



**NMLSTA Board of Directors Meeting Agenda**

December 5, 2021  
Eastern Time 1:00-2:00 p.m.  
Central Time 11:00-12 p.m.  
Pacific Time 10:00 p.m.  
UK Time: 7:00-8:00 PM

I. **Call to Order:** The meeting was called to order at 12:09 pm CT

II. **Roll Call:**

Edralin Pagarigan	X
Alison Seymour	X
Elizabeth (Liz) Martinez	
Jodie Harnden	X
Anne Farley Schoeffler	X
Sergio de Alba	X
Kathy Ann Biernat	X
Kathy Brooks	X
Loris (Lori) Chen	X
Covey Denton	X
Barbara Dunham	X
Peter Kelly	X
Mary Lou Lipscomb	X
Corinne (Cori) Nelson	X
Bailey O'Reilly	

Melissa Sleeper	
Kristin Slota	
Corydon Strawser	
Elizabeth Weissman	x
Heather Anglin	x

III. Minutes from October 17, 2021 meeting: **A motion to accept the meeting minutes as they stand was made by Kathy Brooks and seconded by Alison Seymour. The motion was passed unanimously.**

IV. OLD BUSINESS

- A. Renewal of MOU with NSTA: This was submitted by Erdalin Pagarigan. This is a general document for all affiliates. There is no financial commitment. All financial communications will go to Jodie Harnden.
- B. NSTA Conference in Houston - c/o Mary Lou Lipscomb
  1. There are 10 hours of presentation time: 8 people who are giving 60 minutes presentations and 2 hours for a Share-a-Thon.( Mary Lou has not yet started getting people for this.) There needs to be a Board member at every presentation to introduce the speaker(s) and NMLSTA. Mary Lou will come up with a 2 minute quick overview of NMLSTA.
  2. NSTA has been asked to not schedule any of these presentations concurrently so that all can see all of the presentations. Mary Lou will need to know who will be in attendance in Houston so she can schedule you to introduce the presentations. There will be a membership meeting and a Board of Directors meeting.
  3. Some of the money dedicated to presenter gifts (many left over from Boston that were not used) can be used to get some cookies and drinks for that meeting. At our last meeting there were about 20 people (the awardees from the Classroom teaching Awards were also invited.)
  4. In the past, we have handed out postcards to attendees as they entered the conference. Mary Lou will put the sessions on the website, but should there also be something like a postcard? Board discussion indicated that this is still a good idea. (It does mean that people will need to hand them out!) Mary Lou is not sure if there will be any sponsorships. She should find out something in January. The presentations will not be approved until after next week.
  5. With regards to the Share-a Thon, Mary Lou will send information out at the end of December. She has a template from what she has sent out before to get people to sign up. There are several non-profits who are usually interested in presenting at the Share-a-Thon.
  6. There are a lot of mugs still available - Mary Lou would like some small things that have the NMLSTA logo on them to give out to participants. (Nothing had been purchased for Boston.) Should there be something like this at the Share-a-Thon? Board discussion indicated this is a good idea. (Kathy Brooks

still has some of the flash drives that were given out to people who signed up.) We will probably not be able to do this outside of the Share-a-Thon - it would have to be inside the room. It could be something like the chapstick from St. Louis or even mini-hand sanitizers. We would likely need 100 things to hand out. Anne Schoeffler suggested that we clean out the materials that we already have. Kathy will count her flash drives and Mary Lou will sort through her things to see what we have.

7. Since we won't be doing t-shirts as we have in the past, Mary Lou asked if the Board would be interested in purchasing nicer, collared polo shirts with our logo embroidered on them (about \$12/ piece from Imprint) that way, everyone would have one to wear during presentations, etc. Mary Lou suggested the logo plus the 30 year logo. If you are interested, Mary Lou will send out a message to the Board to see who is interested and what size, etc.

C. Awards Committee – Alison Seymour and Bailey O'Reilly

1. There were 8 applications and 7 were funded. All 7 were from different states. They were listed on the website and on Facebook.
2. Bailey will be taking over the committee in the Spring. Alison is happy to help her transition to this job.
3. "We are Thankful" drawing - 36 people participated. No one did it more than once so a random number generator was used to determine the winners. Alison sent out the "Congratulations" email and asked for confirmation before sending out the awards. One person still has not contacted Alison, so right now 4 of the 5 Amazon codes have been sent out. Alison will contact via email one more time informing winner of deadline to respond and collect Amazon card.
4. Alison has been sending emails to the Hurd sponsor, Foss, and after several emails, she finally heard back from Kelsey who said she will ask her manager and get back to Alison. The original deadline was December 20th, but it will need to be pushed back to January 9th as we wait to hear from Foss.
5. If Foss doesn't want to continue to fund this, Plan B is Mary Lou Lipscomb will try Lab Aids. Covey Denton also suggested Kesler and is willing to reach out to him to see if he would like to sponsor.

D. Constitution Committee – Anne Schoeffler

1. The Constitution Committee has met twice since the last Board meeting. They have reviewed and evaluated the first 5 Articles (4 are left to review.) They have hashed out roles, objectives and expectations.
2. After this, all Board members will be invited to see the final comments. The working document is available at any time in Shared Drive Initial Markups. ([Marked-up Constitution - Google Docs](#))
3. Any Board member is invited to attend the meetings.

E. Elections Committee- Anne Schoeffler

1. The first step will be to post to the website and open the invitation for people to run.
2. Please let Anne know if you are willing to run again if your time ends this year.
3. The biggest need is for President Elect. Jodie Harnden is willing to run for Treasurer again.

F. Idea-of-the-Month – Anne Schoeffler/ Edralin Pagarigan

1. Bailey is our next Idea of the Month writer

G. Technology Committee survey – Lori Chen

1. Survey indicates the number one concern is that the Website needs to be reorganized and redesigned. The comments from the survey will help to reorganize this.
2. Lori is a web designer so she doesn't mind taking on the task as she learns the Wild Apricot platform.
3. Lori indicated that the responses to the survey are in the Shared Drive Technology Folder. ( [NMLSTA Technology and Communications Needs Assessment \(Responses\) - Google Sheets](#) ) Several members had trouble accessing the survey due to restrictions.

V. NEW BUSINESS

A. Committee Reports: No reports were made.

B. NSTA Middle Level Committee – Heather Anglin

1. Reminder last quarterly meeting, 12/8/2021 at 7:30 pm.

OTHER COMMENTS:

- Congratulations to Board members for winning Classroom Awards:
  - Kathy Biernat – Feel the Heat!
  - Melissa Sleeper – Making the Invisible Visible
- Congratulations and thank you to Alison Seymour for streamlining and organizing Awards Committee processes.
- Congratulations and thank you to Anne Schoeffler for leading the Constitution Review committee in organized, collaborative, and productive manner.

**VI. Motion made by Kathy Brooks to adjourn the meeting and it was seconded by Anne Schoeffler. The motion was passed unanimously. The meeting was ended at 1:04pm CT.**