**NHTM RETREAT**

**August 4, 2015**

**Betty’s Pond-side Resort**

**8:30 am to 4:00 pm**

Call to order at 9:13

**Attendance**: Andrea, Rob, Jeanine, Amy, Terri, Rich (left at 2pm), Elisabeth, Amanda, Stephanie, Annie, Cecile, Matt (arrived at 2pm). Gretchen joined via Google Hangout.

**1. Welcome/ Housekeeping/Update Directory (Cecile)**

**2. Approve minutes of May meeting (Andrea)**

 General meeting minutes were updated with the edits from May.

Adjusted minutes from May to reflect Elisabeth being new to the board, not in transition. Jeanine moved to approve the May meeting minutes, seconded by Rich. Motion passed unanimously, with Stephanie abstaining.

**3. Treasurer’s Report (Jeanine) – (*Update value of savings bonds and current financial status)***

 Jeanine hasn’t gotten online access yet to the accounts. Jeanine noted that the ‘92 savings bonds may still be valid, so she will be checking on their current value. She is also working with Matt to get access to the PayPal account.

Jeanine raised the concern that only the Treasurer has access to the safe deposit box, and suggested that two people actually have access. Annie suggested checking with the bank to see if they have paperwork to designate the President as a person who has access in cases of emergency. Cecile noted that it may also be beneficial to look into switching to a Concord location to allow easier access for Jeanine, and any future Treasurers, rather than in Bedford. Cecile also noted that the deposit for the safe deposit box hasn’t yet been paid, and that it was due in January. There was a possible note in May from Kellie that it had been paid, so Jeanine is going to verify with her or the bank to see if this was in fact paid.

Jeanine asked what the money market account is for, and Cecile noted that we used to have a separate account for the scholarships, but it is also if we have any unanticipated expenses that come up.

**4. Membership Update (Gretchen via Google Hangout)**

 Not many changes since May. Needs to connect with Matt re: extra fields in membership form. She is curious if anyone has ideas about how to get more information from our membership, as some members are only supplying name and email. Gretchen will look into possibly adding more required fields. The grade level and mailing address is helpful to determine regions, teaching level, etc. There are 20-30 members that have very minimal information, so Gretchen will send out a list to the board to see if we as a board can reach out to these members to get more information.

 Gretchen’s report was also broken down by region and grade levels, which was interesting to see how our membership breaks out.

a. NHJEM – Review of activity - only 1 membership at this time per Gretchen’s report.

b. Brochure – Review

 Cecile suggested the ATMNE logo used be the green one, as it would show better. Gretchen noted she mistakenly left off the NCSM logo as well. Cecile mentioned that once this is finished, we can get them copied off in time for the Portland logo.

 Amanda suggested we get mailing lists of the member schools and mail out the brochure to hopefully continue to spread the word about NHTM.

**5. ATMNE Update (Rob)**

 No major update from Rob, other than the ATMNE Newsletter came out, now edited by Roberta Baker. Also, remember the ATMNE conference is Oct. 29-30, 2015 in Portland, ME.

**6. NCTM Update (Terri)**

 No real update as it is slow during the summer, other than registration for regional conferences this fall has opened up, as well as the San Francisco conference. Reminder that the proposals for presenting is typically a year in advance of the conferences.

**7. Newsletter Update (Elisabeth)**

 Four articles have been submitted already, but still waiting on some submissions. Please email them to Elisabeth by August 10th. If you have any suggestions as to what else should be in the August newsletter, they are more than welcome. She noted that the Mac software she is hoping to use for editing looks to cost about \_\_\_\_\_\_.

 Rich suggested (backed up by Stephanie) that Elisabeth send out deadlines for the rest of the year so people can add the deadlines to their calendar. Terri also suggested that the February newsletter be shifted ahead since the conference is in early March, which could give members time to register.

 Cecile noted that the Science teachers’ newsletter includes a section for classroom teachers to submit articles, and suggested including such a section in Mathesis. Rich noted that it was done in the past, and he had volunteered to review submissions before publication, but that no articles were ever submitted. Amanda can include this on our social media accounts to further increase distribution, and Amy suggested emailing out Mathesis to the principals in the state for them to forward it along to their teaching staff.

**8. Dine & Discuss (Rich)**

 Rich raised the question as to whether or not we want to continue offering this event. While attendance hasn’t been poor, the costs have increased and availability of space is becoming challenging. Rich has noted that finding keynote speakers has been challenging, and we are at a point where we need to actually decide whether or not we want to run it this year or not.

 Discussion continued on regarding a possible change in format of the event. It was suggested that separate keynotes for each grade level prior to the breakout sessions could be beneficial, or a general keynote that engages an elementary level idea and how it impacts/applies to the middle and secondary levels. It ended up resolving that while a format change could be beneficial, it is too late for a format change this year.

 Rich came up with the theme of “The Difference in Teaching & Learning - The Mathematical Practices” and suggested Rob keynote this year. The elementary, middle and secondary reps will coordinate with Rob for the breakout sessions.

 Rich is going to check with Holiday Inn to see if Nov. 18th is available. Rich will check with Gretchen to see if she is ok with helping Jeanine with registration, and Matt to get info on the NHTM website. Amanda will also get it out via social media. Cecile and Annie will work with Rich to sort out costs for meals and registration prices, rather than waiting for full board approval in the fall. Cecile will contact Paula Murphy to see if there is any interest to sponsor the event.

**9. State Math Contest (Cecile/Steve)**

 Steve hasn’t heard back from Shawn Hackshaw as of yet regarding next year’s state contest. The assumption is that the contest would happen the week of March 13 - 17 as that is PSU’s Spring Break week and historically they have done Tuesday/Wednesday.

 We are still working on getting past year’s contest questions and answers posted online.

 Rich noted that he was made aware that there is a need for a problem writer, so if anyone has any recommendations for possible writers, let Rich know and he can facilitate that conversation with the problem writing committee.

**10. NCTM Affiliate Leadership Conference Report (Annie/Jeanine)**

 Annie and Jeanine attended this year’s Leadership Conference. Annie mentioned that it was a little different in that there wasn’t a dinner for everyone to socialize and network. The theme was centered around change, which emphasized that while change is challenging, we need to set up sub-goals and celebrate the successes of those sub-goals as we progress through change.

 Our free membership idea was a big hit at the conference, and Annie and Jeanine came back with many ideas for “tweaks” to the program to continue encouraging the new/young members.

 Annie and Jeanine set up goals that focused on increasing membership, bringing in those NCTM members also become NHTM/ATMNE members. They also worked on sorting out how to revitalize the regional structure.

**11. NCTM Middle/Secondary Institute Report (Cecile)**

 Amy - noticed that the focus was on Math Practices 2, 7, and 8, and the others supported these three. Diane Briars gave a keynote that drew connections between individual Math Practices. Robert Berry from Univ. of VA talked about feedback - noted that there was a 30% increase in student achievement when they are given only comments, not just a grade or grade with comments. Andrew Stidel ran the three day ratios and proportion “deep dive” that Amy attended. Amy noted that there were many other worthwhile sessions and concepts that she will have to sift through in preparation for the breakout session at the Dine & Discuss.

 Cecile will check in with Nathan and see if she can get an update from him for the fall meeting.

**12. Regional Structure update (Cecile/Judy)**

 Judy received feedback from the current regional coordinators. Bernadette said there hasn’t been much interest from the SW corner to participate in PD from the state, and believes they are too spread out. Bernadette and Pat Marquette are moving on from their roles as regional coordinators. Cecile has reached out to Kellie Gabriel to see if she would be open to not only coordinating the South-Central region, but also act as mentor for the other coordinators; she has yet to hear back either way from Kellie. Lauren Provost is still looking to continue in her particular role. Cecile believes we need to continue to support the regional structure, and both Betty and she are willing to help out and offer more PD and workshops across the state.

 Amanda noted that with all of the struggles that the regional structure has had, it may be more beneficial for them to focus on increasing attendance on existing PD opportunities (Dine & Discuss, NHTM/ATMNE conferences, etc). It might also be good to piggyback on current offerings, either prior to or after an event/conference.

 Cecile would like to see the regional structure continue, with some financial backing from NHTM (~$200 budget). Annie agrees that it is beneficial to continue with the regional communication/outreach. Rich suggested the regional coordinators collaborate with Donna Dubey at the DOE, to see if there are updates that we can provide further access to. Stephanie noted that it could be beneficial if the board offered more specifics to the coordinators as to what the board would like to see happen. If we can offer a better vision about what the regional groupings should do, it may be a way to increase participation.

 Andrea suggested a potential PD opportunity could be a grade-level PLC, similar to the Seacoast PLC she participates in. This is a PLC that meets roughly every other month during the school year, and whose topics are decided upon by the participants of the group. By brainstorming ideas as a group, it is possible to have very timely discussions that are targeted to participants’ interests.

**13. DOE Activities Update (Donna)**

Donna has written an article for the next Mathesis, to update the membership as well.

There is a new STEM director, Dr. Eric Feldberg. The STEM Task Force recommended hiring this position. There is a summit beginning at Keene State on 8/5, and Dr. Feldberg is going to be introduced at the summit.

There is training around the state regarding the Smarter Balance reporting initiative. Steph noted that

scores will be made available to schools on 9/8, and then they will be made available to the public. There is a current “right-to-know” issue that is being sorted out regarding the scores.

**14. By-Laws – adjustment in wording to address ties for an elected office (Cecile/Annie)**

 Stephanie made a motion to insert the following proposed language into the by-laws to address ties for elected office: “*In the event of a tie, the election committee will send out notification to the membership and hold a run-off election via the Internet within two weeks of the spring annual business meeting. After the two week deadline designated by the election committee, the Nominations Committee will count the ballots and announce the new officer to the membership*.” Amanda seconded the motion. Motion passed unanimously. Cecile will work with Matt to update the Constitution to the website.

**15. Evans Awards Guidelines (Michelle/Stephanie)**

 Stephanie noted that there are actually seven guidelines that are to be reviewed, but the description mentions six. She will update the description to reflect the accurate count. She also recommended adding the word “either” to the requirements so that a nominator can send a 500-word essay or a letter of recommendation.

 Stephanie brought up the notion that the way the Evans Award is constructed, it is intended to encourage the awardee to submit an application for the Presidential Award, so would like to look at how this can be further encouraged.

 Rich noted that there are funds (he believed it was around $5000) that were allocated for mentoring for teachers who are going to submit PAEMST. He noted that we should touch base with Donna to see that she is helping to touch base with the Evans awards winners, and reaching out to both nominees and nominators to see about mentoring them through the application process.

**16. Square Credit Card Reader Status(Gretchen/Jeanine)**

 Jeanine will need access to the online setup for the Square reader, but does not have a smartphone to use. Rich noted that we shouldn’t be using personal cell phones/tablets/etc. to use the Square reader, as it deals with personal financial data. This sparked a discussion re: how the board wants to deal with a Square reader -- is it worth the investment to purchase a tablet that stays with the Treasurer so that we can use it, or is this not something that we want to invest in further? Cecile mentioned that she could use her phone if we wanted to continue using the Square reader, or Amanda suggested we have people logon to Wild Apricot and pay directly through the website.

**17. Spring Conference 2016 (Lauren/Annie)**

 Lauren and Annie are working on the space and room map so they can sort out the usage.

Still need theme for the conference. Christine suggested something along the lines of Rigor and Relevance, Depth of Knowledge, and Quality of Questioning in Math Classroom.

Annie is meeting with Christine Downing, who is helping out with the program, on August 10th.

**18. ATMNE 2016 (Cecile)**

 Cecile has been working along with Kim, John and Laurie, but with summer and personal stuff going on, there hasn’t been much progress this summer.

 Suggested titles from Kim and John for the title/theme are “Vote with Math: Creating Informed Citizens Through School Mathematics,” “Vote with Math: Habits of Mind Essential for Responsible Citizenry,” Kim felt that “vote with math” was more appropriate for the conference. The board suggested “Vote with Math: Developing Informed Citizens Through Mathematics” for Cecile to bring back to Kim and John for consideration.

 Date is October 20-21, 2016 at the Radisson in Manchester.

**19. Grant ATMNE Ideas (Rob & Committee)**

 Rob suggested the idea of a book study, and apply for up to $2000 from ATMNE, which could go towards the materials. Cecile mentioned that when Maine did their book study, they had an online discussion group, but Annie mentioned that she had participated in that and found the one large discussion group was far too big and unwieldy. Rob suggested that this could be broken down through the regions, and maybe pull their regional discussions together, possibly at the Spring conference. Cecile, Rob and Annie will work on a proposal for the October 1st deadline to bring forward to the board in September. Discussion then centered around a possible book being Principles to Action, and using the Dine & Discuss event to help kick off the book study.

**20. PAESMT Support (Jeanine/Donna)**

 Andrea noted that the description on the NHTM website is out of date, and Amanda noticed the logo is also missing.

**21. STEM activities (Jeanine/Donna/Annie)**

a. Request from Heidi Boyle (Cecile/E-mails sent with Agenda)

 Discussion around whether or not this could be

 Matt moved to donate $100 to NHSEE 2016 as a sponsor, seconded by Annie. Motion passed unanimously. (Rich was absent at this point).

b. Other

 Caroline had to step down from the Governor’s task force, so Annie will be stepping in to take her place.

**22. Website update (Matt)**

a. Email Addresses

 Finally got the approval for Google Apps. Some have a Google email, some do not yet. First, once someone leaves a position, we can give their replacement the email rights to that, allowing for continuity. Secondly, once these emails are publicized, it will be easier for people to remember how to get in touch, rather than updating a new email when someone joins the board. Also, Matt will be able to push out emails to the entire membership, rather than in batches.

b. Other

 Need to add $228 for SurveyMonkey in the budget, which is an annual fee.

**23. Discuss changes to budget for 2015-2016. (Cecile/Jeanine)**

a. Wild Apricot Pre-Payment

 We can prepay for either 1 year @ $600 to save $240, or 2 years @ $1200 to save $480. Also to consider is that right now we are at 423 members (up to 500 members), so if we go over that, we will need to increase to a new plan with more members. Wild Apricot has increased our storage from 400mb to 2Gb, so Matt is using this to store all of our stuff. Amanda motioned to prepay for 2 years, seconded by Jeanine. Motion passed unanimously. (Rich was absent at this point.)

Item 249 - Jeanine will sort out what the major overages was for.

Item 320 - change to $500 for Math Counts. The $850 included the funds allotted for ARML tshirts/transportation.

Add in 300-line item for ARML, with $100 budget for team support.

Add in 300-line item for NHSEE, with $100 budget for sponsorship.

Item 330 - budget $3600 for State Meet.

Item 410 - increase budget to $375 for accountant.

Item 430 - elections line, changed to $1 budget. Jeanine will look into whether or not the line can be renamed or eliminated.

Item 430 - increase SurveyMonkey to $250.

Item 445 - we collect NHJEM membership funds and disperse out to the organizations. Budget for $30 to anticipate at least one NHJEM membership coming in.

Item 492 - decrease ATMNE dues budget to $1000, since we now have to pay $3 per member.

Item 620 - decrease Grant Allocation to $2000, in anticipation being awarded the ATMNE grant for the book study. Jeanine will look into whether or not the ‘14-’15 grant for Math Camp was paid out.

Item 820 - increase to $250 until Elisabeth determines what software she will be using for editing.

Item 840 - decrease down to $1, to allow for these funds to be included into Item 820.

Item 910 - enter budget for $1. Jeanine will investigate what this line item is for.

Item 920 - decrease down to $100, and allow Matt to do some research into the actual costs.

Item 940 - increase up to $1200 with a note that it will not be spent next year as we are prepaying Wild Apricot for 2 years.

Item 950 - decreased down to $100.

b. Separate line Item for ARML

 See above budget discussion -- creating a new 300-line item.

c. Safety Deposit Fee

 See above budget discussion -- included in item 411.

**24. Dates for 2015-2016 Board meetings (Cecile)**

 All dates below are tentative until Cecile can confirm with PSU-Concord.

Wed, September 16th @ PSU-Concord

 Tue, December 1st @ PSU-Concord

 Thu, January 14th @ PSU-Concord

 Fri, March 4th @ Spring Conference

 Thu, May 26 @ Common Man Plymouth

**25. Other Business**

 Amanda inquired as to how we know which region a school/district is? Cecile noted that it was on the NHTM website, but that there are now updated SAUs, so the map may need to be updated.

Rob made a motion to adjourn, seconded by Amanda. Motion passed unanimously.

Adjourned at 3:59pm.

# **NHTM Constitution – Voting By-Laws Revision – Proposed for 2015-2016**

By-Laws:

**Section 7 Elections**

 The Nominations Committee will consist of three members, one of which will be the immediate Past-President or the President-Elect as chairperson. A call for nominations with the position’s job description will be published in the early and the late fall/winter newsletter. The Nominations Committee will use the nominations from the call and other sources to form a ballot by January 15. The ballot will consist of two nominations for each office plus a space for write-ins. Each nominee that appears on the ballot will have submitted written consent to the Nominations Committee. The ballots will be composed with brief descriptions of the nominees, will be posted on the NHTM website, and sent to the membership. The ballots will be cast via the Internet and the results shall be announced at the annual business meeting of NHTM to be held in the spring. A plurality will determine the election. The Nominations Committee will be responsible for counting the ballots and for announcing the new officers at the annual business meeting. The Nominations Committee will notify all nominees of the elections’ results. \*\*In the event of a resignation from an elected or appointed office of the NHTM Board, the president will appoint a successor to serve the remainder of the term. This will be done with the approval of the Board by simple majority.

 *Propose Insert where \*\*:*

\*\* - *In the event of a tie, the election committee will send out notification to the membership and hold a run-off election via the Internet within two weeks of the spring annual business meeting. After the two week deadline designated by the election committee, the Nominations Committee will count the ballots and announce the new officer to the membership*.

ARML (*from Kellie Gabriel)*

The kids at ARML finished about the middle of the B-division. There are two divisions, A & B. The A group is comprised of teams that have previous placed in the top rankings. We don't come close to those teams; however we did better than last year!