

## TCS Board of Directors Meeting

November 2, 2016

### Minutes

**Attending:** President-Elect Lewie Lawrence, Past-President Tom Bigford, Treasurer Mo Lynch; Secretary Jolvan Morris, Directors Steve MacLeod, Michelle Lennox, Erika Washburn, Caitlyn McCrary, and Tiffany Smythe; URI Chapter Representative Evan Ridley; Executive Director Judy Tucker

**Not Attending:** President Matt Nixon, Directors Susan Farady and Paul Hindsley,

#### ***President's Report:***

Voting quorum established.

#### ***Secretary's Report:***

Motion (Bigford), Second (Lynch): to approve the draft minutes of the 10/6/16 board meeting as written.  
MOTION APPROVED

#### ***Treasurer's Report:***

Motion (MacLeod), Second (Bigford) to approve the October 31, 2016 financial report as written. MOTION ACCEPTED.

A financial position analysis and estimate of revenue and expenditures through October 31 was presented. Dues and \$8000 received from RAE per the Summit agreement on October 5 were included. Projected funds for 1/1/17 were \$2,067, but are now \$24,807, due in part to conservative budgeting and two coastal career days.

#### ***Elections***

1. President-Elect: Efforts to recruit a second candidate for this vacancy have been unsuccessful.
2. Board of Directors: Three candidates for two positions have agreed to run. Six individuals have expressed interest in running for board positions next year.

Motion (Lynch), Second (Washburn) to approve the following slate of candidates for open positions.  
MOTION APPROVED.

President-Elect: Megan Bailiff

Treasurer: Mo Lynch and Vanessa Meer

Director (for 2 openings): Kimberly Lellis Dibble, Steven MacLeod, Avery Siciliano

**Voting will close** Monday, November 28<sup>th</sup> COB.

**ACTIONS: Tucker** to report results of the voting to the Nominations Committee on 11/28/16. The NC will then recommend a vote to accept the results to the board. Board voting will end 12/1/16, and **Lawrence**

will notify the candidates of the results and invite the winners to the TCS Board Meeting on 12/11/16 at the Summit.

### ***Strategic Plan Post Summit***

1. Strategic Plan Comments: The 2013-2014 Strategic Plan document has been placed in Dropbox for all board members to review.

**ACTION: Board Members to review and send comments on the Strategic Plan document to Lawrence by November 14\***. \*Please note that the date has changed.

**ACTION: Executive Committee to review comments during the week of 11/14/16 – 11/18/16 and prepare a draft for the Summit Board meeting on 12/11/16.**

**ACTION: Lynch to prepare draft 2017 budget for review by the EC during the same week**

2. Future Summits: Communicating with RAE about future Summit partnership or TCS hosting an individual conference was discussed, in addition to the importance of addressing TCS needs early on.

### ***Responsibilities of TCS Board at the Summit***

1. General Update: Sponsorship is lagging; however the program is developing well. The program is available online:

[https://www.estuaries.org/images/NOLA\\_2016/Program\\_Schedule/2016\\_Summit\\_program\\_working\\_draft\\_10-27-16\\_pm.pdf](https://www.estuaries.org/images/NOLA_2016/Program_Schedule/2016_Summit_program_working_draft_10-27-16_pm.pdf)

The goal is to have a slim paper/print program and to make the full program available through apps which will facilitate last minute changes. There is more room for posters; however the closing date is Friday, November 4. Early bird registration closed on October 31. Registration pick up is similar to past conferences.

2. Career Event Update (Sunday 12/11/16 1-5 PM): Speakers have been confirmed and speaker instructions are being developed.

3. Job Fair (Monday 12/12/16, 12:30 – 2 PM): The registration form may be misleading; \$10 registration fee is for job seekers, not employers. There have been 2 interested employers to date. Board suggested the need for 12 employers by 12/2/16 to proceed with the Job Fair.

**ACTION: Executive Committee to decide whether to move forward with job fair by December 1.**

4. Annual Meeting (Sunday 10 – 11:30 AM): Membership should be invited to the annual meeting 30 days in advance. The plan will be to use this meeting as an opportunity to present TCS awards, review TCS activities, and to recruit potential partners including future Coastal Career Days.

**ACTION: Tucker assist Lawrence by drafting a list of agenda items that are typically discussed during Annual meetings.**

5. TCS Board Meeting (Sunday 12/12/16 8:30 – 10:00 AM):

**ACTION: Lawrence to send the board a call for agenda items for the board meeting (such as strategic plan, whether to partner with RAE for another Summit, board transition).**

6. CMJ Special Issue: Smythe and Washburn have identified people to help support the effort to develop the CMJ Special Issue. Lynch will assist in an editorial capacity and Bigford will help with planning and process. There is a young professional at URI that has expressed interest in helping with the special issue as a professional development opportunity. The group has a call scheduled to discuss the theme, call for papers, and to develop ideas. In the next couple of days, they will send their first and second theme suggestions to Patrick Christie, CMJ Editor.

7. Student Awards Lead Judge: This individual will collect the names of all participating students, create judging schedule, arrange judging criteria, and collect scores. Most of the work will be done during the Summit. There is a space on the registration form for participants to volunteer for judging. Bigford and Farady volunteered to be co-lead judge.

**ACTION: Bigford** to inquire about getting a list of registrants from RAE who indicated that they'd like to judge.

8. Membership Booth in Exhibit Hall: Booth assignments should not conflict with other conference obligations (e.g. moderating, presenting, etc.) The goal will be to have the booth as a central gathering place for TCS membership and to have a consistent TCS presence near the membership booth.

**ACTION: Lawrence** to draft and send to Lynch, Bigford, MacLeod, McCrary, and Smythe to confirm shift assignments during annual meeting.

9. Moderator Volunteers: McCrary is seeking volunteers for moderating duties. **Lawrence** and **Lynch** volunteered.

10. Student Travel Scholarship: \$1000 for the Marc Hershmann Travel Scholarship is available from Taylor and Francis. The process for how students may learn about and apply for this funding opportunity was discussed. How the funds should be allocated was also discussed. Suggestions included:

- application of funds to assist with travel to the Summit
- students providing a detailed budget and a statement of financial need;
- having a maximum travel award in the amount of \$250;
- having students apply whether they have registered or not; and
- registering for the Summit by a certain date as a condition, or the funds will be given to someone else

**ACTION: Lynch** to review past documents to develop and recommend to Lawrence a strategy for awarding the travel funds.

**ACTION: Tucker** to promote scholarship; deadline to apply 11/28/16,

**ACTION: Lynch** and **Lawrence** to review student applications. Notification to recipients 12/1/16.

**ACTION: Lynch** to provide students with a check for reimbursement at the Summit if students can provide receipts.

**ACTION: Tucker** to invoice Taylor and Francis.

Discussion: Taylor and Francis would like to be present at the Board Meeting. This will be an opportunity to let them know which students were selected.

## ***Committee Updates***

1. Development: Theme ideas for an ongoing fundraising campaign is being planned. The annual giving campaign will be starting in late November. The goal is to have 100% participation from the Board prior to sending an announcement to the membership. Bigford has provided updates available for review in DropBox.

2. Program Initiatives: Volunteers are still needed to support efforts to encourage people to attend the Summit through the calling campaign (script available in DropBox). Several postings to the TCS blog are scheduled for November.

3. Career Development:

Chapter and University Relations Subcommittee: The lack of coordinated efforts for the committee to engage with faculty advisors was discussed. Making student chapters aware that the annual reports for reaffiliation with TCS will be due soon was also discussed.

**ACTION: Lawrence** to contact Covi to discuss 1) conference calls with chapter officers and, 2) inviting faculty advisors to gather at the Summit to exchange ideas and build a relationship with TCS and among each other.

New and Mid-Career Advancement Subcommittee: Claire Enterline is leading the Career Event and the Job Fair at the Summit, and is participating on the planning committee of the Rhode Island Coastal Career Day. All events are well organized and on schedule.

**ACTION: Lawrence** to reach out to all committee chairs prior to the Summit to discuss how the year has progressed and inquire about their desire to continue serving in that capacity.

Committee Recruitment: can be done at the Summit and with membership renewal, as well as by a call for volunteers after 1/1/16.

### ***Chapter Liaison Reports***

1. University of Rhode Island: URI Coastal Career day is November 18. Student participation has been exceptional and the room is expected to be full to capacity.

### ***Next Board Meeting***

December 11, 2016, 8:30 – 10:00 AM  
Location: TBD

**ACTION: Tucker** to request a phone for tele-conferencing during the Summit meeting

**ACTION: Lawrence** will invite newly elected members to attend the meeting.

### ***Adjournment:***

The meeting was adjourned at 4:15 PM ET.