

NHTM RETREAT

June 27, 2018

8:30 am to 4:00 pm

Location: Natalie's – 22 Deerhaven Drive, Nashua, NH

Minutes were approved 9/20/18.

Present: Lesley Fallu, Rob Lukasiak, Sharon McCrone (via Zoom), Jessica Jacques, Allison Friend-Gray, Elisabeth Johnson, Joe Spadano, Terri Magnus, Natalie LaFlamme, Annie Wallace, Michelle Mortin-Currit

8:30 am to 9:00 am: Breakfast/Social Time

Rob called the meeting to order at 9:08. Rob passed around a thank-you note from our College Scholarship winner, Kiera Bell.

1. Welcome – Ice-Breaker: 2 Truths and a Lie (Rob/All)

2. Review our Norms and use of Robert's Rules

a.) Defining a quorum: Terri, Rob and others did some research on what a quorum is and there is no definitive way to determine it. Some resources suggest a majority of the board. Others suggest that it is stated in the by-laws. Since it is not in our by-laws, we need to define what we want as a quorum. A discussion ensued about who were voting members on the board. It was determined that everyone listed in the constitution as on the Executive Board is a voting member. We consider a majority of filled board positions as a quorum. Voting will only take place when there is a quorum at the meeting.

A motion was made by Joe and seconded by Annie:

For the purposes of voting at NHTM Board Meetings, a quorum will be defined as a majority of the sitting members of the board. Members may attend virtually, but will only be counted toward the quorum if they are able to fully participate in discussions and voting.

The motion passed unanimously. **Secretary's note: Should this be added to our by-laws? It requires a 2/3 majority of the board to put it into our by-laws.**

b.) Electronic voting is acceptable as long as there is a period of time for discussion. The board discussed what is an appropriate time for discussion. It was determined that the President will determine the timeframe for discussion before people vote. It will be clear about the discussion time and then the voting time. This issue may be revisited if this occurs more regularly, especially if money is a factor.

3. Review NHTM Mission Statement

**NHTM Mission Statement*

The mission of the New Hampshire Teachers of Mathematics is to provide vision and leadership in improving the teaching and learning of mathematics so that each student is ensured quality mathematics education and each teacher of mathematics is ensured the opportunity to grow professionally.

a) How well do we align to the statement? Think about this throughout our meeting and our year. Is everything we do reflected in our Mission Statement?

b) Current evidence looks like...

- NHTM supports the State Math Contest and the ARML competition (benefits highly proficient students)
- NHTM offers PD through conferences; Dine & Discuss; newsletter; regional book talks

c) Future evidence looks like could look like ...

- State competition coaches listed in a program with the NHTM members starred
- Changing some of our resources (website; newsletter; blog; on-line resources readily available; NCTM webinars;)
- Incorporating mentor/mentee relationship into the regional structure gatherings
- Looking for ways to help Elementary school teachers more
- Live Streaming some of our events
- Using #MTBos
- Becoming a resource for people ... electronically? Twitter?
- Being a warehouse of topics/resources

As the year goes by, we should develop these ideas and revisit this list.

4. Dates for 2018-2019 Board meetings

9/20/18 (Concord - NEA Building);

11/14/18 (Concord - NEA Building);

1/14/19 (ZOOM meeting);

5/22/19 (Plymouth - Foster's Boiler Room at The Common Man)

All meetings are at 4:30 - 7:30

5. Housekeeping/Update Directory

a) Middle School Rep Katrina is not able to make most meetings. She is stepping down, but will stay in the position until someone is appointed for the rest of the term. Some names were offered. It would be good to get one of the areas of the state that is currently under-represented (West, North). This will be discussed at the next meeting.

b) Board contact information was gathered. See Appendix at the end.

6. Review and approve minutes of the May 15, 2108 meeting.

- a.) Joe moved to approve the minutes. Annie seconded. The motion passed.
- b.) Allison will post approved minutes to website.

7. Treasurer's Report

a.) The accountant meeting was postponed by the accountant. Michelle is hoping to get some help/direction from the accountant regarding the efficient use of Quicken. Currently, there seem to be a lot of categories in Quicken that overlap or make it confusing.

b.) The state tax id information from the NH Charitable Trust has been received by Michelle and she will follow up with filing it.

c.) The NHTM College scholarship money has been distributed. The David M. Kent Scholarship for a High School student will be distributed the second semester of the student's freshman year.

d.) Michelle would like to have clarity about what expenses by board members are reimbursable.

e.) Board members need to keep track of volunteer hours. The hours need to be reported to the NH Charitable Trust. Michelle suggested that we submit these into a Google Form or Sheet. Allison and Michelle will work something out. Anyone that volunteers for NHTM (conference volunteers; regional coordinators; etc.) should be included in these hours.

f.) A discussion ensued about continuity with the Treasurer's position. Should it be an appointed position instead of an elected one? Also, should there be a timeframe when the new and former Treasurer work together? This will be discussed at a future meeting.

g.) There is no Treasurer's report for this meeting since nothing has changed since the last meeting's report. Michelle is working on getting everything streamlined and more efficient. Michelle is hoping that a few board members will be able to meet with her towards the end of the summer to have another set of eyes to look at the books.

h.) The ARML team sent pictures and a thank-you for our support to Michelle.

8. Membership Update

a.) There is no membership update.

b.) NHJEM – Update

Annie is still unable to connect with the person for the state history/social studies organization to see if they are interested in continuing this joint membership. There is no longer

an English organization for NH. However, science (NHSTA) is interested in coordinating with us to have a joint membership. Annie will pursue a joint Math/Science elementary membership.

c.) Online renewals - it is unclear how this is working. Some members have received renewal notices, but others have not. It's all automatic and it seems it is generated from Bernadette. How this all happens needs to be clarified.

9. Fall Dine & Discuss Update

a.) Tuesday - October 16, 2018

b.) Kimball-Jenkins Estate is holding the date for us. The K-J Estate contact person will be sending a contract to Sharon soon. 70-75 is the maximum it can hold. Sharon will also connect with the caterer.

c.) Annie is coordinating with Laurie Boswell, our speaker. She will be speaking about her work with John Hattie (Visible Learning). His work is appropriate for all grade levels, including elementary teachers.

d.) Joe suggested live streaming this event. Annie will look into getting approval for this. The technology would need to be worked out since Kimball-Jenkins does not have a lot of technology.

e.) Terri suggested getting a book study going on this book to entice more people to come to the Dine and Discuss.

d.) Jess and Allison will start advertising the Dine & Discuss.

10. Evans and Prevost Awards Guidelines – get the word out

a.) The Prevost Award for New Teachers

- Coordinated by the Middle School rep and Sharon. Since Katrina is looking to step down, Natalie volunteered to help Sharon with this.
- The contact info on all of our advertising will stay as Sharon.
- Jess and Allison will publicize the award. Information is already on the website.

b.) The Richard Evans Distinguished Mathematics Educator Award

- The application procedure needs to be updated on the website.
- The current criteria is onerous considering there needs to be 3 classroom visits to 3 finalists. This has been a challenge for the Board the last few years.
- Lesley will research the rationale for all of the criteria for the Evans Award (contacts: Stephanie Wheeler/Greg Superchi/Donna Dubey). Changes to the process need to be made, but the board wants to be sensitive about the changes.

11. Scholarships and Awardees – possible changes to amounts?

a.) Sharon reported that the scholarship process went better this year. There were 4-5 college applicants this year which is down about 1 from last year. There were 17 high school

applicants which is way up from last year. Sharon had updated school contact people, so the word got out much better.

- College Scholarship winner: Kiera Bell
- David M. Kent Scholarship for High School winner: Nathan Duplessis

b.) Annie brought up that we are no longer getting the financial support from ATMNE dues, so she suggested the board look at changing the scholarship amounts. However, the award needs to be worth the time and effort the applicants put in. Scholarship monies are in a separate account (bond account). Rob wondered where the ability to donate to the scholarship fund went? It used to be available, but it doesn't seem to be anymore. It was decided to make contributing to it more visible. We will ask Bernadette about putting this option where it is most visible when renewing dues.

c.) Joe brought up looking into a scholarship-in-perpetuity fund that handles all of the details. Michelle is going to ask the accountant about this.

d.) Natalie suggested that we hold 50/50 raffles at our events to benefit the Scholarship Fund.

12. State Math Contest

Cost considerations - we are the major contributor for the contest. Food and the venue is donated by others, however the bulk of the support comes from NHTM. Currently it is \$50 to register. Many coaches expressed concern that they would not be able to go if the price was raised to \$60. Steve suggested raising the cost incrementally over the next few years to \$55 then \$60. We offset \$1000. Steve is looking into cutting costs (pencils, etc.).

13. Website and PayPal

a.) Getting minutes and other information out to the board should go through the NHTM Board e-mails. The minutes will be shared via these addresses. Correspondence can be forwarded to our preferred e-mails if we set it to that option. Allison is looking to get easy access for everyone.

b.) Annie will contact Bernadette about the 25 years membership award and getting verification of actual years of membership.

c.) When Allison spoke to Matt Tremer about using Survey Monkey (\$250 fee), he also endorsed getting rid of it, since Google Forms works just as well and it is free.

d.) PayPal is a complex issue that Bernadette and Michelle need to investigate in order to work out. The tax id number does not work for transferring over to a new Treasurer. PayPal wants the treasurer's social security number, which seems odd since the Treasurer's position changes.

e.) Venmo is another option to look into.

14. Regional Structure & NCSM

a.) Annie has volunteered to coordinate the Regional Structure to make it better for teachers to get PD. She would like to have it more accessible and better advertised than it is

currently. It needs to be better developed with funds to support it. Another idea was to have an incentive for regional reps who successfully run a session or more?

- b.) Elisabeth suggested using Mathesis to advertise regional events.
- c.) The regions were set up following the state's geographical regions.

- d.) Annie is the NH Eastern 1 Rep for NCSM. We are now an affiliate of NCSM.

15. ATMNE Update

- a.) The ATMNE Conference is in Providence, Rhode Island on December 6 & 7, 2018.
- b.) The Vermont (VCTM) conference is October 19, 2018 (Joe is presenting - Knowing and Teaching "Elementary" is Not Simple.) The call for Presentations is still open.

16. NCTM Update

- a.) Over the next week, Terri will be writing up her annual report. She will follow-up with contact information for our board. Questions to consider:
 - What are your Affiliate's greatest strengths in pursuing its mission and goals?
 - What are your Affiliate's greatest challenge in pursuing its mission and goals?
 - What political advocacy activities have you been involved in?
- b.) NHTM missed the June 1 deadline for the Partner Affiliate Program . The Board needs to remember this opportunity in the future for possible revenue to help off-set some of the costs for our programs.

17. DOE Updates - no report

18. NCTM Affiliate Leadership Conference

- a.) Many people on our board have gone to one of these. It is good to have different people attend. Joe and Allison will be representing NHTM at this for this year.
- b.) Travel Expenses Guidelines: In the past, ATMNE has contributed \$1000 to each affiliate to help off-set travel costs. NHTM usually gives up to \$1000 for costs. NHTM has followed the strict guidelines from ATMNE which include payment of half the hotel. Sometimes people are able to cut costs in one area, but are charged more for another fee. With these guidelines there is not a lot of incentive to reduce costs in all areas. Annie suggested that NHTM change the guidelines to covering the costs in general up to \$1000 (alcohol exempt). Rob is recommending that the board looks into the policy on this and if there is no policy, one should be developed.

19. Mathesis Planning: Thinking about the year ahead

- a.) Is there another direction to go other than an electronic newsletter considering the effort put into the newsletter and are people really reading it? Is there a potential for a blog?

Could information be sent out at various times of the year instead of the set times we have now for the Mathesis? A discussion about this ensued.

- Jess had an idea from a previous organization. It is called SMORE and there is a free version which is limited and a subscription service with more tools. It's similar to a newsletter. It tells how many recipients clicked on and read the notice.
- Currently we have no set categories for people to search. We need a way for people to search categories/subjects.
- Rob would like to see interactivity as part of the newsletter format. An interactive piece is part of a blog.
- Next steps: The consensus was to look at shifting away from a quarterly newsletter. It makes sense to explore the Wild Apricot website blog access. Can we also use #MTBos? Elisabeth suggested that a small committee get together to work this out. Rob would like to be involved. Probably Elisabeth, Ann Elise, Jess and Allison, too. A date for meeting will be set at lunchtime. This transition will happen for the next Mathesis.

b.) A check of the Constitution revealed that the number of articles by board members is at the discretion of the board. Changing the format of the newsletter would not need a Constitutional amendment. The duties of each board member on the website would have to be updated.

c.) The sub-committee will present its discussions and ideas via an e-mail from Elisabeth. The new pilot of the Mathesis will occur for the "August" issue, however it would be good to still have the following contributions:

- i. President's Message (Rob);
- ii. Elementary Rep (Ann Elise);
- iii. Middle School Rep (Katrina) - stepping down;
- iv. Secondary Rep (Lesley);
- v. Post-Secondary (Sharon;) and
- vi. NCTM Rep (Terri)

d.) On the Agenda, but not discussed: Possible Early Elementary (prek-3) article in one issue --- guest contributor.

12:40 Break for lunch. The meeting resumed at 1:35.

20. Review and Discuss changes to budget for 2017-2018.

a.)The board reviewed the budget. There were \$1323.20 worth of Unknown deposits that have no notation. It is important to research this for accounting purposes. Michelle will try to find more out about this unknown that she inherited. It could possibly be the ATMNE rep conference reimbursement? Moving forward, all deposits will have a clear source.

b.)Rob is looking to see what kind of financial trend we are on. Are we on an upward trend or a downward trend?

c.) The NCTM “Summer Institute” was funded for \$1000 with the intent to provide money for members to apply in order to go to an NCTM event. The details of how this money will be awarded/given will be discussed at a future meeting.

d.) The Mathcounts line was funded for \$400 with the intention of supporting the competition with \$200 and awarding \$200 to schools that apply for help with the registration costs.

e.) Michelle will report to us the answers to our questions for the accountant (getting rid of certain account lines that we no longer use, changing the names of the account, etc.).

f.) Rob will check with Jeanine or Cecile about what the Executive Board budgeted amount of \$600 was used for. Is it discretionary? For NHTM, what would be discretionary - sympathy cards/arrangements; baby gifts?

g.) There should be a future discussion to consider passing the fee of the Card Reader on to the people paying at the events by credit card.

The proposed 2018-19 budget was determined. A motion to approve the proposed budget was made by Joe and seconded by Terri. The motion passed unanimously.

21. NHTM Historian position

Rob will formally ask Cecile/Betty to share the position of Historian and then we will vote electronically.

22. Elections for next year

a.) Positions up for election

i. Post-Secondary Representative

ii. Treasurer ... a discussion was made about changing the Constitution to make this an appointed position with a timeframe. This issue will be discussed at the next meeting.

iii. President-Elect ... tends to be someone from the board.

b.) Incumbents need to decide if they plan to run again

c.) Plan to reach out to other possible candidates ... we like to have at least two people on the ballot. Email suggestions to Rob or Annie. Candidate names are needed in November. Voting takes place in March with the winners announced in April.

d.) Having candidates fill out a questionnaire as opposed to bios would ensure that the information about each candidate is more consistent and fair. Annie and Rob will work on this with Terri's input.

23. Other Business:

a) Soon there will no longer be nhmathed listserve – any volunteers/ideas? Rob will contact Stephanie Wheeler about what the Principal's Association does for disseminating information.

b) Plans to rethink Mathesis - see #19 above.

c) Plans to use Twitter effectively – see # 19 above. Jess will connect with Ann Elise to explore this possibility. **Secretary's note: In this context, these # are number symbols, not hash tags!**

d) NCTM and NCSM Reps – There was a discussion about these roles and if they should be combined. Having the NCSM Rep as a board member would mean changing the constitution. However, if the NCSM Rep responsibilities are added to the NCTM rep, it would not require a constitutional change. It could be combined because the two conferences run one after the other, so overlap could happen. Or, the rep could go to one conference in Year 1 and the other in Year 2. Adding another board position would be another \$1000 in travel expenses. Terri doesn't think it is too much extra work to combine the responsibilities. Another idea is to appoint someone to give updates to the board. Being affiliated with NCSM does fulfill part of our mission statement. Combining the responsibilities will be discussed and voted on at the meeting in September.

e) Why join NHTM? Lesley asked her colleagues and no one seemed to think it was worth joining since so many of our resources can be obtained on the internet. What can we do to make it worth people's money? People Lesley spoke to don't care about it being on their resume. Principals said there is no one to hire, so that membership in NHTM is not a determining factor at this point. Rob wants us to keep the Mission in mind throughout the year and throughout our meeting discussions. Rob will compile the notes that we made throughout today about how we are already addressing our Mission and what the future should look like. Teachers also felt that membership didn't make them feel part of anything. The Board should look for ways to help our members connect with each other and with the organization.

A motion was made to adjourn by Annie, seconded by Michelle. The motion passed.

The meeting adjourned at 4:04.

Respectfully submitted by,
Natalie LaFlamme
NHTM Secretary

APPENDIX A
NHTM Board of Directors, 2018-19

Board Position	Name	Term Expires
<u>President</u>	Rob Lukasiak	May 2020
<u>Secretary</u>	Natalie LaFlamme	May 2021
<u>Treasurer</u>	Michelle Morton-Curit	May 2019
<u>Elementary Representative</u>	Ann Elise Record	May 2021
<u>Middle Level Representative</u>	Dan Pooler	May 2020
<u>Secondary Representative</u>	Lesley Fallu	May 2020
<u>Post Secondary Representative</u>	Sharon McCrone	May 2019
<u>NCTM Representative</u>	Teresa Magnus	May 2021
<u>Past-President and NCSM Representative</u>	Annie Wallace	May 2019
<u>ATMNE Representative</u>	Joe Spadano	May 2020
<u>School Administration Representative</u>	Stephanie Wheeler	NA
<u>NHTM Membership Chair</u>	Bernadette Kuhn	NA

<u>NH DOE</u>	Donna Dubey	NA
<u>Newsletter Editor</u>	Elisabeth Johnston	NA
<u>Historian</u>		NA
<u>Media & Public Relations Representative</u>	Jess Jacques	NA
<u>Webmaster</u>	Allison Friend-Gray	NA