori) Chen</td>
<td>X</td>
</tr>
<tr>
<td>Alison Seymour</td>
<td>X</td>
</tr>
<tr>
<td>Anne Farley Schoeffler</td>
<td>X</td>
</tr>
<tr>
<td>Suzanne Cunningham</td>
<td>X</td>
</tr>
<tr>
<td>Jodie Harnden</td>
<td></td>
</tr>
<tr>
<td>Michelle Laborn</td>
<td></td>
</tr>
<tr>
<td>David Amidon</td>
<td>X</td>
</tr>
<tr>
<td>Kathy Biernat</td>
<td>X</td>
</tr>
<tr>
<td>David Curry</td>
<td>X</td>
</tr>
<tr>
<td>Sharyon Holness</td>
<td></td>
</tr>
<tr>
<td>Carrie Jones</td>
<td></td>
</tr>
<tr>
<td>Peter Kelly</td>
<td>X</td>
</tr>
<tr>
<td>Mary Lou Lipscomb</td>
<td>X</td>
</tr>
<tr>
<td>Corinne (Cori) Nelson</td>
<td>X</td>
</tr>
<tr>
<td>Vicky Burn Shea</td>
<td></td>
</tr>
<tr>
<td>Kristin Slota</td>
<td>X</td>
</tr>
<tr>
<td>Elizabeth Weismann</td>
<td></td>
</tr>
<tr>
<td>Kathy Brooks (NSTA)</td>
<td>X</td>
</tr>
</tbody>
</table>

III. Review/Approval of Minutes from January 07, 2024, meeting.
   Moved as amended by: Anne Schoeffler
   Seconded by: David Amidon
   Action: Accepted

IV. Old Business
A. Nominations for 2024-2025 Elections (Alison)
   Report of Nominating Committee with slate of members running for Board of Directors, Secretary, and President-Elect positions: We have received multiple applications for the Secretary and the two At-Large board positions, but none for the President-Elect position. We have one more At-Large position open as Carrie Jones has been elected to replace Kathy Brooks as a representative on NSTA’s Middle Level Teaching Committee. Alison requested that we extend the nominating process to Friday, March 8 at midnight EST. No action is needed currently.

B. Bylaws (Anne)
   So far there have been no comments made to the bylaws posted on our website, and comments may be made until March 5. Mary Lou will post the changes made to the President-Elect and Past-President duties into the bylaws.

V. Standing Committee Reports (alphabetical order)

AOA (Kristin) Nothing to report.
Awards (Anne):

**Hurd Award** The Awards Committee met after the February board meeting as four strong applicants were selected as the winner by individual members of the committee. Discussions ensued, and Rachel Arbor from the Garrison School District was declared the Hurd Award winner. 

Kristen recommended sending thank you letters to all candidates, requesting they communicate with us for further feedback on their applications, and asking them to reapply next year. Anne has heard from two of the applicants requesting feedback.

Rachel will not attend the NSTA meetings (and our Share-a-Thon) in Denver. A plaque from FOSS was sent to Anne, and she will forward it to Rachel. Anne will contact FOSS about the winner’s check. We will have a poster at NSTA highlighting the Hurd Award. David Curry asked if we should invite Rachel to become a member of the board. She would be eligible for an At-Large position.

**Spring scholarship** opportunities will be posted March 17 until April 29. This will enable new members joining NMLSTA at the Denver meetings enough time to qualify for these awards.

Conferences & Webinars (May Lou)

**Webinars:**
Working with Miles Stevenson to get advertising completed for April Webinar.

**Meet Me in the Middle Share-a-Thon and other NMLSTA Presentations in Denver:**

**Share-a-Thon:** Thursday, 3:00 to 5:00 in the Poster aisle of the Exhibit Hall
We currently have 26 presentations that have been submitted to NSTA, for which I have received confirmation, either from the presenter or from NSTA. At this point 11 presenters have confirmed their presentations to me, one is unable to present, and 15 have not responded to my request. At this board meeting, Lori Chen, Kathy Brooks (after contacting co-presenter) and Alison Seymour stated they will send in written confirmations.

As the Share-a-Thon will be held in the poster aisle of the exhibit hall, Mary Lou does not know if there will be seating or tables. This will make it difficult to hand out door prizes. Lori stated having members leave their names and cell #’s such that winners might be notified via text. Mary Lou received four 25-lb boxes from NEED whom Kristen contacted. If all items in these boxes are not distributed at the Share-a-Thon, she could distribute them at her Friday poster session. Discussions about skipping collecting donations from the vendors because it would be difficult to distribute such donations as well as communicate in the aisle ensued, and it was decided not to skip this part of our Share-a-Thon.

**Other Presentations/Meetings:**
The **NMLSTA Board of Directors** meeting is scheduled for Thursday, March 21, 5:30-6:30pm

**Meet Me in the Middle Meet and Greet** is scheduled for Friday, March 22, 6:00-7:00pm, at the Hyatt Regency Denver at Colorado Convention Center in Mineral Hall F-G. **Source for Learning/MySciLife** is sponsoring the Meet and Greet with a $5000.00 sponsorship.

**FARMERS MARKET VEGGIES**
Baby Sweet Peppers, Roasted Baby Carrots, Celery, Broccoli, and Rainbow Cauliflower
Creamy Cucumber Feta Dip, Smoked Almond Romesco, Roasted Tomato Hummus
Assorted Gluten Free Crackers and Flatbreads
$26.00 Per Guest 47 guests

COLORADO CHEESE AND MEATS
Selection of Two Colorado Cheeses and Two Colorado Cured Meats
Assorted Crackers, Local Honey, Seasonal Dried Fruits and Marcona Almonds
$26.00 Per Guest 50 guests

Domestic Beer and Cider & Canvas Wines by Michael Mondavi
$12.00 or $10.00 (not clear which amount was used) 100 tickets

25% Service Charge for above
Bartender
$200.00

8% Tax over all
Approximate Total = $4,970.70
Plus, a 20% returnable Contingency fee

As payment for the food and the contingency fee is due prior to the event (March 5 or 6) Mary Lou proposed using her credit card to pay the approximate $6,000 fee. The 20% contingency fee paid to Hyatt would be refunded back to her card and Joni could reimburse Mary Lou once the sponsorship check is received.

Moved: Kathy Brooks made a motion to approve Mary Lou’s use of her personal credit card to pay for refreshments and the contingency fee at the Meet N Greet and will be reimbursed by Hyatt for the contingency fee and by the sponsorship donation from The Source for Learning/MySciLife for the refreshments.
Seconded: Alison Seymour
Action: Accepted.

Conference Expenses--Tentative

- Post cards $139.75 for 500 (last year’s amt.) In discussion, this was decided a respectable number. These will be handed out to welcomers to the conference and at the Meet N Greet.
- Brochures not sure #needed. In discussion these had been passed on to vendors (along with how to be a sponsor). The brochures contain the NMLSTA QR code. A total of 200 brochures, printed on 2 sides and folded in thirds cost $66.96. Mary Lou noted that included in the printing expenses was free shipping if the total print cost exceeded $200.00.

Moved: Suzanne Cunningham made a motion to accept the printing expenses for the post cards and the brochures for the 2024 NSTA meetings in the amount not to exceed $225.00.
Seconded: Peter Kelly
Action: Accepted

- Hurd Award Poster—do we want a smaller one? Discussions led to acceptance of a poster sized 23” by 17” which would include the NMLSTA logo, the sponsor (great publicity for sponsor) as well as Anne’s picture, name, school, and state. The poster will be used at the Meet N Greet and the Share-a-Thon. It will be mailed to the recipient after the meetings.

Moved: Anne Schoeffler made a motion to approve the costs for printing of the Hurd Award poster at suitcase dimensions (23” by 17”) and its shipping to Denver not to exceed $100.
Seconded: Alison Seymour
Action: Approved
• Postage: Mary Lou stated this will cost $100.00 or more for shipping supplies to Denver for the NSTA meetings. Shipments will include banners for Meet N Greet and Share-a-Thon as well as the four boxes from NEED. Costs are estimated to be $100-$200 one way. Mary Lou will pay the shipping costs to Denver.

Motion: Alison Seymour made a motion to approve reimbursement to Mary Lou for shipping expenses of NMLSTA materials to Denver not to exceed $400.
Seconded: Suzanne Cunningham
Action: Accepted.

Conference Member presentations: Web Page under construction. Please send me all presentations that you are doing including: Your Name, Title of your Presentation, Day and time frame, and place if you have not already done so.

Discussion: Alison googled NMLSTA members who were presenting in Denver, and we are well represented. She asked all the board members attending NSTA to speak with vendors about procuring scholarships. Mary Lou stated that in the past NSTA underwrote the costs for Meet Me in the Middle. The costs for sponsoring our Meet N Greet were worked out between Lynn (MySciLife) and Jodi (our treasurer).

Lori will highlight professional development opportunities for teachers at our Meet N Greet. The NMLSTA poster will highlight early career teaching network opportunities.

Early Career Teacher Network (Kristin): Kristin will be meeting with Kathy Brooks Monday evening. The NSTA middle level meeting is to be held March 4.

Lori is creating a poster to highlight ways NMLSTA assists early career teachers. The committee will contact veteran teachers who would serve as mentors. Resources for teachers would come from the work that the NSTA Middle Level Teaching Committee has developed. The next step for the committee is to organize what these communities would look like.

Membership (Elizabeth): There has been delays between the payment of joint NSTA/NMLSTA membership fees and NSTA forwarding this information to NMLSTA. Thus, some memberships have expired.

Middle Level Teaching (Kathy Brooks): Meeting to be held March 4. Kathy will announce our Hurd Award winner at this meeting.

The final draft of the resource links developed by the committee should be approved shortly. The references will include an introduction page and tabs will be at the bottom of the table. Within the introduction will be a QR code to get to one document. Everything will be listed on one page making this user friendly. Daily Do’s will contain annotated lists of resources with links. This will stay as a live document with both NSTA and NMLSTA being able to update files and information.

The Daily Do’s contain the standards, performance expectations, phenomena, the title with a link, and a description. Kristin stated the file is user friendly as one may search the file via teaching standards, lesson descriptions, or performance expectations.

Kathy is leaving this committee and she stated that Carrie Jones was elected to replace her for the 2024/2025 term.

State Affiliates Networking (Alison): Alison stated that states and their logos are on the web page of the NMLSTA web site.
Treasurer (Jodie)
See Treasurer’s report in the NMLSTA drive.

Technology and Communication (Lori/Peter)
Emails have been received about NMLSTA developing a Cookie Policy and Privacy Policy for our web site. As we are a nonprofit and are not commercial, Lori stated we did not need to develop these.

Idea of the Month: Peter stated Vicky’s material for March is forthcoming, and Kirsten will present in April.

The next phase of the web site development will be for volunteers to review and update the site. There will be a drop box to get to lesson plans from Meet Me in the Middles and to the NSTA/NMLSTA resource sites.

VI. New Business
A. President’s Report (Lori)
A form will be sent to the Board to collect information for the President’s report. The President’s report will be presented at the NSTA Denver 2024 NMLSTA meeting. Committee chairs are responsible for submitting a report of committee activities. Via the form, committee chairs will submit their annual committee reports and budget requests for 2024-2025. All board members will have the opportunity to evaluate current NMLSTA activities and provide suggestions for continued organizational development and growth.

It was noted that the sponsor logos look terrific when viewed via laptops, but they look lousy when viewed via cell phones. Suzanne said she would discuss this with an IT person from the library. The NMLSTA Share-a-Thon date, place and time will be posted on our web site.

For the good of the order/Announcements
Lori stated the President’s Report is to be given at the next board meeting in Denver. She needs board members’ and committee chair’s reports. The link to the survey has been emailed.
Kirsten stated the lag time between payment of joint membership fees and listing new NMLSTA members is too long. This does not look good for us. Lori spoke with Elizabeth about how information comes in and how it is reported. Mary Lou stated any memberships stating “pending, needs to be confirmed” must be checked and amended manually.

Adjournment
Motion to adjourn the Board of Directors meeting. Next meeting is March 21, 2024, 1:00 PM Mountain Time. Internet connections are questionable for our board meeting. Anne might Zoom from a hot spot. Conversely, we might use cell phones with speakers to call and communicate with board members not attending NSTA.
Moved by: ??
Second by: ??
Action: Accepted