

Association for Science Teacher Education January 2022 Executive Committee Minutes

January 5

Executive Committee Meeting 15:00 – 17:00 ET

January 8

Executive Committee Meeting 14:30 – 16:30 ET

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

Executive Committee Meeting

January 5

15:00 – 17:00

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

Present in person:

Debi Hanuscin: President

Rommel Miranda: President-Elect

Executive Committee Board Members: Meg Blanchard, Andrea Burrows

John Rhea: Director of Electronic Services (DES)

Kate Popejoy: Executive Director

Present virtually:

Gil Naizer: Past-President

Executive Committee Board Members: Jonah Firestone

Please note that this meeting took place immediately after the first Board meeting.

I. DES Contract extension for one year to allow for search for new DES process... though John has not said he wants to quit. Asked what he would like to continue for the one-year extension.

- John: enjoys the work. He thinks he does a good job. Would like a raise as he has not had one in three years.
- Andrea: Have the duties changed? John: yes, but he has been compensated for those things, such as the web page redesign
- Rommel: A cost of living allowance (COLA) might be appropriate
- John: proposes updating the conference app, which is sorely needed. Cost will be \$1750. Doesn't need to do so right now, but would like to know by the summer board meeting if ASTE wants to proceed. See notes at the end of the agenda for details.

John leaves the room

- Debi: should offer an increase for the additional year
- Rommel suggests a COLA of 3%, and perhaps a merit increase as well?
- Debi: proposes \$500 more than base contract rate for the one-year extension, but next contract could have a raise

- Rommel: perhaps add a COLA to all future contracts
- Rommel moves for a raise of \$500 for the additional year.
- Debi seconds
- Approved unanimously
- Kate will write the contract extension [done]

II. Communication issues (Debi)

- Mail Chimp (what we use now) vs Constant Contact (Debi's suggestion)
- Kate will investigate. However, no matter which program we use, we must allow people to unsubscribe. Most emails sent average at least a 50-60% open rate. When members renew, and Kate updates the MailChimp list, she consistently finds about 10% of people have unsubscribed. This cannot be overridden by ASTE. When that happens, she sends a traditional email, inviting them to sign up again for the "official" ASTE email list. About half of those sign up again.

III. Evaluation of ASTE staff

On the agenda, but not addressed in the presence of Kate, who takes the minutes.

Meeting adjourned.

Executive Committee Meeting

January 8

14:30 – 16:30

Agenda:

<https://docs.google.com/document/d/1DcCO0UNphXStqPvV8r0RV2QGueI1uIChBC9iEu46Sd8/e/ditt>

Present in person:

Rommel Miranda: President

Andrea Burrows: President-Elect

Debi Hanuscin: Past-President

Executive Committee Board Members: Jerrid Kruse, Judy Morrison

Kate Popejoy: Executive Director

Present virtually:

Executive Committee Board Members: Jennifer Stark, Alexis Riley

Please note that this meeting took place immediately before the second Board meeting.

Meeting called to order by Rommel at 14:42.

I. Short conference debrief from Kate

- Physical attendance of just over 200 people.

- Will send the conference budget out once bills have been received. The no refunds policy on registration regardless of attendance will save our budget. Hotel also agreed not to penalize ASTE for not hitting the contractual room reservations, while ASTE made sure to hit the F&B minimum of \$30K.
- WISE Dinner issue
 - Need guidance on the WISE dinner issue. People registered for it, but Jessica Riccio (WISE Forum chair) decided the dinner would not happen. ASTE is not out any money as nothing was ever booked.
 - Options:
 - Full refund
 - Partial refund
 - Refund to grad students, but not to others
 - Carry over \$ to next year's dinner
 - Exec Committee advises Kate to ask the attendees to decide, as a group, so all will get the option chosen by the group.

II. Budgets

2022 budget, final 2022 conference budget, and 2023 annual conference budget will be coming soon. Kate was swamped with the conference and with large volume of people changing from F2F to virtual, and withdrawing completely from the conference.

III. John's Director of Electronic Services (DES) contract

- In earlier Exec Cmte meeting, approved to add \$500 to the base rate for the additional year.
- Jerrid: Why are we doing a search for a new DES when we have a good person in the position?
- Debi explains that was on a different board when someone became inadequate and there was no way to remove them. (Note: all ASTE MOUs involving monetary remuneration have termination clauses. The Conference Program Coordinator does not, but can be added in next cycle.)
- Debi will send John an email about the \$500 COLA to see if that is acceptable. If it is, Kate will write an amended contract.

IV. Newsletter Editor search (Judy, Communications Committee chair)

- Currently a three-year MOU, with new person hypothetically beginning on 7/1/22 to overlap with current editor (Jennifer Oramous) for six months. Jenn would like to continue. Feels she is doing a good job. Can we reappoint her? Doesn't need a co-editor. Communications committee helping out as well. What is the process? Must we do a search?
- Debi says Jenn needs an Associate Editor as she believes Jenn is in over her head and will not admit it. Would prefer "fresh blood."
- Consensus that a search should happen, but Jenn should be mentored to recruit a co-editor that she can mentor them into the position.
- Kate asked about funding level. It's \$1600/year.

Judy and Committee will write up the Call for Newsletter Editor, run it by Rommel and send to Kate for the ASTE email list. (Note: this was sent out 1/20/22)

Executive Director and the President-Elect (also CITE Science Section editor) were asked to leave the meeting so that their personnel evaluations could be discussed. They were gone for 50 minutes. No notes were taken.

When allowed back in, Debi stated that she will send out the ASTE "staff" evaluation letters.

Meeting adjourned.