



1801 Mountain Road NW Albuquerque, New Mexico 87104 www.nmas.org

Board Meeting Minutes

Saturday February 29, 2020 9:30 am - 12 pm

Physical Meeting Location:

New Mexico Museum of Natural History and Science

Virtual Meeting Location:

Call-in number: Dial by your location +1 669 900 6833 US (San Jose)
+1 929 205 6099 US (New York) Code: 356-095-6121

Agenda Items

Call to Order

Roll call M = at Museum Z = Zoom phone A = Absent

Aubele, Jayne M	Jett, Steve M	Liu Zhiming M	Showalter, Margaret M
Brandvold, Lynn Z	Kemme, Shanalyn M	Nygren, Richard A	Sumali, Anton M
Gurtler, Gretchen M	Knoll, Malva Z	Rock, Rod M	Thrall, Deb M
Hastings, Joe Z	Liu Jane M	Rogers, Natalie A	

3. Proof of quorum 11 of 15 present

4. Approval of the agenda. (Joe, Anton)

5. Secretary's Report (Malva Knoll)

a. Present and approve the previous meeting minutes and electronic votes.

1. The board approved the December 2019 election results and President Liu's appointment of committee chairs and directors in an on-line vote January 30, 2020. No other committee reports needed approval.

2. The board approved NMAS Application for the Facebook Connections program on Feb 22, 2020. Which would provide a summer intern for web work. 9 of 15 board members voted approval. Natalie Rogers completed the application form and will report on progress.

3. The proposed budget from Jan 4, 2020 was tabled to be discussed on Feb. 29, 2020. The board accepted the secretary's report as written. (Deb, Rob)

6. Treasurer's Report (Deb Thrall)

a. Proposed 2020 Budget Report discussions:

Deb reported a current deficit of -\$2,230.00 for the year. She also reported several deposits from unknown sources from Los Alamos totaling nearly \$1300. There are random deposits in April, August, and November. She will continue looking for the source. There is a notation showing a LANL employee Donovan Porterfield giving a donation for the Outstanding Teacher Award. Deb will determine whether it is a personal donation or made on behalf of the American

Chemical Society members. Deb will add a line in the 2020 proposed budget as donation restricted to Outstanding Teacher Award.

Deb questioned where to record the \$3200 in Jr. Academy listed as carry-over as 'income' and whether it was actually new income. The money must be accounted for within the income and expenditures of NMAS. NMJAS is treated as an NMAS project in the budget report for 2020. After discussion the consensus was to create a line number at the beginning of the budget above line 9 'totals' to be labeled NMAS restricted budget. It was previously listed on line 40 as carry over budget of JAS It will listed as JAS restricted budget. The amount was reduced to \$1500 with a board consensus to support all financial needs of the Jr. Academy.

The board accepted the 2020 proposed budget as amended. (Anton, Shanalyn)

Deb requested a change in banks from US Eagle to Nusenda. This give Lynn access in Socorro and allows on-line banking access. There were objections to using Wells Fargo due to its banking practices. The board passed a motion to change the NMAS bank. (Deb, Malva)

The change of banks will occur after filing of registration fees for NMAS to the Secretary of State. The fee is \$10 is required for NMAS to operate as an LLC.

Deb will attempt to reduce possible fines owed to the NM Attorney General which requires all non-profits to file _____. NMAS has not been in compliance and must record a copy of by-laws and non-profit state forms. There is a \$100 fine possible.

NMAS needs a legal agent to act for NMAS so that paperwork in NM can be filed on an annual basis. Deb needs the hard copies from previous treasurer, Vince Gutschick, especially the original letter which declares NMAS as a non-profit. Vince is currently the legal representative for NMAS. Deb will check with the Albuquerque Foundation for information as to whether they will provide a legal representative due to our endowment being held at the institution. Deb does know a lawyer who has acted as a pro bono legal representative for other science organizations in Albuquerque. She will request help if needed for NMAS.

The board accepted a proposal to start a NMAS post office box. . (Rod, Shanalyn).

The post office box will cost \$118 per year. NMAS will keep the physical address as the NM Museum of Natural History and Science, but will list the mailing address for banks and payments as the PO Box. Deb will open a box at Graceland near San Mateo at Lomas. It will be a 3X5 inch box and payment is already in the budget on line 58. .

b. Current budget report was provided by Deb in email to all board members prior to the meeting.

Account Balances as of 2/24/2004

Savings - \$8902.96

Checking - \$3066.09

Endowment Unknown balance

Paid: 2/20/20 - New checks order - \$21.70

2/06/20 - Credit Card Payment - \$53.49 (Unknown, as the bank statement doesn't give details.)

Lynn bought stamps for \$2.30 on 01/07/20 on her credit card, but that is not showing up on the bank statement as a debit payment.

7. NEW BUSINESS

- a. Job Protocol and Calendar for Elected and Appointed Directors (Z Liu)
- b. Changing the bank account to a statewide bank (D. Thrall) (approved, see above discussion)
- c. Changing the address to a P. O. Box to make it easier for the treasurer to get the mails (D. Thrall) (approved, see above discussion)
- d. Scan some of the NMAS Journals which are available only in print to be placed on-line. (N. Rogers) Consider using Facebook intern if NMAS is selected or other payment methods.
- e. NMAS representatives (Gretchen and Malva) on the NMAS annual symposium planning team with Selena Connealy (Z. Liu)
- f. Confirm money to contracted person to distribute NMAS PR see item # 14 below
- g. NMAS Board officer and director job protocol discussion. (Liu)

Standing Committee Reports

1. NM Junior Academy of Science (Lynn Brandvold)
SNL Grant Application for Jr. Academy (L. Brandvold, S. Kemme)
9. National Youth Science Camp (Richard Nygren, Margaret Showalter)
10. Teacher Awards Program (Jayne Aubele)
11. NMAS Lecture Series (Jayne Aubele)
12. Museum Liaison (Jayne Aubele)

13. NM Journal of Science (Natalie Rogers via written report)

The Journal has been published online and the site has been updated. I enjoyed publishing the Featured Paper and the SACNAS abstracts along with our normal fare. Thanks to Anton for securing the featured paper and to Amalia for the SACNAS abstracts.

I have submitted the application for the Facebook Career Connections intern program and will update the board when I hear back. If we do get selected, the Board will need to discuss how we will fill that person's time for at least 20 hours per week. I'm sure there will be several more steps after we are initially selected, so I will make sure to keep everyone apprised of all the details.

Whether we get into this program or not, I think it would be a good idea to hire a student intern to digitally scan copies of all the old editions of the Journal to have online. I have no idea how much that will cost but I can look into it.

I've also been working to keep the website updated. If you find any issues, please let me know. I found some broken links on our About Us page that have been fixed. The Board Members page has also been updated with Malva's help. I am also working on a MailChimp template that will match our branding. We should be able to use it for all email updates going forward.

I'm always available by text or email if you have additional questions.

14. Newsletter (Stephen Jett and Malva and Natalie)
 - a) Natalie has volunteered to design a template for newsletters or news blasts to be consistent with the new design.
 - b) Web committee / web PR committee reconvene with additional members to arrange NMAS PR distribution Malva can contact Holly Lowe as contract person for PR distribution
15. Public Relations/Community Relations (Anton Sumali)
16. Old Business
17. Review of action items
18. Next meeting dates:
 - a) April 18, 2020 9:30 am N Museum of Natural History & Science Museum
 - b) August 8, 2020 9:30 am NM Museum of Natural History & Science
19. Adjourn