

2012 Annual Tidewater Chapter EXCOM Meeting Minutes

Call to Order

The meeting was called to order at 5:05 pm on 3/08/2012 at the Inlet Inn in Beaufort, NC.

Attendance

Len Machut, Chad Smith, Sara Mirabilio, Kevin Spanik, John Cooper, Jacob Boyd, Stephanie McInerny, Mike Wilberg, Nicole Mehaffie, and Paul Rudershausen

Welcome/2012 Annual Meeting

Len welcomed everyone to the meeting and everyone introduced themselves. **Jacob** gave some details of the meeting and mentioned that 110 people were registered. There were several businesses that gave sponsorships towards that raffle and NC Sea Grant donated \$500 for meeting expenses and student awards. With all the raffle items collected, the Chapter should make a couple hundred dollars off the raffle. **Jacob** also mentioned that the Continuing Education class was a huge success and that next year the Chapter should try to do another class. It was suggested that there may need to be a small charge for the class at future meetings (~\$5) so there is incentive to actually show up since 57 people registered for the class but only 36 people attended. Next year the TWC should also try to get the Continuing Ed class accredited through the Parent Society. **Jacob** suggested that a survey could be sent out to ask how the attendees liked the class and that it may be necessary to start early to get an idea for the what class to offer next year. **Len** suggested that we could ask the attendees and Laura Lee (instructor) about productivity and any issues or problems during the class.

Jacob went on to discuss that the Chapter used Paypal for the first time to accept credit card payments for registration. **Stephanie** stated that 75% of the people who registered paid with a credit card and that since the Chapter is non-profit, Paypal charged a reduced rate of 2% + \$0.30 per payment received. With that charge, the Chapter only lost \$120 to Paypal. \$20/month was also spent on creating the registration page through formsite.com. **Jacob** suggested that the TWC keep credit cards as a payment method in the future. **Len** mentioned that VIMS was able to set up a registration page for free and that the President-Elect may want to check with local universities or programs in the area of the upcoming meeting for free registration.

A ticket to an After Party at the Backstreet Pub was included in registration and cost \$3 per ticket that gets collected at the door. A local band is playing called Tobacco Roses. One of the band members is active in the Tidewater Chapter. **Jacob** finished by saying thank you to the subunits and Stephanie for their help putting the meeting together.

2013 Annual Meeting

Len introduced Mike Wilberg and thanked him for agreeing to be the next President-Elect for the TWC. **Mike** mentioned that he is on the faculty at Chesapeake Biological

Lab (CBL) in MD focusing on fish population and stock assessments and has been there for 5 years. He is hoping to have the 2013 Annual Meeting at the Calvert Marine Museum in Solomons, MD near CBL, however, the Marine Museum is currently renovating so may not be available. There is a new brewpub in town that may be a spot for one of the socials or they could always hold one at CBL. There should be plenty of hotels in the area to stay. **Sara** suggested scheduling the 2013 meeting for early in the year so that it doesn't coincide with spring break. The EXCOM discussed that there are pros and cons for any date that gets picked and decided that we may want to have a vote at the Business Meeting. **Jacob** reminded everyone that the Southern Division has their meeting in the early part of the year too and we would need to make sure it is not on the same weekend. **Len** suggested sending a poll through the Listserv to ask people about potential dates. **Chad** mentioned that he liked the meeting to be around spring break so that he didn't have to miss class.

Meeting Minutes

Len made a motion to accept the minutes from the mid-year meeting in August of 2011. **John** seconded. The minutes for accepted by unanimous vote.

Treasurer's Report

Stephanie reported that the current checking account balance for the Tidewater Chapter before the annual meeting was \$12,318.93 as of 1/27/2012. This balance included a \$500.00 donation to the Mississippi Chapter to help sponsor the 2012 Southern Division Meeting in Biloxi, MS from January 26-29, 2012. The only monies that have come out of this balance that went to the 2012 annual meeting so far were \$59.85 for the Forms site registration page and a \$200 deposit to the Maritime Museum. The Tidewater mutual fund is valued at \$1,106.17 making the total account balance for the Chapter 13,425.10. The 2011 taxes have been filed.

Stephanie also talked about looking into some money market accounts to deposit any checking account monies over the operating budget but money market account rates are pretty low right now and may not be worth it. Bank of America has lost the signature card that Stephanie signed to get signature authority for the Chapter bank account so she passed around an Authorization of Transactions document for the EXCOM to sign stating that Stephanie McNerny has authority to make decisions about the Chapter's checking and savings accounts as well as decisions about the mutual fund. After being notarized, this should help Stephanie get a new signature card on file at the bank.

Newsletter

Sara informed the EXCOM that she is ready to step down as Newsletter editor because she hasn't been able to devote much of her time to it since getting more duties at work. Originally when Sara took over the newsletter it was a cut and paste sort of job into a scrolling document. Now it requires more work because of editing in publisher and takes about 40 total hours to do the newsletter. Content is not being submitted on time and it takes a lot of following up to get content from submitters. Other formats are available

that could be used to create the newsletter and the amount of content may need to be cut. **Stephanie** reminded the EXCOM that the newsletter is a running history of the Chapter and already has been cut from 4 issues to 2. Cutting more content may not be a good idea. **Len** mentioned that the newsletter is the only outreach to the Southern Division and the Parent Society and we need to make sure the newsletter continues to get produced.

Subunits are not sending their stuff in and the EXCOM needs to discuss how to get subunits more involved. The EXCOM may need to go to the faculty advisors to get subunits to stay organized. Duke and UMES subunits are not participating in the meetings like they should. The EXCOM needs to put together some criteria to make the subunits more involved and accountable. **Len** mentioned that the Southern Division focuses on subunits and the EXCOM needs to find someone to take on the newsletter. Should inquire at the business meeting to try and find a replacement for Sara.

Other Business

Sara asked what the Chapter can do for the subunits to help with membership. **Nicole** suggested having a meeting of the student subunit presidents at the annual meeting to talk about their subunits and bounce ideas off each other. **Stephanie** thought that if a more positive route didn't work then more warning should be given. **Len** stated that advisors to the student subunits need to provide guidance and leadership and the EXCOM should talk with them to remind them of their role to get and keep their groups involved. The EXCOM could provide some sort of travel award to motivate subunits to be more active along with other incentives. The Chapter needs to be more proactive. **Chad** mentioned that subunits get new officers every year and some are strong leaders and others are weak, so the advisors should definitely step up. **Sara** suggested that the subunits should have at least 2 advisors to pick up the slack when one advisor needs to be out. **Len** also suggested that someone in the EXCOM needs to oversee the subunits and that it could be added to the responsibilities of the current President.

Nicole mentioned that an award to the subunit for its past actions will be sent out after new officers are elected. Therefore, the new president will get credit for the hard work of the past subunit president. **Kevin** asked if each EXCOM member could put their own stuff in the newsletter by pasting it themselves. **Chad** reminded the EXCOM to send him anything that needs to be posted on the website. **Paul** promises to be a better NC Member at Large and that subunit participation may be helped through the MAL. **Kevin** agreed that he can spread the word about meetings to all the labs in VA.

Len brought up an issue about Tidewater representation at the Southern Division meeting and that there isn't a lot of interaction between the Tidewater Chapter and the Southern Division. Other chapters are more active than the Tidewater Chapter. Representation needs to continue and that may mean that the EXCOM can provide a subsidy for the current Chapter President to attend the Division meeting if they need travel funds to be able to attend. **Len motioned to provide funds for travel to the Southern Division meeting and should bring it to a vote at each EXCOM meeting on a case by case basis. Jacob seconded and it was accepted unanimously.**

Jacob motioned to have a quarterly EXCOM meeting instead of meeting only twice a year to keep things from getting forgotten. Len seconded and the decision was accepted unanimously. The first quarterly meeting will be sometime in April 2012.

Adjournment

Len motioned to adjourn the meeting at ~ **6:30 pm**. Seconded by **Jacob**.

Minutes submitted by: Stephanie McInerny