

TCS Board of Directors Meeting
Saturday, June 28, 2008 – Redondo Beach, CA
AGENDA

ATTENDANCE: Judy Tucker, Kristen Fletcher, Kate Killerlain-Morrison, Helene Scalliet, Rick DeVoe, Jeff Benoit, Lisa Schiavinato, Paul Ticco, Susan White, Christine Patrick, Tali Engoltz, Angela Gustavson, Jeff Smith (at the end)

INTRODUCTION (Fletcher)

John Cooksey, TCS 21 conference coordinator, was introduced to the Board of Directors, as well as his son Noah and wife Mary. John said it was a pleasure to work with TCS volunteers and Judy Tucker in planning this conference.

APPROVAL OF MINUTES FROM PREVIOUS BOD MEETING (Scalliet)

MOTION: The Board of Directors voted unanimously to approve the minutes from April 21, 2008.

REPORT OF E-VOTES (Scalliet)

The Board of Directors conducted an e-vote to accept the amendment to the agreement with Taylor and Francis. The results of the vote were: 1 abstention, some didn't respond, all others said yes. With this amendment to the agreement, T&F is committing to providing a monetary sponsorship to TCS both on conference years and non-conference years.

REVIEW OF TCS21 PROGRAM (Fletcher)

The Board of Directors recognized conference co-chairs Jim Fawcett and Kate Killerlain-Morrison, as well as program chair Lisa Schiavinato, for their contribution to TCS 21. Christine Patrick, who is the editor for the conference proceedings, was also thanked for her efforts. Jeff Benoit and Paul Ticco did a great job securing sponsorships and Tali Engoltz covered a lot of needed details.

REVIEW OF BOD ROLES DURING TCS 21

General (Susan White)

A "Honey Do" list was put together to give ideas on how BOD members should interact with conference participants and sponsors during TCS 21.

ACTION: BOD members were encouraged to choose five ideas from the list that they can achieve while being challenged, and to embrace those ideas during the conference.

For example, lunch times are important ways for BOD members to engage with conference participants, so they should try and sit at a table at which another BOD member isn't already sitting. On Monday, we have 3 reserved tables for speakers, sponsors and board members of CMJ – BOD members should be sitting at those tables with gaps filled in with planning committee.

Sponsors (Judy Tucker)

Some BOD members who started building relationships with sponsors were sent an email from the executive director that explained how to work with these sponsors specifically during the conference (greet them, introduce them to their target audience). Everyone on the BOD should work on this and make sponsors feel welcome. In addition BOD members should try and get feedback from sponsors afterwards, for example asking them what they got out of the conference, if they would consider coming back, and if it was a good experience for them.

The last few weeks brought in a lot of much needed sponsorships (around \$120,000). We reached out to sponsors that we had not reached out to in the past, and it was very successful. With this in mind, we need to use this conference as an opportunity to reach sponsors – make them feel welcome; make them feel that their role is important. We also need to talk to members and non-members about some of our projects and try to pull members into more of our activities.

FINANCIAL REPORT (Jeff Smith)

Financially, TCS is looking a lot better than last quarter. We have had good response in conference registrations. Our net is above what we budgeted in organizational budget, but there are a lot of conference expenses happening right now. The total conference income is about \$211,000. The net income after the conference expenses are factored in should be about \$102,000. We had budgeted \$65,000 as net income for the alternate year so we did well. In-kind donations are subtracted from expenses so we know how much it would have cost if we didn't get in-kind donations. As far as our executive services (salary for executive director), we did not get a second quarter bill yet but we should be able to cover it with what we have budgeted. Our total equity is about \$74,000.

EXECUTIVE DIRECTOR REPORT (Judy Tucker) – see document provided

If we continue to use our executive director's services with the number of hours that we budgeted for 2008, we will run out of money for her services by September. She presented information about the necessary services we would lose from her between September and December. We may need to divide her tasks in different ways or increase her payment this year.

This is the first time the executive director has been told to stop working because we were running out of money. She gets paid \$35/hour and keeps track of all her hours spent on TCS. The document provided outlines her time for three of the last years for comparison. In Q4 of 2007, we asked Judy to help with the transition to annual

membership and CMJ subscription, which took a lot of time. In Q4 of 2006, Judy was helping with the 2006 retreat. In 2008, Judy started logging hours in development (which used to be logged under conference).

The executive director estimated the remainder of what needs to be done in 2008 and how long it would take to do it. She is requesting to minimize her role as a liaison between committees because there are other ways for TCS to handle that function. She would continue to work with chapters through the chapter committee chair (tax status, etc...)

She can keep 160 hours for the remainder of 2008 but that means no time on development, member benefits, and committee support. The education committee may be key to development by providing guidance on what we want funding for.

ACTION: The executive committee will review these numbers after the conference and make recommendation to the BOD on how to deal with the executive director's time.

UPDATE ON TCS22 (Jeff Benoit)

TCS 22 will be in coastal North Carolina in 2010. The co-chair for that conference will be Todd Miller of the North Carolina Coastal Federation. The two communities of interest are Wilmington or New Bern (small town feeling, about an hour from Beaufort). The BOD discussed whether or not the conference location should be right on the beach or not. The current locations being considered are not right on the beach, which may make field trips more difficult. The RFP is ready to go, but we have been trying to decide on a specific target first. The general agreement was to ask for specific items in the RFP so that we have room to negotiate with the conference centers (for example, free internet).

ACTION: The President will announce that TCS 22 will be held in North Carolina in 2010 during the last day's award luncheon at TCS 21.

The BOD discussed timing for the conference. The goal is spring 2010, before hurricane season starts in June. Other considerations are:

- the need to avoid Easter and Mother's Day
- college schedules – should we have it before they go into finals or after graduation? After graduation most of the students scatter. Since one of our reasons for the North Carolina location is that we have 2 student chapters there, we want to take the academic schedule in consideration. There are about 40 students registered for TCS 21, which is similar to our past conferences, but in N.C. there may be more students. If we do it before it gives master's students an occasion for a run-through of their thesis presentation before they defend them at the university.

DECISION: The BOD agreed that the conference should be held prior to the universities final exam schedule.

The BOD discussed the need to start development efforts for TCS 22 early and keep momentum from this conference. One idea is to combine the 2009 BOD retreat with a sponsor's event in N.C., so that we can get info from sponsors prior to planning committee really starting off and we can introduce potential sponsors to TCS and student chapters early on. Since the Southeast governors are currently talking about getting together next spring (similar to West Coast efforts), we might propose the retreat as a venue for them.

NOMINATIONS COMMITTEE REPORT (Paul Ticco)

The nominations committee (past president, president, and president-elect) usually works from September for December, about 4 months, to set up the nominations and elections.

The usual time line is as follows:

- Call for nomination (email to membership) - July
- Reply to the call – August
- Committee meets to formulate slate of candidates – September
- List is sent to the Board for a vote to accept the slate – September
- Slate gets put in ballot form and emailed to members (they get a month) – elections in October. Note: We have had an extension for this in the past to get more votes.
- Committee meets again to accept the results of the vote - October
- Results given to all candidates by President – November
- Results emailed to all members – November/December
- “Hazing” of new Board members – December BOD phone call

We will have three board seats open and the president elect position. The board members as well as the secretary and treasurer term are for 3 years. The president-elect position is for 2 years (after which they become president for 2 years, then past-president for 2 years). TCS members outside the US are eligible to be elected; however, it is very important for Board members to be at the conference and on all the board calls and the retreat so unless a person residing outside the US can make those meetings, it may not be a good fit.

There is a need to alter the division of responsibility within the nominations committee. Right now all the phone calls fall on the president's plate, and it is too much for president. Some of the nominees should be handled by the past president, who can give them an accurate view of the duties. This would be a more fair division of labor.

ACTION: Jeff and Kristen will work this way this fall and will let us know how that worked out. Past president will make the original phone calls and president will call the elected members to welcome them officially.

Last year, we had an unlimited number of nomination for each seat open for election. This meant that the folks who got elected might be just a handful of votes (or less) from the second runner. If there was a limit on the number of people running for one seat, perhaps the distinction of who gets elected would be more clear. The BOD discussed pros and cons for both of these options:

	<u>Pros</u>	<u>Cons</u>
Unlimited number of members running for one seat	- Everyone has a fair chance - Someone who is not elected but was interested in being nominated may want to be involved with leadership in another capacity	- Vote result is sometimes decided by just a few votes, which “dilutes” the slate and does not give a good sense of where the membership is leaning
Limited number of members running for one seat (probably 2 or 3)	- Each person nominated has been ‘screened’ and is qualified and determined about taking a leadership role with TCS	- Fair and objective criteria for who gets to be nominated would be hard to develop and would need to be made obvious (by-laws or policy). The criteria could include the kind of expertise needed in the BOD, as well as age group, location, etc...

DECISION: There was not much support for the idea of limiting to two folks, so the BOD will keep that in mind for next year but will proceed with an open slate for each seat this year. Perhaps in the future the BOD will ask that each person would need two nominations from board members to make it on the slate.

ACTION: BOD members should talk to potential interested members about nominating them for the open seats, but will take care only to nominate someone who they feel is committed to TCS. The list of BOD members’ duties will be sent out when sending out call for nominations so that potential nominees can be clear about the commitment required for each open seat.

BYLAWS DISCUSSION/MEMBERSHIP COMMITTEE REPORT (Susan White) – see document provided

Description of the changes: The membership committee proposed some changes to the by-laws, which included a change from three membership categories to nine. The dues are not included in by-laws so that they can be altered without full membership vote as needed to cover costs. For the corporate and institutional members, the dues will not change but membership accessories did get clarified in the by-laws. The “other” membership category (#9) was previously in existence in case an opportunity comes up. The committee was not in favor of the lifetime category but the honorary category is close and will be given to very few deserving individuals. The committee also clarified in the by-laws who got a vote and who didn’t.

A private company could be an institution member (\$250) rather than a corporate (\$500), just like an NGO could be a corporate sponsor if they sponsored \$500. We did change

regular members from “individuals” since some other category could apply to a single individual.

Changes were made to Article 16: Awards. This is an update – we gave the first Knecht award at TCS 20 and now it will be reflected in the by-laws. Should there be another award to honor Marc Hershman?

Comments from the BOD: The BOD discussed the fact that we should not include information on the CMJ subscription in the by-laws, it should just be a policy. The subscriptions maybe not last forever, we shouldn’t include in by-laws so that we are left with some flexibility. Corporate and institution memberships should have the same description except for the number of members included so that everything is clear.

Perhaps the specific benefits should be described in a policy. They could be made clear on the website, but not be included in the by-laws so that the BOD has flexibility to adjust them in the future.

Perhaps the dues for libraries should be higher, especially if that gives them access to CMJ.

The BOD agreed on the changes to Article 6 (dues on the calendar year cycle). The BOD also agreed on Article 13 (formation of new standing committees for chapters and executive committee). The executive committee cannot vote or hire Judy, but they can do background work for the Board.

Regarding the awards, the BOD agreed that there are already two student travel awards (from Taylor and Francis) named after Marc Hershman, as well as a keynote speaker. The BOD agreed that there is no need for an additional award, which may dilute the impact of awards. There are also some competitive student awards (used to be Tom Bigford awards) – there should not be included in by-laws, but we should keep them as policy of the board.

The BOD agreed that there may not be a need for such extensive by-laws in the future. More consolidated by-laws with a string of Board policies might be more efficient. The procedure for changing or creating a new policy is much less bureaucratically cumbersome than for making changes to the by-laws (which require a high number of votes from membership). For example, we could get rid of awards section in by-laws and just create a by-laws committee to solicit and recommend awards.

The BOD discussed the utility of Article 10, section 2(b), but decided to leave it in.

ACTION: The membership committee will finalize the changes to the by-laws to reflect these comments and will send the proposed new by-laws with the ballot in the Fall.

ACTION: Paul Ticco, Rick DeVoe and Lisa Schiavinato will work on reviewing the by-laws from a “big picture” point of view, with the intent to consolidate them in a shorter form and keep some of the ideas as policies rather than by-laws for more flexibility.

COMMITTEE/WORKING GROUP REPORTS

In the interest of time, no other committee or working group reports were made.

UPCOMING PROJECTS REVIEW/DISCUSSION

TCS21 Outcome Document

Two years ago we had a special issue of Bulletin outlining events from the conference. There is an example from CZ Canada that is a statement/white paper sent to appropriate policy makers as an outcome from the conference – the BOD agreed to consider this model and Tali Engoltz has been the lead on this. A decision should be made by the end of August; if there will be such an outcome statement of TCS21 (white paper), it should be built around the closing plenary. The outcome document would push TCS from the conference into a certain direction. This could be a springboard to an alternate year event or a continuing conversation that leads to next conference. This would be a concise document. There will be new leadership coming into NOAA – we may want to bring a TCS21 outcome document to the new leadership in order to bring TCS to NOAA and show them where new leaders in the profession are going. In addition, students might be interested if TCS was looking at how to develop new coastal leaders. This document could also be used for purposes way beyond TCS, for example it may mold NOAA-led training.

ACTION: We need to reach out to folks in closing plenary to tell them the plenary would be a springboard into an outcome document so that they stay involved and in the loop till the end of August/September.

CMJ Theme Issue

Patrick Christie has been aggressively pursuing the idea of a TCS-theme issue of CMJ, which would be a great celebration of our partnership with CMJ. The idea has been put on hold until after TCS 21 as it is a big effort and would take at least a year to put together. There is a page limit/year but not a number of issue limit for CMJ so it is a really good option for TCS. CMJ staff wrote a draft proposal for this already, but the BOD decided to hold off on formally presenting this proposal to the CMJ editorial board until it has had a better chance to weigh in. This is a long-term commitment by TCS, we need real commitment from BOD members and regular members before we engage with CMJ.

Coastal Resource Recovery Fundraiser (CRRF)

Tom Bigford wanted to resurrect the fundraiser at the conference. This could be a great tool for engaging TCS members to be more active on the alternate year. For example, fundraising ideas include a program where members bike and log miles they saved from driving, etc...

ACTION: The president will announce at the membership breakfast that we are looking for members to work with Tom Bigford on fundraising, volunteer projects, coastal activities to raise money, etc...

Meeting was adjourned at 5:30pm.