

**TCS Board of Directors Meeting
MINUTES
Wednesday, March 26, 2014
2:00 – 4:00 PM Eastern**

Attendance: President Lisa Schiavinato, Treasurer Mo Lynch; Directors Tom Bigford, Susan Farady, Tony MacDonald, Chad Nelsen, Matt Nixon; Executive Director Judy Tucker; Guests with agenda items: Rick Devoe, Greg Meyer, Paul Ticco.

Departed from call prior to discussion of the Future of TCS: Bigford, MacDonald, Nelsen, Nixon.
RSVP's unable to attend for a work conflict: Chris Ellis, Susannah Sheldon, Brian Smith.

President's Report (Schiavinato)

Julia Wyman withdrew her self-nomination for President-Elect for business reasons. She will continue to support TCS as much as possible. Others approached were uncertain about their fit as a leader without knowing the future of TCS. Nominations will remain open.

Secretary's Report (Tucker)

Motion (Farady), Second (Bigford): To accept the minutes of the March 3, 2014 TCS Board Meeting as written. PASSED.

Treasurer's Report (Lynch)

Proposals from two accounting firms were presented for preparation of the 2013 tax return and 1099's:

1. Ubelhart, Rogstad, and Associates, PC (prior TCS firm) - \$2,430
2. BHT, Inc./Rollins and Associates (firm used by Lynch for 3 other nonprofit organizations) - \$800

Motion (Lynch), Second (Farady): To use BHT/Rollins to prepare the 2013 tax return and 1099's. PASSED.

ACTION: Lynch to notify both firms, request a LOA from BHT for signatures, request filing return prior to May 15 deadline, but also request filing an extension for filing the return.

ACTION: Tucker to request extensions for filing the charitable solicitation registration renewals due May 15.

Partnership Updates

1. Social Coast Forum (Schiavinato)

NOAA Coastal Services Center approached TCS to take on this meeting when advised of new government restrictions on hosting meetings. When this issue was removed so CSC did not give up the conference, TCS was offered the opportunity to participate in directing the content via a role on the Steering committee (Sheldon) and the Planning Committee (Ellis). The benefits of the partnership included input into the program content, coverage of a social science agenda, creating awareness of TCS among attendees, demonstrating capability as a partner to CSC, and a possible special issue of *Coastal Management*. The success of the forum was due to identification of a topic not being covered by others instead of trying to cover all coastal issues. Among the lessons learned for a future partnership is using a

letter of agreement to spell out the methods for promoting TCS as a partner and the opportunities for distributing TCS information.

ACTION: Schiavinato to ask Ellis and Sheldon to investigate the opportunity for a CMJ special issue.

ACTION: Schiavinato to request a more in depth discussion with CSC regarding future opportunities to partner.

2. Coastal States Organization (Ticco)

TCS and CSO discussed co-presentation of an event to advance the partnership between organizations, lessen the burden on each, and to enhance the awareness of TCS within state programs and local governments. The symposium that was postponed from late 2013 will be held at the Hall of States Building in Washington, DC, on a date in May that could coincide with other scheduled meetings which will bring state program and local staff to the area. Other attendees include Capitol Hill staff and agency employees. The format will be short individual talks from panelists, Q&A from a moderator, then Q&A and discussion with the audience on the topic of local resiliency: the impacts of SLR and strategies for adaptation, focusing on VA and MD. The goal is to identify better ways to get information, expertise, and funding from Federal agencies and state programs down to the local level. CSO Will provide the conference room, publicity, catering services, general logistics. TCS will get speakers, facilitate the session, and budget up to \$1,000 for speaker travel costs. In order to use funding from the Taylor & Francis sponsorship, a summary report with speaker statements will be offered to *Coastal Management* for publication in a regular issue.

ACTION: Ticco to keep Board updated.

3. Taylor & Francis Group, Ltd. (Schiavinato)

The 2014 – 2015 contract offers \$2,500 to sponsor a joint TCS-Coastal Management event or project in 2014, with the understanding that the event or project will be designed by TCS to meet the mutual goals to increase readership of and submissions to CMJ, support the continuing education of the TCS membership, and to advance the field and study of coastal management. The event (s), in addition to the TCS/CSO symposium, needs to be planned.

ACTION: Bigford and Lynch will suggest ideas for an event, possibly leveraging the funding by the addition of other partners such as the American Fisheries Society or sanitary sewer commissions (wastewater treatment professionals).

Summit Updates (Bigford, Schiavinato)

The following support for 2014 TCS/RAE Summit is requested of the TCS Board.

Program Team (Julia Wyman, juliawyman@gmail.com)

Abstract Review – Serve as a reviewer of Abstracts (in review now)

Plenary Team (Kristen Fletcher, Kristen.m.fletcher@gmail.com)

Speakers – Assist in contacting speakers/moderators identified by Plenary Team

Planning Team (Kristen Fletcher/Caitlyn McCrary, Caitlyn.mccrary@noaa.gov)

- Travel Scholarships – Coordinate scholarships for students to attend TCS
- Registration – sharing registration and program information with colleagues &/or supporting members of your organization to attend.

- Student Judging - Coordinate Student Competition
- Student Judging - Serve as a judge for TCS Student Awards (posters/presentations)

Sponsorship Team (Lisa Schiavinato, lcschiav@ncsu.edu)

Assist in approaching potential sponsors identified by TCS/RAE team

CMJ Special Issue

The 2014 – 2015 contract offers \$2,500 to sponsor the RAE/TCS Summit in 2014, with the understanding that TCS Will plan a special issue based on the theme of the conference or a plenary session and encourage attendees to submit papers to the special issue.

Needed: a TCS representative to submit a proposal to CMJ, and to work with a CMJ Editor to prepare the special issue for publication.

ACTION: Schiavinato/Tucker to solicit a representative from the TCS members with accepted abstracts.

Membership Report

1. Retention (Tucker)

The initial retention rate for 2014 was 34%. Following a series of emailed messages about membership benefits to all dropped members, and personal greetings to individual Regular and Retired Members, Tucker improved the rate to 52%. Two messages drafted by two New Professional Members for other NP's was recently emailed. The Chapters Committee was given a list of dropped members for each chapter and asked to get the chapters to report back who graduated with contact information, and to help get those still on campus to renew.

ACTION: Board to contact a list of assigned Regular Members to find out what they think of TCS and to encourage them to renew their membership. (Note: no benefits have changed or been reduced for 2014.)

2. Chapters (Meyer)

During a conference call of the TCS Chapters Committee and representatives from chapters, the chapters rejected the proposal for joint membership (chapter members must also be TCS members). A compromise was offered: chapter officers must also be members of TCS. Chapters feel the additional requirement and expense may reduce their membership size.

ACTION: Board needs to respond to this offer.

ACTION: Tucker to advise consultant that chapters to be included in research re: the future of TCS.

The Future of TCS

1. Consultant Proposal (Schiavinato)

Agreement on appropriateness of revised scope of work, experience of consultants, and set fee vs. hourly and the amount. Need to amplify the language in the proposal to make sure the research will show where TCS fits in the marketplace.

ACTION: Schiavinato to ask Board to respond to the revised proposal, gather the comments, send any changes to Third Space Studio, and request a follow up call with TSS.

2. Retreat Proposal (Schiavinato)

NC Sea Grant Program, Coastal Services Center, Maine Coastal Program, represented by TCS Board members Schiavinato, Ellis, and Nixon) are willing to entertain a proposal to assist with the funding of

the retreat. Smith from NCSU is offering in-kind donation of meeting space and AV equipment. There is no money for a retreat in the TCS 2014 Budget. Additional financial support will be needed from the board to pay for the consultant, and the contract cannot be approved until the funding has been identified. RI and SC Sea Grant programs (Farady, and past Director Devoe) would consider a proposal for the consultant and research if it yields a useful product which can demonstrate to their stakeholders what was gotten for the funding. Funding would also be easier if a mechanism for paying for certain expenses could be found rather than sending funds directly to TCS.

ACTION: Schiavinato to ask opinion of Ellis and Nixon regarding shift from proposal for funding retreat to proposal for funding research/consultant.

ACTION: Schiavinato/Tucker to revise proposal to reflect shift and send draft to Farady and Devoe for input.

ACTION: Schiavinato to send revised proposal to entire Board for everyone's funding consideration.

3. Next steps

Revise proposal, get \$7,000 funding in place, sign contract with Third Space Studio – all as soon as possible so research can be completed before a retreat in late June.

ACTION: Schiavinato to send revised poll for best date for retreat between the consultants' two available dates.

The meeting was adjourned at 4:05 PM.