

NAML Membership Meeting Minutes

March 7, 2024

Prepared by Lou Burnett, NAML Executive Director

Held at

1201 New York Avenue NW, Suite 430

Washington, D.C. 20005

In-person and virtual meeting

- **Call to order.** The meeting was called to order by Terry Donaldson, NAML President at 3:50 p.m. EST. A quorum was present.

- **Approval of Minutes.**
The minutes of the 5 Oct 2024 Membership Business meeting were approved as submitted by acclamation.

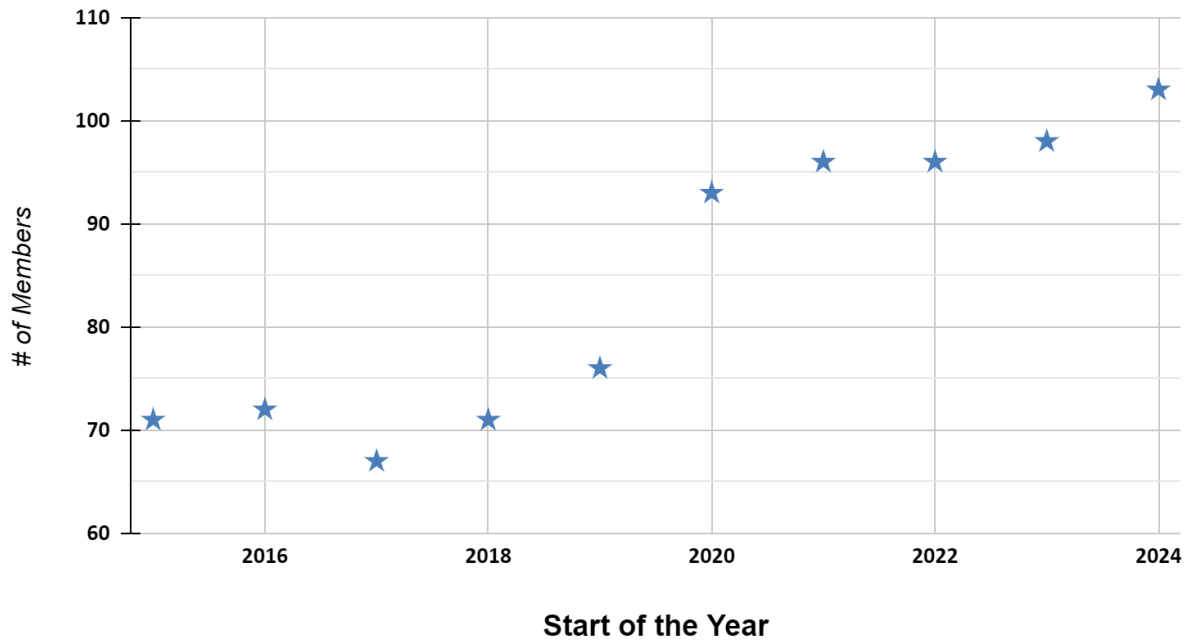
- Summary of NAML Actions since the last meeting on 3 Mar 2023.
 - 3 Nov 2023, Ratification of new NAML Regular member, small-size institution, Kerckhoff Marine Laboratory, California Institute of Technology; 57 of 103 Delegates voted to ratify the new membership by electronic ballot.
- **Membership Report** - Lou Burnett, NAML Executive Director

2023	
Regular members paid/waived (arrears) <ul style="list-style-type: none">• 40.2% paid by check; 39.6% in 2022	103 (0)
Associate members paid/waived (arrears)	7 (0)
2024 (as of 1 Mar 2024)	
Regular members paid/waived (arrears) <ul style="list-style-type: none">• 43.2% paid by check	77 (27)
Associate members paid/waived (arrears)	3 (4)

NAML Membership Over Time

The graph below shows the dues-paying NAML membership beginning in 2015. The data are derived from the financial records and reflect membership at the “Start of the Year.”

NAML Members by Year



As of Jan 1, 2024	Size Class of NAML Members					
	Total	Associate Members	NAML Members	Small	Medium	Large
NEAMGLL	31	0	31	12	13	6
SAML	47	2	45	17	17	11
WAML	33	5	28	10	11	7
TOTAL	111	7	104	39	41	24

Review of Dues Structure

From NAML website > Members tab > Join NAML (<https://www.naml.org/members/join.php>)

A revision of the size classes of NAML members was approved by the NAML Board of Directors on 4 Mar 2024 as follows.

General Guidelines about Size Classes. These descriptions are meant as general guidelines. Prospective members should discuss their size category with an officer or officers of the relevant regional organization as a part of the process of applying for membership. Some prospective members that are not traditional laboratories fit under the definition of regular membership and the size classes of these organizations are determined by the appropriate regional organization Board of Directors in consultation with the NAML Board of Directors.

- **Small Member Institution – \$832 Annual Dues**

Fewer than 5 or no year-round scientists, director (or equivalent) or not, some staff, mostly seasonal use, mostly classes and field trips, low research activity.

- **Medium Member Institution – \$1,976 Annual Dues**

Director (or equivalent), up to 20 scientists and staff, year-round operation, some funded research programs, may include visiting researchers.

- **Large Member Institution – \$3,120 Annual Dues**

Director (or equivalent), over 20 scientists and staff, year-round operation, many funded research programs, visiting researchers.

- **NAML Finances** - Amber Whittle, NAML Treasurer
FY 2023 (as of 31 Dec 2023)

- **2023 Revenues**

- total dues received for 2023 = \$154,400
- Winter meeting registration fees = \$4,100
- Biennial meeting registration fees: \$3,100
- 3 regional organizations contribution for website operation = \$3,000.
- **TOTAL Revenue = \$164,600.**

- **2023 Expenses**

- Contracts with Burk & Associates, Inc. for management services and Federal Science Partners for public policy services = \$142,404
- Accounting & Audit = -\$6,900
- Bank Fees, Credit Card fees = \$9,203.10
- Insurance = \$1,318
- NAML Winter Meeting = \$2,379.37
- Biennial Meeting = \$9,859.99
- Briefings in Washington, D.C. = 0

- Legal Fees (Annual fees for corporate filing, non-profit status, etc.) = -\$70.74
 - NAML and regional organizations non-profit status project = \$5,000 (approved at 2023-03-14 Board meeting)
 - Web Hosting & Database = \$551.25
 - *TOTAL Expenses = \$163,744.97*
 - **2023 Revenues - Expenses = \$855.03**
 - **Cash Reserves as of 31 Dec 2022 = \$69,649**
- Reports from Committees
 - **Education Committee**, Itchung Cheung, Chair
 - Welcome to Melinda Simmons as Vice Chair of the Education Committee.
 - Monthly meetings held on 3rd Friday of each month
 - Quarterly webinars. All Webinars are recorded and posted on the NAML Website under the Resources tab > Webinars. There are two upcoming webinars:
 - All Webinars are recorded and posted on the NAML Website under the **Resources tab > Webinars**
 - **From Sea to Sky: An Introduction to NOAA Education**
15 Mar 2024 - Christos Michalopoulos and Sarah Schoedinger, NOAA Office of Education
 - **An easy way to introduce students to scientific research concepts: Science Journal for Kids and Teens**
19 Apr 2024 - Miranda Wilson, Senior Content Managing Editor, [Science Journal for Kids and Teens](#)
 - **DEI Committee**, Billie Swalla, Chair
 - Major accomplishment this year is the production of a document [Best Practices in Field Safety & Accessibility](#). This is an important document developed by the committee with input from the Education Committee. It is considered a living document as it can be easily updated as new information becomes available. The document is available on the NAML website Resources tab > Reports.
 - **Audit Committee**, Bob Richmond - Chair, Michael Jacob, Nancy Smith submitted a report to the NAML Board of Directors on FY 2022 at its 7 Dec 2023 meeting. The report was accepted by the Board. The committee conducts an official examination and verification of accounts and records of the Association annually. The chair presents a report on the Association's finances and record-keeping to the Board of Directors at least once per year.
 - **Public Policy Committee**, Dave Eggleston, Chair
 - The committee produced a conference letter on 30 Oct 2024 in support of the funding priorities of NOAA, NSF, and NASA for FY 2025 appropriations. This conference letter and all such documents are available on the NAML website under the **Public Policy tab > Documents, Letters, Positions**; <https://www.naml.org/policy/documents.php>.
 - The committee worked on the agenda for this winter meeting. The chair acknowledged the hard work of Alli Hays and Meg Thompson, Federal Science Partners for their contributions.
 - The committee is now working on the **Public Policy Priorities for 2024-2025**.
 - The committee is now also considering a draft **white paper on marine aquaculture** initiated by Hubbs-Seaworld, a NAML member.

- The Public Policy Priorities and documents such as white papers must first be approved by the Public Policy Committee and then the NAML Board of Directors.
- The committee is also interested in reviving the NAML Briefings on the Hill (see **NAML website > Public Policy > Briefings on the Hill**; <https://www.naml.org/policy/briefings.php>). Congressional Briefings are opportunities to outside organizations educate members of congress on particular topics. NAML must work with a congressional office or caucus to sponsor such briefings. NAML has had successful briefings in the past.
 - Clarissa Anderson, Scripps Institution of Oceanography, suggested that another option might be to sponsor simpler roundtable discussions for staffers.
- The committee will put the formalization of NAML's Public Policy Priorities on a two-year cycle.
- **Impacts of a Position Paper - Lessons Learned from Fukushima by Rob Richmond.** This topic was published as a position paper on 12 Dec 2022 by NAML. See **NAML website > Public Policy > Documents, Letters, Positions**.
 - Bob Richmond discussed with the group the general strategies for drafting public policy bills and interacting with members of congress. In general, this is bridging science to policy and then to action.
- **Reports by Regional Presidents**
 - NEAMGLL President Bob Sterner
 - 2024 Fall meeting Oct 2-3, 2024 and hosted by R.B. Annis Water Resources Institute in Muskegon, Michigan.
 - Deadline for Student Support Applications has just passed. Most of the awards are travel awards to meetings. There were 21 applications from 8 NEAMGLL member institutions.
 - NEAMGLL is recruiting for upcoming officer vacancies.
 - SAML Past President Sue Ebanks for President Clark Alexander
 - SAML Student Awards - had 95 applications for support and made 21 awards.
 - SAML will meet at the end of April at the Baruch Marine Lab. Student talks will be in the program at this meeting.
 - WAML Past President Sue Ebanks for President Clark Alexander
 - Still have vacancies on the WAML Board of Directors.
 - Will plan for a fall meeting in Southern California.
- **New Business**
 - Please remember to share NAML activities with others at your institution, especially public policy briefings and webinars.
 - A reminder of the statement of NAML education and lobbying activities; go to <https://www.naml.org/policy/meetings.php> and see "NAML Statement on Public Policy"
- **Adjournment.** The meeting adjourned at 5:21 p.m. EST.

NAML Board of Directors

Officers

Terry Donaldson, President 2024-2025

Dave Eggleston, Vice-President/President-Elect 2024-2025

Dave Carlon, Past President 2024-2025

Ex Officio

Amber Whittle, Secretary/Treasurer (non-voting) 2024-2025

Members-at-Large

Northeastern Association of Marine and Great Lakes Laboratories (NEAMGLL)

Bob Sterner, NEAMGLL President 2023-2024

Steve Evert, NEAMGLL President-Elect 2023-2024

Mike De Luca, NEAMGLL Past President 2023-2024

Jeanette Schnars, NEAMGLL Member-at-Large 2021-2024

Southern Association of Marine Laboratories (SAML)

Clark Alexander, SAML President 2024-2025

Loretta Battaglia, SAML President-Elect 2024-2025

Sue Ebanks, SAML Past President 2024-2025

Eric Milbrandt, SAML Treasurer 2024-2025

Western Association of Marine Laboratories (WAML)

John Heidelberg, WAML President 2024-2025

Jeff Bowman, WAML Member-at-Large 2022-2024

Katrina Hoffman, WAML Member-at-Large 2023-2025

vacant

NAML Executive Director

Lou Burnett