

Association for Science Teacher Education January 2022 Board Minutes

January 5

Board Meeting 10:00 – 15:00 ET (all ASTE members invited to attend)

January 8

Board Meeting 15:00 – 17:00 ET (all ASTE members invited to attend)

Zoom (due to COVID-19) and some present in person

Board Meeting

January 5, 2022

10:00 – 15:00 ET

Agenda: https://docs.google.com/document/d/1gZo_uQlew6YnRdRRf7AGkmNHPrigk-rR8ijm-5TQ5Vc/edit

Present in person:

Debi Hanuscin: President

Rommel Miranda: President-Elect

Board Members: Meg Blanchard (Pubs), Andrea Burrows (PD & CPC), Judy Morrison (Comm)

John Rhea: Director of Electronic Services

Kate Popejoy: Executive Director

Present virtually:

Gil Naizer: Past-President

Board Members: Xavier Fazio (Membership), Jonah Firestone (Regions), Donna Governor (NSTA), Jerrid Kruse (Equity), Corinne Lardy (Awards), Vanashri Nargund-Joshi (Pubs), Alexis Riley (grad student), Jennifer Stark (Awards)

Debi called meeting to order at 10:00AM.

I. Welcome/call to order/kudos

- New web site up and running
- Webinars have been a success
- Membership longevity update: one of 43 years
- 101 new members as of 12/21/21

Other kudos?

- Judy: FB page has lots of new members as well
- Andrea: Brooke, CPC, Kelly & Kate pulling off a crazy conference. General acclaim for all
- Meg: appreciate Kate, 42*chat (COVID screening company) and all COVID screening & precautions for the conference
- Xavier: allowing virtual Board attendance via Zoom as in lockdown in Canada

II. Approve agenda and reports

Rommel moves to accept. Meg seconds. Unanimous approval

III. Minutes from May 2021 meetings

Debi moves to accept. Andrea seconds. Unanimous approval

IV. Old Business

Summer [action items](#) recap: Green complete, yellow pending and discussed

- “Round up” option on membership discussed as a way to increase revenue, though concerns raised as to how much, whether universities might end up paying for more than just membership... Referred to ad hoc Development Committee.
- Region Committee meeting should have been on conference program, but it was not. Should be at time of all committee meetings. Discussion led to conclusion that the Committee of Regional Units should become a standing committee. This will require a motion at the next Board meeting.
- The contact us link on the web page. To whom should it go? Should we have a way for anonymous submission? Perhaps use a Google form with drop-down menus for the form, which then could be directed (by whom?) to the correct person. No consensus reached.
- Creating position of Professional Development Coordinator, similar to the Conference Program Coordinator, to lessen the load on one Board member (Andrea) chairing two committees [Conference Program Committee (CPC) and Professional Development Committee (PD)]. This will be discussed further.
- JSTE editors still require help to work with non-native English writers to help edit manuscripts for clarity. No updates.

V. New Business

SOP changes: https://docs.google.com/document/d/1mGrrzTu4PpPxwIUikZnGbpwOXU_E5nq9-DnRDQyuc-E/edit

- Debi moves that Past-President SOPs be changed to show they do employee evaluations with the President (2C).
 - Rommel seconds
 - Kate: points out that ASTE does not have “employees”.
 - Debi: friendly amendment to change to “staff”
 - Concerns raised that the formality of “personnel review” is scary language, especially written evaluations. Debi points out that the word “evaluation” is in the contracts. Kate points out that “written” is not in the MOUs we currently have. Kate also notes that ASTE does not have “personnel”. Important distinction for tax and corporate reasons.
 - Debi calls the vote. Approved unanimously.
- Debi moves that section 4D be changed to show decision making chain for collaborations and endorsements
 - Xavier seconds.
 - Time allowed for reading the proposed changes and considering.
 - Debi calls the vote. Approved unanimously.
- Debi moves that 3A (3) Conflict of interest policy be changed, with a COI declaration being completed every year and sent to the Executive Director
 - Judy seconds

- Kate asks for clarity on when that should happen. General consensus that this should happen by the end of February each year.
- Debi: calls the vote. Passed unanimously.

BREAK

- Motion from Awards Committee to change the SOPs to reflect the language already on the web site regarding the lifetime achievement award (III) and the lifetime membership as part of the award. Friendly amendment to change phrasing to “lifetime dues waived”. Approved unanimously.

VI. Items for Board Discussion

1). Debi clarifies role of Executive Committee in regarding financial matters. When the full Board passes a motion, if there are financial considerations, then the Executive Committee discusses and votes about the monetary implications. Board votes on the principle, the Executive Committee votes on the money. At some point in the near future, the SOPs regarding the Executive Committee should be clarified.

2) Upcoming searches: Director of Electronic Services (DES), CITE Section Editors, Newsletter Editor(s)

- DES: Need to extend DES contract, which ends 1/31/23 to allow for the time needed for the search and overlap with new person. DES has not stated that he does not wish to continue in the role.
 - Xavier moves that the DES contract be extended through January 31, 2024.
 - Judy seconds
 - Passed unanimously
- CITE Section Editor search will be conducted by Vanashri and Mark Bloom (oncoming Board member and co-chair of Publications Committee)
- ASTE Newsletter Editor(s) search will be done by Communications cmte

3) Committees: The new NSTA Partnership committee needs a rep from Equity. Max Longhurst will fulfill that role. Clarification that the Elections Committee, whose members are elected by the membership, does not need an Equity member.

BREAK for lunch

VI. Items for Board discussion (continued)

4) Position statements

- Position statement review panel had 100+ people. Suggested that all need a major revision. Who should lead those revisions? Debi will reach out to those with expertise & do an open call (no such notice has been sent to Kate to send to membership as of 4/28/22).

- Assessment statement from Policy & Gov't Relations forum was never circulated for comment. Should it be included with other statements for review?
- Environmental Education forum would like to explore development of teacher preparation recommendations for environmental education. This process would take longer, but be better. Should this happen at forum level, or ASTE level? Judy suggests that doing it as an ASTE-wide effort would bring it to the attention of the membership.

5) Regions and tax-exempt status

- Having an EIN and being tax-exempt status are not the same thing. ASTE itself is not federally tax-exempt as not directly involved in educating K-12 students. ASTE is tax-exempt in Texas, but not in any other states. This is explored by the Executive Director before each conference to see if ASTE qualifies.
- Regions want more financial guidance from ASTE regarding bank accounts, etc. Note that the ASTE bank and credit card accounts are secured through the Executive Director. ASTE does not have the accounts, Kate does, and then they are designated as ASTE accounts by her.
- Kate will continue to work with regions on these issues, most likely in the summer after tax season is over.

6) Forums

- It's possible that the Policy & Gov't Relations Forum will dissolve as Ian and Joe are frustrated with lack of interest and/or attendance. However, 22 people volunteered to be a part of it in last volunteer recruitment.
- Need better communication with forums. An untapped resource.
- Might we have a standing committee of forum and regional leaders?

7) Strategic Planning

- How to move forward on long term planning when leadership cycle is short. How often do we review? Not often.
- Strategic plan should reflect equity issues.
- Short, mid and long-range goals can be helpful
- Debi and Jerrid will review team of committees and both Board/Non-Board members to contribute to an ad hoc committee to work on this and report to the Board.

8) Annual Conferences

- CPC and PD committees cannot be chaired by one person
- CPC membership has been cobbled together and should be structured like a "regular" committee.
- Suggested that Awards Committee might not need a chair and a co-chair. Jenn and Corinne agree.
- Corinne will be the new PD Committee chair, and Lisa Borgerding (new Board member) will chair CPC. Jenn will be sole Awards chair.

- Debi moves that the SOPs be changed to reflect these changes (language available at Saturday Board meeting). Rommel seconds. Passed unanimously.

9) Thank you to those rotating off the Board: Andrea, Meg, Jonah & Gil (though Andrea will be on again as President-Elect on Saturday).

10) Welcome to new Executive Committee members: Jerrid, Judy & Jenn

Meeting adjourns.

Board Meeting

January 8, 2022

17:00 – 20:00 ET

Agenda:

<https://docs.google.com/document/d/1DcCO0UNphXStqPvV8r0RV2QGue1ulChBC9iEu46Sd8/edit>

Present in person:

Rommel Miranda: President

Andrea Burrows: President-Elect

Debi Hanuscin: Past-President

Board Members: Mark Bloom (Pubs), Lisa Borgerding (CPC), Donna Governor (NSTA), Jerrid Kruse (Equity), Judy Morrison (Comm)

John Rhea: Director of Electronic Services

Kate Popejoy: Executive Director

Present virtually:

Board Members: Xavier Fazio (Membership), Amanda Gunning (Regions), Corinne Lardy (PD), Vanashri Nargund-Joshi (Pubs), Jennifer Stark (Awards)

Rommel called meeting to order at 17:06.

1) Welcome to Mark Bloom (Pubs co-chair), Lisa Borgerding (CPC) and Amanda Gunning (new senior regional rep and Chair of Committee of Regions). Notes that Corinne will now be PD chair, with Jenn chairing Awards solo. Condolences to Rommel on the recent death of his father.

2) Housekeeping:

- Debi asks for email addresses for new Board members so they can be added to the Google Board Resources drive.
- Introductions of all, so that new folks know who everyone is...also a reminder to identify yourself when speaking as difficult for Zoom attendees to see everyone.

3) “Summer” Board meeting

- Face-to-face vs. virtual

- Many would prefer F2F, especially to see the hotel for the January conference, but budget must allow it.
- If virtual, prefer not to spend eight straight hours at computer for two days...shorter, and more spread-out meetings preferred.
- Debi will send a “when is good” to all members to get dates available.

4) New Business: Two SOP changes resulted from Wednesday’s Board meeting

- [Motion 1](#): Expand Committee of Regional Units to include forums
- [Motion 2](#): Redistribute Operating Committee Chairs for Awards, CPC and PD
- Motions already approved. Just need to write them and include in SOPs.
- Rommel: Amanda, Debi and forum chairs will work on #1. Lisa (CPC), Jennifer, Corinne & Andrea will work on #2.

5). Membership (Xavier) Discussion, not a vote

- Membership rates were changed for 2022 to bring them in line with other similar organizations...student rates are now lower. Student status is verified with an automated email to student’s advisor, with reply sent to Kate
- Would like to add new categories, such as non-collegiate, early career, etc. Feedback please.
- Discussion also involved conference rates...such as having a different rate for undergrad students as they’re unlikely to need to be members, might they get the member rate for the conference?
- Philosophical discussion of why we need membership dues
- Debi notes that ad hoc development committee wants to decouple conference and membership
- ASTE needs to do a better job of showing the perks of membership
 - *Innovations* journal access
 - T&P...can ASTE help with that process
 - Must be a member to serve the organization
 - Regular webinars, perhaps themed, could provide value, and could charge a fee to non-members
 - Should we consider a paid FB group...? Many more people on ASTE FB group than there are members

6) Volunteer message portal (Andrea)

- Those who volunteer don’t get a message. Can we make this happen? Andrea will work with John to get an automated system set up.
- Then, the volunteer needs to be guided to the right person. Pres-Elect appoints to committees, but forums are self-organizing, and conference volunteers need to work with CPC
- Perhaps ASTE could change the timing of the committee appointments...sometimes people attend committee meetings at the conference, then want to get involved...they

won't be placed on a committee until many months later...Debi states that Oversight Committee will examine these logistics.

7) General member and participation discussion

- The "Get Involved with ASTE" webinar should happen annually
- "Participation webinars" should be offered...for example...
 - How to be on an ERB
 - How to review a manuscript
 - How to join or create a forum
 - How to join a region...and what it provides
 - How to find a writing partner
 - How to help in a conference
- All standing committees should have "at least" language when it comes to members
- Some committee members join, often to show service on P&T, but are then unresponsive. SOPs do provide mechanism for removal, but seldom used.
- Debi cites example of her new NSTA Partnership committee, which is large and has a number of sub-committees (five)
- That might not work with all committees...e.g., Awards, where it's already challenging to evaluate all nominations due to COI
- Need more monographs, books and pubs to drive member value
- Perhaps some ASTE swag
- How can ASTE help with P&T? Good topic for a position paper. Mark, Jerrid, Rommel and Donna will form an ad hoc committee to do this
- Conference locations are important to drive membership [it doesn't help that 18 states are now off limits to us, including almost all of the US south]

8) Conference Sites

- Need proposals
- Lisa: Dates were a serious problem this year...WAY too early. Can we move it to February?
- Andrea: whole CPC would prefer first week of February...ruins the so-called holiday break for everyone, especially Kate
- Board approves sites, dates and everything else, so yes, it could move

Meeting adjourned at 19:30.