

Association for Science Teacher Education Executive Committee Minutes

May 28, 2021

10:00AM ET – 12:00PM ET

And

May 29, 2021

5:20PM ET – 6:20PM ET

Zoom (due to COVID-19)

Present: Debi Hanuscin (president), Rommel Miranda (president-elect), Gil Naizer (past president), Meg Blanchard (senior board member), Andrea Burrows (senior board member), Jonah Firestone (senior board member), Kate Popejoy (executive director)

Note: Andrea had no video

Meeting began at 10:01AM ET Recorded

Agenda link:

<https://docs.google.com/document/d/1yL5X96SfqoMVYpZFBBNm1yw1k6laOL6PViT1sK0uv8/e/dit?ts=600f52df#>

Agenda:

- Welcome/review agenda
- Approval of [minutes](#)
- ED Report on fiscal health of ASTE/2021 Budget update
 - Final revision to [2021 Budget](#)
 - Reserves/on-hand cash and CD plans
 - Full separation of conference and annual budget?
- Committee review and vote on [budget for 2022 annual meeting](#)
- Review and discuss [proposal](#) for hosting the 2023 annual meeting
- [Applications for Conference Program Coordinator](#)
 - Update SOPs/Recommendation to board?
- Discussion of [Access to Information/Archival information](#)
- New Business?
 - Funding requests from Forums (International) or others?

Day One: May 28, 2021

Debi called first day to order at 10:01AM. Asked those present to review agenda. Changes or additions? None given. Agenda approved unanimously.

Debi asked members to review interim minutes (period between January and May 2021). Changes or additions? None given. Interim minutes approved unanimously.

- 1) Organization budget for 2021 presented by Kate. Currently shows a deficit of ~\$18K for the year. Due to a number of factors, such as costs for updating the web page and moving to a new server, increase in insurance costs due to updating the policies. There are many fixed

costs, such as those for publishing and editing the *Journal of Science Teacher Education* (JSTE). Discussion points:

- Expenses are increasing, so might consider an increase in membership fees
- “Summer” board meetings should remain virtual
- JSTE costs are high...consider how to ameliorate this in next publishing contract
- Presidential team could pay own travel costs to the January Board meeting
- Encourage Legacy fund donations
- Might those who get paid through stipend and/or conference registration waive their fees?
- Can we do a “round up” option on membership to gather more revenue?
- Might consider a professional fundraiser, or an ad hoc committee, or an ASTE Give Day (note: there is a Development ad hoc committee on p.39 of the SOPs). Should consider asking past presidents to be on this committee.

Debi moves to create an ad hoc committee to deal with fundraising. Jonah seconds. Passes unanimously.

Executive Committee approves the 2021 budget as it stands.

Kate will also explore the best way(s) to delineate comped memberships and conference registrations in the budgets.

- 2) Kathy Trundle joins the meeting to discuss the 2023 conference in Salt Lake City (site for 2021 conference that moved to virtual due to COVID-19 pandemic). Did not complete a formal proposal for 2021, so unaware of that requirement for 2023. Sheraton is still the best hotel in SLC for the conference. New SLC airport is open, with Delta maintaining their western hub there. Kate has been communicating with hotel contact to update the contract for 2023. Those present agree that SLC is a good site. Kate will move forward on the contract, and ask John to get the site on the web page.
- 3) Kate went over how ASTE funds are distributed (regular checking, Legacy account, money market). Looking for a way to increase earned interest, but not many options currently. Kate will look at CD options and share with Exec Committee, and move funds from checking to money market. But, rates are so low currently that not much more can be earned. (Note from the future: no CDs with a decent rate for businesses are available.)
- 4) Conference budget for 2022 (Greenville, SC): Andrea (Conference Planning Committee chair) discusses as Kate shares the spreadsheet. Plans for face-to-face, with a small virtual component for those who cannot, or will not, attend in person. Note: SC is on the [forbidden states list](#) (now up to 18) for California state employees. This contract was signed before the ASTE policy of not meeting in states with discriminatory laws on the books. Should show what meals people will be getting to demonstrate the value of registration. To make \$30K F&B minimum, have hot breakfasts Thursday and Friday mornings. Debi moves to accept the budget as written and revisit only if costs go up, or a deficit is possible. Andrea seconds. No discussion. Passes unanimously.

- 5) Applications for Conference Program Coordinator are in...there are two who have applied. Andrea and Rommel will coordinate the selection process. They will also compose clear text about the process for the SOPs.

Meeting adjourned at 12:02PM

Day Two: May 29, 2021

Present: Debi Hanuscin (president), Rommel Miranda (president-elect), Gil Naizer (past president), Meg Blanchard (senior board member), Andrea Burrows (senior board member), Kate Popejoy (executive director)

Not present: Jonah Firestone (senior board member),

Meeting 17:20 - 18:20 ET. Recorded

Called to order by Debi Hanuscin.

The issue of where to store archival knowledge (physical & online) was discussed.

- Kate will work with John to create a section on the web page that is solely for the Executive Committee. Then, all past minutes from the Exec Committee meetings will be moved behind that wall.
- Where are copies of current MOUs?
- Where are past Grand Member Survey results?

Debi asked Kate to try to find lists of past ASTE Board members.

Debi: What is the mechanism for financial planning. We have expense forms for Board travel, etc. But, we have no "Financial Request Form" for committees, forums, regions (?) Board members, etc. Such a form needs to be created to provide transparency.

Meeting adjourned at 18:20 ET.