

## Meeting Minutes NAC SETAC Board

16 December 2003

Meeting Called to Order: 10:05

Meeting Adjourned: 11:05

### Attendees:

Jocelyn Hellou, [hellouJ@mar.dfo-mpo.gc.ca](mailto:hellouJ@mar.dfo-mpo.gc.ca)

Maura Surprenant, [msurprenant@whgrp.com](mailto:msurprenant@whgrp.com)

Duane Huggett, [duane\\_huggett@groton.pfizer.com](mailto:duane_huggett@groton.pfizer.com)

Marianne Hirsch, [Marianne.Hirsch@kodak.com](mailto:Marianne.Hirsch@kodak.com)

Bonnie Potocki, [bpotocki@eco-solutions.com](mailto:bpotocki@eco-solutions.com)

### Absent:

Julie Rothrock, [Julie.rothrock@amec.com](mailto:Julie.rothrock@amec.com)

Dave Page, [dpage@bowdoin.edu](mailto:dpage@bowdoin.edu)

Nick Anastas, [nicholas.anastas@state.ma.us](mailto:nicholas.anastas@state.ma.us)

### I. Board Communications

Based on recent input from NAC members, the NAC board recognizes the need to improve communications with NAC members. In response to this concern, the Board has identified several means to increase membership awareness of Board activities. These are:

- A. Meeting Minutes: Effective in January 2004, the minutes of the NAC Board teleconferences will be posted on the NAC/SETAC website (link off the Board Member page).
- B. Newsletter: The Board is considering issuing a NAC/SETAC newsletter. We estimate two issues per year. Suggested topics for the newsletter include:
  - NAC/SETAC Volunteer Opportunities
  - Information about NAC/SETAC annual meeting
  - Regional happenings
  - Information about other meetings in the region
  - Members input
  - Membership application
  - Student Membership Information

◆ **Volunteer Opportunity:** In order to produce the NAC/SETAC Newsletter, the Board is seeking a volunteer to coordinate this effort, and a committee of volunteers to assist in information gathering and formatting. This is a great opportunity to get involved, learn about the organization and get to know other members. The newsletter would be a wonderful forum to inform NAC members of NAC activities and increase member participation.

C. Increase Student Participation. The Board recognizes the need to promote student involvement through academic professor participation as well as outreach to universities and colleges.

◆ **Volunteer Opportunity:** We need the participation of NAC members in the academic community to encourage student involvement. We have seen a decline in student participation recently, and would like to see more student presentations and participation in the annual meeting.

#### D. Board Membership Poll

The Board plans to poll NAC members, and will develop questions by the end of January 2004. Dodi Borsay will provide an updated list of NAC/SETAC members to the current Board. The Board will review the list and determine how best to divide contact responsibilities. Dodi will also obtain a list of SETAC members from our region.

Topics for discussion with NAC members will include:

- Verification of contact information (address, phone, work affiliation)
- Interest in participation in NAC through assistance with the annual meeting or Chapter work
- Further discussion of opportunities for involvement with the annual meeting. The Board has identified the following needs for the annual meeting:

#### ◆ **Volunteer Opportunities for Annual Meeting:**

##### *Coordinator of Vendor Sponsors*

Coordinator and additional volunteers to secure vendors for tabletop displays at the annual meeting. Vendors pay a fee for the opportunity to be represented at the annual meeting, and are provided tabletop space for materials. Board members (Bonnie Potocki) will provide information on potential vendors to contact. This effort helps to reduce meeting costs.

### *Coordinator of Sponsorship for Breaks/Poster Social*

Coordinator to secure sponsorship for breaks and poster socials. Sponsors contribute funds to sponsor the breaks, and are recognized in meeting literature and at the meeting for their generosity. NAC can provide information on previous sponsors. This effort also helps reduce meeting costs.

### *Short Course Chair*

Chairperson needed for the Short Course

### *Registrations Table*

Volunteers are needed to help at the registration table.

### *Coordinator for Student Presenters*

A coordinator is needed to solicit participation and coordinate student posters/presentations.

## II. Annual Meeting

### A. General

The board discussed obtaining a breakdown of NAC/SETAC members who presented at the SETAC 2003 National meeting, with presentation titles. Also discussed requesting information from National on Regional presenters.

The Board discussed distribution of the meeting flier to be issued in January 2004

Dodi B. will obtain an evaluation from National SETAC on the Amphibian short course

Dodi B. will assemble a list of colleges/universities/community colleges for Rhode Island

Dodi B. will provide contact information to Bonnie P. for wetlands session

Need to verify Contacts for the following:

- Student scholarship (Dave Page, or Duane Huggett?)
- Student Awards for Platforms and Posters (Cheryl Montgomery?)
- Student membership (Patti Tyler?)

## B. Financial Details

- The Board needs to set costs for the short course
- The Board needs to set costs for the clambake/BBQ
- The Board has voted not to fund platform presenters for session presentations.
- The Board has agreed to compensate keynote speakers for expenses
  
- The deadline for application for funding offset from National SETAC for the short course is 2 February, 2004. The available funds have decreased since last year. Duane will work on this.

## C. Short Course

Duane will work with Mark Thompson regarding overview of this course

## III. Website

The NAC website will be updated with phone and e-mail contacts of board members and annual meeting information (Dodi).

Next Call: Early February

Agenda Items:

Regional Chapters Meetings Issues (Not for Profit status, constitutional changes)

Annual Meeting

- Flier Distribution
- Details on Meals/Breaks