

Minutes of the ASTE Board of Directors
Meeting
May 13-15, 2019
Cleveland, Ohio

May 13, 2019
5:00 p.m. – 9:00 p.m.

Present: Patricia Morell, Gil Naizer, Valarie Akerson, Rommel Miranda, Lisa Borgerding, Catherine Martin-Dunlop, Paul Adams, Emily Dare, Renee Schwartz, Jonah Firestone, Kathryn Green, Margaret Blanchard, Bob Hollon (Executive Director), Kate Popejoy (incoming Executive Director)

1. President Akerson welcomed the group and reviewed the agenda. The goal is to complete reports as quickly as possible to maximize time for planning and project completion.
2. Committee Reports were presented based on the chart below.
3. Meeting adjourned at 9:15 p.m.

No.	Report	Presenter/Contact*
1	President - Report accepted as presented - Discussion of ASTE/CSSP relationship -Valarie Akerson will contact AAAS to explore potential of affiliation and check with Malcolm Butler regarding Science Ed role in CSSP	Valarie Akerson
2	President Elect - Report accepted as presented - Continued consideration of affiliate organizations	Gil Naizer
3	Past President -Report accepted as presented -Gil Naizer will fill in at the NSTA affiliate meeting since Patricia would need to travel from Australia	Patricia Morrell
4	Executive Director -Report accepted as presented	Bob Hollon/Kate Popejoy
5	Director of Electronic Services -Report accepted as presented	John Rhea
6	Awards Committee - Report accepted as presented -Revised language for optional documentation to be crafted and presented for action electronically	Lisa Borgerding/Emily Dare
7	Communications Committee -Report accepted as presented -Change of editors will potentially bring changes in approach in the Newsletter	Rommel Miranda
7a	ASTE Newsletter Editor	Ian Binns, Mark Bloom
8	Conference Planning Committee -Report accepted as presented -Revisions to the Conference Program Coordinator position will completed during work sessions and presented as an SOP motion	Andrea Carneal Burrows
8a	Conference Chairs	Gil Naizer
8b	Conference Program Coordination	Meredith McAllister

9	<p>Elections Committee</p> <p>-Report accepted as presented.</p> <p>-Motion to accept the slate of nominees as included in the report. Passed without opposition</p>	Erin Peters-Burton/Rita Hagevik
10	<p>Equity Committee</p> <p>- Report accepted as presented</p> <p>- Language to ask international conference attendees if they want a buddy for welcome activities</p> <p>- Committee to bring language to the Board – NSTA example, NARST example</p>	Catherine Martin-Dunlop
11	<p>Membership and Participation Committee</p> <p>- Report accepted as presented</p>	Ian Binns
12	<p>Oversight Committee</p> <p>- Reported as the committee not meeting yet</p>	Patricia Morrell
13	<p>Professional Development Committee</p> <p>- Report accepted as presented</p>	Andrea Carneal Burrows
14	<p>Publications Committee</p> <p>- Report accepted as presented</p> <p>- Committee to bring recommendations about structure and membership back to the board and refine the recruiting description</p>	Renee Schwartz/Margaret Blanchard present all Publication-related Reports
14a	JSTE	T. Campbell; W. Melville; G. Verma
14b	Innovations in Science Teacher Education	Ron Hermann, Rommel Miranda
14c	CITE	Andrea Carneal Burrows, Tim Slater
15	<p>Committee of Regional ASTE Units</p> <p>- Report accepted as presented</p>	Jonah Firestone presents all Regions
15a	International Region	Christine Tippett
15b	Mid-Atlantic Region	Tina Cartwright
15c	North Central Region	Matthew Benus
15d	Southeast Region	Jennifer Mesa
15e	Northeast Region	Regina Toolin
15f	Southwest Region	Kelly Feille
15g	Northwest Region	Jonah Firestone
15h	Far West Region	Corinne Lardy
16	Forums	Valarie Akerson
16a	<p>Graduate Student Forum</p> <p>- Motion from Report 16a to continue previous activities approved without opposition: GSF business luncheon, the Three Minute Thesis® competition, and the Graduate Student Mentoring Workshop (Graduate Student Workshop: Preparing for the Workforce), support for the Graduate Student Forum lunch after \$10 fee per student, conference registration support for 3MT winner, and ribbon purchases.</p> <p>- Motion from report 16 a for new activity withdrawn after discussion</p>	Kathryn Green/Shana Lee
16b	Small Colleges and Programs	Daniel Meyer

16c	Inclusive Science Education Forum	Sami Kahn
16d	WISE Forum	Katie Brkich
16e	Environmental Education Forum	Rita Hagevik
16f	Technology Forum	Jennifer Frisch
16g	Policy and Gov. Relations Forum	Ian Binns, Joe Shane
17	<p>NSTA Director of Preservice Teacher Education - Report accepted as presented</p> <p>Motion (Adams/Greene) A joint ad hoc committee between NSTA/ASTE be formed to develop a review process for NSTA national recognition based upon the 2020 NSTA/ASTE Science Teacher Preparation Standards.</p> <p>Motion (Binns/Akerson) to amend the motion to read “A joint ad hoc committee between NSTA/ASTE be formed to develop a review process for NSTA /ASTE national recognition based upon the 2020 NSTA/ASTE Science Teacher Preparation Standards.” Passed without opposition.</p> <p>Motion (Akerson/Green) to approve the amended motion as listed above. Passed without opposition (two abstentions).</p>	Paul Adams
18	NSTA Representative Embedded in Past President’s Report	Patricia Morrell
19	CSSP Representative Embedded in President’s Report	Valarie Akerson
20	NTLS/EASE Embedded in President-Elect’s Report	Gil Naizer

Tuesday May 14, 2019

Present: Patricia Morell, Gil Naizer, Valarie Akerson, Rommel Miranda, Lisa Borgerding, Catherine Martin-Dunlop, Paul Adams, Emily Dare, Renee Schwartz, Jonah Firestone, Kathryn Green, Margaret Blanchard, Bob Hollon (Executive Director), Kate Popejoy (incoming Executive Director)

8:00 a.m. – 10:00 a.m. Completion of Reports as listed above

10:00 a.m. Conference call with Jen Paul (Taylor Francis) to review changes in JSTE Royalties

- Discussion of changes in marketing and how they influence royalties.
- Rationale for sudden drop is still unclear – Jen hasn't completed discussions with Taylor Francis financial team.
- Valarie Akerson, Bob Hollon, and Kate Popejoy will follow up with Jen and provide updated information as it becomes available. Information by Monday otherwise contact financial group directly along with face-to-face contact via Kate when she travels to London (if needed).

10:30 a.m. - Noon Review of planning goals and organization for work sessions

- Program Coordinator Position and Search discussed and deferred to small group session
- Field Trip Language approval discussed and deferred to small group session

January 2019 recommendation to move commercial workshop management from the Professional Development Committee to the Conference planning committee: No action pending discussion of the Program Coordinator position

1:00 p.m. – 5:00 p.m. Small Group Work Sessions and Reports

Review of Discriminatory Legislation Draft Language

As presented:

“The ASTE board will not pursue a location for the annual national conference in a state that legislates discrimination including gender, disability, race, religion 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.”

After Review:

Motion (Morrell/Borgerding) to replace the existing discriminatory language statement with the text below:

The ASTE Board will not pursue a location for the annual international conference in a jurisdiction that enacts legislation or regulations that have the effect of discrimination based on factor(s) including gender, disability, race, color, ancestry, national origin, marital status, age, disability, gender identity, genetic testing results, religion, military service, or sexual orientation. In the case where a conference venue is already under contract prior to new discriminatory policy/regulation/law in that jurisdiction and voiding the contract is not feasible, the ASTE board will work to address the impact of such discrimination on teaching and learning through purposeful selection of keynote speaker(s), special conference session(s) and/or workshop(s) for the annual conference. Motion passed unanimously.

Townhall Follow-up discussion points:

- Do a follow-up survey this summer on town hall data and do the Grand Unified survey in the fall.
- What is the Board Response – the action – to ensure that members see the leadership as taking their feedback seriously?
- Ian, Valarie, **Tisha**, Lisa, Jonah form an ad hoc committee to develop a survey following up on the Town Hall data

Field Trip Small Group

Motion (Akerson/Borgerding) to accept the revised Field Trip Language as presented below approved without opposition. Executive Director will find an appropriate place in the SOP linked to conference planning.

Pre and Post Conference Field trips

1. Pre and post conference field trips provide ASTE members with professional development experiences that take place offsite away from the ASTE conference hotel. Field trips are required to be self-supporting or externally sponsored. ASTE will provide funds to cover deposits if necessary and deduct those amounts from registration revenues. Field trips are limited to activities that are covered by ASTE's liability insurance and the approval of any field trip proposal is contingent on a review by the underwriters.
2. Pre and post conference field trips may be proposed by any ASTE member.
3. Guidelines for pre and post conference field trips.
 - a. Submit *intent to submit a pre or post conference field trip* proposal to the conference chair and the Executive Director by March 1 prior to the conference.
 - b. The Conference Chair and Executive Director will review the submissions and determine suitability for the conference.
 - c. A pre or post conference field trip proposal based on an approved intent proposal should be submitted to the Conference Chair and Executive Director by May 1 prior to the conference and contain the following information:
 - i. Locations of the field trip.
 - ii. A detailed itinerary.
 - iii. Contact information at the field trip locations.
 - iv. Field trip locations information and fee costs including: (1) timeline for contract fulfillment, (2) required fees, (3) deposit payment amount and due date, (4) outstanding balance amount and due date, and (5) cancellation information. Cancellation date should be set for the day after the conference pre-registration deadline date.
 - v. Transportation contact information and fee costs including: (1) name of transportation provider and contact information, (2) timeline for contract, (3) required fees, (4) deposit payment amount and due date, (5) remaining balance amount and due date, and (6) cancellation information including stipulations and timelines. Cancellation date should be set at the day after the conference pre-registration deadline date. If no transportation is needed, provide the distance from the ASTE conference hotel to the field trip locations.
 - vi. Detailed budget including: (1) cost per person, (2) itemized list of field trip location and transportation fees and costs (including food costs), and (3) all up-front fees that ASTE is expected to pay or guarantee such as required contract deposits.
 - vii. Minimum number of participants needed to run the field trip and maximum number of participants that may register for the field trip.
 - viii. Statement if lunch is included or not.
 - d. Final approval of field trip proposals is made by the Conference Chair and the Executive Director.
 - e. The conference chair will inform the conference program coordinator about field trip decisions to ensure they are included in the program.

- f. All field trip contracts are reviewed and approved by the Executive Director. The Executive Director submits payment to the field trip locations and transportation providers.

Call for Conference Program Coordinator – small group

- Call developed, financial parts will be revised by Executive Committee and distributed with applications due July 1, 2019.
- Shadowing to begin August 1, 2019.
- Final language to be presented Wednesday

Discussion of role of Graduate Student Board Member at Large

- Graduate Student Board Member Role – Liaison to the Graduate Student Forum

Meeting Adjourned at 4:30 p.m.

ASTE Board of Directors
Wednesday May 15, 2019
8:00 a.m. – 10:15 a.m.

Present: Patricia Morell, Gil Naizer, Valarie Akerson, Rommel Miranda, Lisa Borgerding, Catherine Martin-Dunlop, Paul Adams, Emily Dare, Renee Schwartz, Kathryn Green, Margaret Blanchard, Bob Hollon (Executive Director), Kate Popejoy (incoming Executive Director)

Revised Conference Program Coordinator position description

Motion (Borgerding/Morrell) to approve the Call for Conference Program Coordinator approved without opposition. Financial details referred to Executive Committee for approval.

Review of 2020 Conference

- Agreement to not use rooms across the street unless absolutely needed
- Strong fund-raising effort
- Consensus that breakfast should be removed as too costly given that lots of food places are open near the hotel however breaks should be enhanced, especially with cookies. Formal action referred to the Executive Committee.

Meeting Adjourned at 10:15 a.m.