

Association for Science Teacher Education Executive Committee Minutes

January 16, 2021

4:00PM – 6:00PM EST

Zoom (due to COVID-19)

Agenda

1. Welcome
2. Brief summary of 2021 ASTE budget
3. Approval of 2021 ASTE Budget (n/a)
4. Update on 2021 Conference Budget
5. Preview/approval of 2022 ASTE Conference Budget
6. Plans for orientation for new Board Members (per SOPs)*
7. Additional Items as needed

In attendance:

Debi Hanuscin: President

Gil Naizer: Past President

Rommel Miranda: President-Elect

Executive Committee Board members: Meg Blanchard, Andrea C. Burrows, and Jonah Firestone

Executive Director: Kate Popejoy

Debi called meeting to order at 4:20 PM EST.

ASTE's **Meeting Location** policy ([Appendix A](#)) continues to be a topic of discussion among members, though it appears to be small, vocal minority. The California [list](#) of banned travel states is now up to twelve (AL, ID, IA, KS, KY, MS, NC, OK, SC, SD, TN, and TX). Other states have also enacted travel bans (CT, MN, NY, VT, WA), though not as wide ranging. This issue referred to the Oversight committee.

ASTE Code of Professional Conduct: When this is developed, the repercussions/consequences for those who violate it will need to be included.

Executive Committee should have **contact information** for our CPA, and attorney. ASTE does not have an attorney. Jean Drumm is the ASTE CPA: 765.281.1160, jean@drummcpa.com. Gil Naizer is also a signer on all ASTE bank accounts. Kate proposes that in early 2022, when the next President-Elect has been chosen and takes office, she will get them to be a signer on the accounts through the bank's processes, and remove Gil. This will need to be done every three years.

New **Board member orientation** should be done in a more formal way. More discussion about this will happen over email (executiveboardmembers@theaste.org), and might include videos, handbook, etc. These materials would be available to all Board members, not just the new ones.

The **2021 virtual conference budget** was shared and discussed by Kate. There are still a few costs to finalize, but we should have a net income of approximately \$6000. Kate will cancel the additional users on the ASTE Zoom account, but keep the main owner account, with webinar and large meeting capacity, for PD opportunities throughout the year. She will change the email associated with it, so that it can be shared with others in the organization. Kate will have John make a new ASTE Zoom email address. Kate will also check into whether Vimeo will give a refund for the remainder of the year if we cancel. If not, we'll keep that account.

Regarding the **2022 Conference budget** (Greenville, SC January 5-8, 2022), Kate asked for guidance on budget preparation. Face to face, hybrid, or virtual? Gil suggested that we wait for conference survey results. Rommel believes we'll end up with some sort of hybrid conference. Consensus is that Kate will prepare a face-to-face budget for 2022, and then adapt as needed. Kate will also contact hotel to touch base, ask about status, discuss numbers, etc. The good news is that the existing hotel contract is not for a huge number of attendees. The local arrangements committee may want to consider keeping the social onsite at the hotel to make sure the food budget is satisfied.

Kate will also start work on the **2023 Conference contract and budget** for Salt Lake City.

Kate reports that the contract for the new **Innovations editors** is getting close to complete. It is complicated by the fact that the editors' institution wishes to be the signer, in place of the editors, which has added multiple layers of approval at the university. A new draft came from them at the beginning of the conference. Kate will review it next week, and should have this complete by no later than the end of the month.

Kate shared the **2020 budget** at the Board meeting. She still needs to iron out a few issues with the handover of funds from Bob's accounts to hers. She should have that finalized by the end of January, at the latest. Kate will also share the **2021 budget** with the committee via email within the same timeframe.

The Conference Planning committee and the Professional Development committee have the same chair (Andrea). This is untenable as the work load is high, and chair can't be at two meetings at once. Gil reminded the group of the history of conference committees (there were once three different ones). Andrea suggests that the Past-President be chair or co-chair as they're knowledgeable about the process in their third year. Debi will appoint an ad hoc committee to explore this issue.

Debi moved that they go into executive (closed) session. Second by Gil. Approved unanimously. Meeting adjourned at 5:10 PM EST.

Appendix A: ASTE Conference Location policy

The ASTE board will not pursue a location for the annual national conference in a state that legislates discrimination based on gender, disability, race, or sexual/gender orientation. In the case where a conference venue is already under contract prior to new discriminatory laws in that state, the ASTE board will work to address the impact of such discrimination on teaching and learning through purposeful selection of keynote speakers, special conference sessions and workshops.