**October 14, 2017 MCSS Meeting Agenda**

10am-1pm, Location at the State Historical Society of Missouri

**Call to Order**: 10:13am

**In Attendance**: Brian Anton, Jessica Jordan, Erin Townsend, Derek Frieling, Cameron Christensen, Rhonda Ireland, Dixie Grupe, Jeff Benes, Tina Shaginaw, Chandra Burks

Motion: Brian motioned

Second: Jeff seconded

All in favor.

**Review of Previous Minutes from April and July Meetings (Shared out via shared google folder)**:

Motion (April Meeting Minutes): Rhonda motioned

Seconded (April Meeting Minutes): Erin seconded

Vote sent out in [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSdg-hOqtUD1NDtnGrO4n-zkFWram9TBSrGDXTxf-bNnIh221Q/viewform?usp=sf_link) (because below Quorum)

Motion (July Meeting Minutes): Rhonda motioned

Seconded (July Meeting Minutes): Erin seconded

Vote sent out to everyone in the [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSdg-hOqtUD1NDtnGrO4n-zkFWram9TBSrGDXTxf-bNnIh221Q/viewform?usp=sf_link) (because below Quorum)

**Reports**:

**Finance Committee- Tina Shaginaw**

* Financial Update- Better than spring, will start off year at deficit like normal due to lag in conference fees/times. Conference is cheaper than average for 2018.
* Status of Federal Tax Exempt
  + Right not we are waiting on certificate from IRS (has not been denied)- should be arriving soon. If not, then we ask why it is delayed.
  + State of Missouri exemption is still good currently
* Status of 2016 Taxes- fine, filed. No issues.
* Registration Fees for **N**CSS- Derek (have to help), assist Brian?
  + Will reimburse Derek *only* for Nationals (delegate at large) due to financial status.
* Any financial motions needed: P.O. Box for organization (Motioned by Jeff, seconded by Tina).
  + Vote on [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSdg-hOqtUD1NDtnGrO4n-zkFWram9TBSrGDXTxf-bNnIh221Q/viewform?usp=sf_link)

**Membership Report- Kate Sutter**

* Kate, Cameron, Kyle, Nancy= membership committee
  + Delegates are responsible for trying to contact people as well.
* Numbers Update- 316 (previously 189 at last meeting)
  + Middle School Membership is up; high school is the largest group. Only 19 are K-5.
  + 30 people have expired, many will expire at conference time
    - Chandra sends expiration emails, several people did respond.
    - No point to renew membership. Instead, going to yearly “update your info” email instead.
  + No retweets from tweets sent to every education dept. and college in the state (both 2 and 4 year) or 100 most influence education tweeters in Missouri
  + Emailing districts have only had some success
  + Board members: If adjunct or per course- encourage your students to sign up!
  + How do we try to get elementary to join?
    - Divide up among the board members elementary content area resources to search out. Will put resources on the website and then an elementary roundtable at the conference (led by Erin). Brian will send out a list- due by January conference.
  + How can we make us the go-to for the new DESE standards?
* Updates on the following from subcommittee:
  + Proposal: Membership push for each spring/summer/fall of this year (different idea enacted each season)

**University Liaison Report- Ted Green**

* No new updates.
* Update on exploring state/private to help fund MCSS (have to have taxes in order)
* Student College Chapters of MCSS
  + Can join regular organization, but feel free to have meetings on own.
* New student representative- inquire on board.

**Legislative Report – Erin Townsend**

* No new news. Legislature is not currently in session, but when we have our January meeting, legislature will be back in session and more discuss then.
* Jeff will put legislative report on website.

**Sergeant At Arms/Historian- Rhonda Ireland**

* Need to detail out what role includes. Colleen and Rhonda will discuss and report out at next meeting.

**Elections- Past-President- Jeff**

* December 1 is the deadline for bios for elected positions
* Positions open in Elections in January:
  + 63 Delegate
  + 64 Delegate (Cameron Dane currently)
  + 65 Delegate
  + Delegate at Large (Derek Frieling currently)
  + VP of Legislation
  + VP of Membership
* Another 64 delegate position is open- waiting for elections to fill that position hopefully with more than one person running and then appoint second place in. Technically, the second 64 delegate is not available to be put on ballot this year.
* When put out ballot- only 64 people can vote on 64 people
* Email blast was sent out two weeks ago.

**Publications Report- Eric, Jessica, Cameron, Jeff, and Erin**

***Horizons*- Eric Langhorst**

* There is now a folder in the shared google drive where articles, photos, and anything for *Horizons* that can be placed.
  + Has anyone received any feedback from spring or summer *Horizons*?
  + Are they being posted to the website? Should we add a comment section?
  + Is newsletter getting too long?
* Chandra will submit teacher spotlight form.
* Assigned roles for Fall *Horizons* (Deadline in Friday, Oct. 20):

MCSS Business

* + Feb. 2018 Conference advertisement (Brian)
    - Quinn Rollins (*Play Like a Pirate)*- 1st keynote
    - Michael Davis- 2nd keynote
  + Teacher of the Year Advertisement (Eric)- Deadline for form is Dec. 1
  + MCSS Elections article/update/advertise board vacancies (Jeff)
  + Advertisement for our Facebook and Twitter (Eric)
  + No membership fees now (Eric)
  + How to submit articles to *Horizons* for Publication (Eric)

Recurring Articles

* + Teacher Spotlight (Erin will submit one on elementary school roundtable this time)
  + Legislative Report (Erin)
  + Preservice section (Ted)
  + President’s Memo (Colleen)
  + DESE Corner (Dixie)
  + Tech Corner (pick Jess or Jeff’s)
  + Elementary Level
  + Strategy/Content/Methodology Articles
    - Holocaust Museum Article/Summer Travels (Jess)
    - C3 teachers/Inquiry Models (Erin)?
    - 9/11 Activity (Brian)
  + Any PD opportunities (Eric- include these)
    - Nov. 3 and 4- [National WWI Museum Symposium](https://www.theworldwar.org/learn/2017-symposium#reg) (still open to apply)
    - Gilder Lehrman- The 2018 Teacher Seminars will be announced in early to mid-November; the application window will run through February. We are not planning to make any major changes to the application contents (personal statement, list of degrees and awards/publications, etc.) for the 2018 application window.
    - The State Historical Society Educator Workshop (Nov. 3 9am-12pm in Springfield, MO at Missouri State) shsmo.org/events or 573.882.7083 at Springfield Research Center.
* Assigned roles for Winter *Horizons* (January 1 is publications date, Dec. 1 is deadline to submit)

MCSS Business

* + Feb. 2018 Conference advertisement (Brian)
  + Bios for Elections (Jeff)
  + Advertisement for our Facebook and Twitter (Eric)
  + No membership fees now (Eric)
  + How to submit articles to *Horizons* for Publication (Eric)

Recurring Articles

* + Teacher Spotlight (Cameron)
  + Legislative Report (Erin)
  + Preservice section (Ted)
  + President’s Memo (Colleen)
  + DESE Corner (Dixie)
  + Tech Corner (Pick Jeff or Jess’)
  + Elementary Level (Tina)
  + Strategy/Content/Methodology Articles
    - Workshop- Rhonda
    - Nancy- topic TBD
    - Colleen- topic TBD
    - Rhett – topic TBD
  + Everyone:
    - PD opportunities
    - Other???
    - New Ideas??

**Social Media- Eric and Colleen**

* Update on weekly postings/likes on both Twitter/Facebook
* Update on Facebook/Twitter followers
* Use #msschatt when tweeting!

**Website- Eric/Jeff**

* Postpone until January Meeting- Update about potentially switching over to Google Sites

**Report from DESE- Dixie Grupe**

* No plan of elementary testing at this time.
* Any PD Opportunities- see *Horizons* section of meeting minutes.
* Administrative update from DESE went out three weeks ago- ELA, science, and math scores will not be gotten back in time to be counted. Up to individual districts to decide whether to count social studies or not. Social studies scores will come back in time.
* Update on Government EOC development
  + Actual legislation guiding this is on DESE website
  + Bias review just done on ?s written in June by June
  + Call for Item Writers coming out soon.
  + May field test for government next year (and when the field test occurs, there would be no scores that year).
  + ELA, math, science scores are going to come back much to
  + Will be a 3 day (estimated) vendor meeting to create test questions soon for government test. Details TBD. Last week Jan/Feb. estimated.
  + Government new assessment will be in place in 2019-2020.
    - Science is doing a full-field assessment this year. If it goes well for them, government will be a full-field assessment (TBD still) meaning no scores would be counted in 2018-2019. No more field testing in 2019-2020 on then.

**Report from Museum Liaison- Cherie Kelly**

* Roundtables at WWI Museum still

**Report from National- Jeff Benes**

* Update on our resolutions that went forward at Nationals:
  + Support Public Education
  + Tangible rewards for national membership

**Review of the Bylaws- Jeff, Derek, and Colleen**

* Summer Program (SLI- Summer Leadership Institute) in D.C. now where you can work on advocacy, meeting with membership from other states. $100 entry fee + room/board costs. Can send 1 representative from organization. 1 fee per state organization is waived. Will be announced in January.
* Is updated Constitution (Article 4, section 1 repealed) and by-laws posted on website and sent out to exec. Board/google folder?
  + Jeff and Jessica will work together to get by-laws and Constitution updated.
* Vote on changing Constitution to change the quorum rules for meeting to be able to vote on business.
* Exact date of elections?

**February 23-24, 2018 Conference Planning Update – Brian Anton**

* Conference is booked at WWI Museum.
* WWI theme- “Balancing Security and Liberty:  Past, Present, and Future”
* Anticipated Expenses Update
  + Only owe for AV fees and admission for WWI Museum (and a deposit that is refunded)
  + Cherie is sending an invoice this week and a contract.
  + Only being charged for admission fees for those who attend- will not do charge with ticketing until Day 2. Conference lanyard counts as ticket entry for the two days.
  + Insurance fees TBD.
* Update on Conference Proposals Submissions
  + Due Oct. 31, still some more coming. More proposals than space allows
  + Can offer people a poster session like nationals in vendor space on Saturday because vendors are just there on Friday.
  + Notify recipients by Nov. 15 of acceptance.
  + Committee: Brian, Derek, Erin. Brian will lead it and figure it out.
  + Rubric to score proposals- using previous rubric from past conferences.
* Update on Conference Schedule (no more staggered sessions)
  + 4 sessions at a time
  + Auditorium, auditorium lobby, and 2 classrooms
* Update on Electronic Evaluation System – on website on conference page.
* Vendor Update
  + Room for 7 comfortably
* Nightly Events Plan Update- Summer Carter from Nystrom is working on that. Nice social somewhere. Maybe trivia- depending on venue she comes up with.
* Advertisement Update- Everybody keep on spreading the word. Check Brian’s spreadsheet for places he has emailed.
* Recording conference sessions for Facebook page and website- at January meeting will finalize details.
  + Cherie will look into that- available with sessions in auditorium
  + Opt-out only form with email blast reminders for attendees and presenters
* Book Club- *Play Like a Pirate*- Plan for an online virtual book study after the conference. January meeting finalize/discuss. Eric? Head up.

**Other Agenda Items**:

* Teacher of the Year
  + Chandra will combine two different google forms for TOY. 4 nominees currently.
    - Chandra will send out TOY reminder in next email blast- Deadline is Dec. 1 (do not need a member to be nominated).
  + We need scoring guide from last year- Tina has it and she will send it to Kate.
  + How many winners do we want? From multiple levels?- Keep it the same due to number of nominees at this point
* Jeff and Tina need to prepare Executive Secretary’s Contract Renewal for 2018
* Delegates- Ideas to Kick off new school year- please come up with ideas for January meeting
* Create Dates for 2018 Meetings (See below at list of next meetings)
* Decide Theme for 2019 conference/Location – Recommended Capitol Plaza at Jefferson City is the best choice
  + [Vote on Google Form](https://docs.google.com/forms/d/e/1FAIpQLSdg-hOqtUD1NDtnGrO4n-zkFWram9TBSrGDXTxf-bNnIh221Q/viewform?usp=sf_link)
* 2020 STL Conference Update- Jeff- Have update by Feb. Meeting
* Suggestion: 2021 Bicentennial Theme Conference (suggestion: State Historical Society new building)

**Next Meetings:**

* January 13, 2018 10am-1pm
  + Assign Roles/Job Duties for Conference
  + Vote to renew executive secretary’s 2018 contract with 2% COLA
  + Rhett needs to be sworn in as 63 Delegate
  + 2019 Conference- Penitentiary Tour at night?
* February 24, 2018 after the conference ends at WWI Museum (until 3pm)
  + SLI (Summer Leadership Institute) from Nationals- discuss if financially able to support.
  + Discuss purchasing projectors after Conference for 2019 Conference
* April 14, 2018
* July 21, 2018
* October 13, 2018
* January 12, 2019

**Motion to Adjourn**: 1:06pm

Motioned by Rhonda

Seconded by Tina