Virtual Meeting
A quorum is a majority of the 15-member board.

Board Members Present
1. Robert Dickey, President
2. Dave Carlon, President-Elect
3. Guy Meadows, NEAMGLL Past President
4. Mike DeLuca, NEAMGLL President
5. Bob Sterner, NEAMGLL President-Elect
6. Sue Ebanks, SAML President-Elect
7. Read Hendon, SAML Treasurer
8. Terry Donaldson, WAML President-Elect
9. Bob Richmond, WAML Treasurer

Board Members Not Present
10. Bob Cowen, Past President
11. Josie Quintrell, NEAMGLL
12. Dave Eggleston, SAML President
13. Quint White, SAML Past President
14. Karina Nielsen, WAML President and NAML Treasurer
15. Billie Swalla, WAML Past President

Other:
- Lou Burnett, BAI, NAML Executive Secretary
- Itchung Cheung, Vice Chair, Education Committee
- Jill Drupa, Burk and Associates, Inc.

Call to order. The meeting was called to order by President Robert Dickey at 4:02 p.m. Eastern Standard Time. A quorum was present.

Approval of minutes. The motion to approve (Read Hendon; Terry Donaldson) the minutes of the 20 Sep 2021 NAML Board of Directors meeting as submitted passed unanimously.

Summary of Board Actions since 20 Sep 2021.
- 2021-10-19 Approval of NAML Position Paper on Laboratory Infrastructure; 12 votes to approve; 3 not voting; the document has been posted in the Public Policy section of the NAML website under Documents, Letters, Positions.

Meeting Dates
- Board of Directors Meetings
  - 2022 meetings will be scheduled soon.
- NAML Winter Public Policy Meeting - TBA and see discussion below.
● **Announcements**
  ○ NAML donated $4,000 to LUMCON GoFundMe and each regional organization donated $1,000 for a total of $7,000.

● **Officer Dashboard.** [Link to Dashboard]; for information on:
  ○ NAML organizational chart (*new*)
  ○ website access
  ○ meeting schedules
  ○ member size classes
  ○ election schedules
  ○ calendar of events
  ○ committee compositions
  ○ Articles of Organization and Bylaws
  ○ email addresses and using Google accounts for file storage

![NAML Management Organizational Chart](chart.png)

● **NAML Winter Meeting**
  ○ There was discussion of the timing of the NAML Winter Meeting, recognizing the schedules of other meetings. The desire is to have an in-person meeting, but it was recognized that the meeting will be a hybrid between in-person and virtual. February 24 and 25 were viewed as options, but meeting in late March may be better timing given a possible surge in COVID-19 in the winter. Timing will be discussed with Joel Widder and Terry Donaldson and reviewed by the Board of Directors. The in-person meeting component will likely be at the Marriott.

   ■ Schedules for other meetings
   ● Consortium for Ocean Leadership (Policy Forum, Members meeting, and COL Board meeting): March 8, 9, 10, and 11, 2022
   ● Sea Grant Association Winter Meeting: March 7, 8, 9, 10, 2022.
   ● ASLO and AGU Ocean Sciences Meeting in Hawaii -- Feb 27 to March 4, 2022
• Appointments for 2022
  ○ (Dashboard; link to Officers & Committee Terms and Election Schedule); italics = taken from the NAML Bylaws
  ○ NAML Board of Directors - Members-at-Large come from regional organizations; all members must be Delegates; Maximum term is 8 years. Each regional has one “flexible” appointment. The appointments for each regional organization were reviewed.
    ■ NEAMGLL - President, President-Elect, Past President required to serve per NEAMGLL Bylaws. Guy Meadows is stepping down as the Delegate for his institution and will, therefore, not serve his final year as Past President of NEAMGLL. Mike De Luca agreed to confirm the NEAMGLL Member-at-Large appointments.
    ■ SAML - President, President-Elect, Past President required to serve per SAML Bylaws to be amended and acted upon in 2022; the practice has always been as stated above. Sue Ebanks will confirm the fourth SAML Member-at-Large appointment.
    ■ WAML - President, President-Elect, Past President required to serve per WAML Bylaws. Since WAML has no President-Elect at this time, the third and fourth Member-at-Large are vacant. Terry Donaldson will confirm what WAML wishes to do.
  ○ Nominating Committee - none needed in 2022 for NAML.
  ○ Audit Committee - the 2021 committee is composed of the treasurers of the regional organizations. Appointed by the President or incoming President and approved by the Board of Directors by January 15 of each year. Its duties are limited to examining and approving the finances of the Association. The Audit Committee shall not include the President, the President-Elect, the Past President, the Treasurer or the Secretary. The chair of the Audit Committee will present a report on the Association’s finances and record-keeping to the Board of Directors at least once per year.
  ○ Finance Committee - no appointments necessary, pending appointment of Treasurer by incoming President Dave Carlon. The Finance Committee is chaired by the Treasurer with the President and President-Elect as members.
  ○ NAML Secretary - Incoming President Dave Carlon will appoint a Secretary.
  ○ NAML Treasurer - Incoming President Dave Carlon will appoint a Treasurer.
  ○ Public Policy Committee - The presidents of the regional organization will confirm their choices for two representatives each to serve.
  ○ Education Committee - The membership of this committee will be the same as in 2021 with the exception of Terry Donaldson, who will replace Dave Carlon as President-Elect.
  ○ DEI Committee - The membership of this committee will be the same as in 2021, but with the addition of Mike Wetz and the substitution of Terry Donaldson for Dave Carlon as chair of the Public Policy Committee.
• Elections Update (see Full Election Schedule for NAML and regionals). The election of officers in NAML and the regional organizations was reviewed as noted below.
  ○ 2022 Elections
    ■ NAML
      ● none in 2022
• SAML to provide President-Elect in 2023 for term starting in 2024
  ■ NEAMGLL
    • President-Elect (2023-2024)
    • Member-at-Large (2023-2025)
  ■ SAML
    • Member-at-Large (2023-2025)
  ■ WAML
    • President-Elect (2022-2023) needed immediately
    • Member-at-Large (2022-2023) needed immediately
    • Member-at-Large (2022-2024) needed immediately
    • Member-at-Large (2023-2025); election can wait until Fall 2022

• Articles of Organization and Bylaws.
  o The following changes in 2021 were noted.
    ■ NEAMGLL and WAML amended their Bylaws in 2021.
    ■ WAML established their Articles of Organization in 2021.
  o SAML - *ad hoc* committee will propose amendments to articles of organization and bylaws; the committee has already reviewed and discussed amendments
  o NAML Bylaws Amendments - even though there were extensive changes made to the NAML Articles of Organization and Bylaws in 2021, a few items remain to be amended; these are indicated below and the Board will be contacted about these changes and others in the near future.
    ■ change “may” to “must” be an employee of member institution for Secretary and Treasurer
    ■ remove entire Article VI. Special Support Groups; this was overlooked in 2021 amendments; the article is not necessary and was apparently put in place for specific reasons; removing the article does not prevent NAML for forming groups

• Membership Report and Member Issues. The status of 2021 NAML membership was summarized as shown below.

### Dues

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<tr>
<th>Category</th>
<th>Members</th>
<th>Paid</th>
<th>Waived (arrears)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>95</td>
<td>95</td>
<td>1 (arrears)</td>
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</tr>
<tr>
<td><strong>Associate</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Total NAML from dues</td>
<td></td>
<td></td>
<td></td>
<td>$146,100</td>
</tr>
<tr>
<td>Total Regional from dues</td>
<td></td>
<td></td>
<td></td>
<td>$21,200</td>
</tr>
</tbody>
</table>

  o **Associate Members in arrears for 2021 dues = 0.**
  o **New Members in 2021.**
    ■ Texas A&M, Center for Coastal Studies, small laboratory: approvals are complete and dues paid
    ■ University of Minnesota Duluth, Large Lakes Observatory, medium laboratory; approvals are complete and dues paid
    ■ San Diego State University, Coastal and Marine Institute Laboratory; small laboratory; approvals are complete and dues paid.
NAML Budget Review for the current year. This review does not reflect all end-of-year expenses.

- **2021 Revenues**
  - total dues received for 2021 is $146,100; 96 NAML members with 95 dues paid and 1 waived; arrears dues = 0
  - Winter meeting registration fees: $3,900
  - Biennial meeting registration fees: $3,350 (estimated)
  - 3 regional organizations contribution for website operation = $3,000.
  - Credit card fees charged to regional organizations = $690 (not yet charged);
    - NEAMGLL = $200
    - SAML = $270
    - WAML = $220
  - **TOTAL 2021 Revenue = $157,040.**

- **2021 Expenses**
  - Contracts with Burk & Associates, Inc. for management services and Federal Science Partners for public policy services = $136,000
  - Accounting, Bank Fees, Credit Card fees = $8,550
  - NAML 2021 Winter Meeting = 0
  - Biennial Meeting expenses = $1,000
  - Briefings in Washington, D.C. = 0
  - LUMCON GoFundMe Donation = $4,000
  - Legal Fees (Annual fees for corporate filing, non-profit status, etc.; these will be recurring) = $416
  - Web Hosting & Database = $400
  - Miscellaneous (fees for corporate filings and non-profit status from back years - non-recurring) details forthcoming = $2,810
  - **TOTAL 2021 Expenses = $153,176.**

- **2021 Revenues - Expenses = $3,864**
- **2020 Net Assets = $51,801**

- **Contracts with NAML**
  - Federal Science Partners - Federal Science Partners did not request changes to the agreement in FY 2022, but indicated that some changes may be required in the near future. See discussion below of a fee increase recommended by the Finance Committee.
  - Burk and Associates, Inc. - No recommended changes were forthcoming.

- **NAML Budget PROPOSAL FY 2022.** The following budget for FY 2022 was proposed by the Finance Committee.

- **2022 Revenues**
  - total dues $150,000
    - based on 24 large, 36 medium, 36 small members
    - assumes no growth
  - Winter meeting registration fees: $6,000
  - Biennial meeting registration fees: $0
  - 3 regional organizations contribution for website operation = $3,000.
  - Credit card fees charged to regional organizations = $700
  - **TOTAL 2022 Revenue = $159,700**
2022 Expenses

- Contracts with Burk & Associates, Inc. for management services and Federal Science Partners for public policy services = $138,000. This includes a $2,000 increase for Federal Science Partners.
- Accounting, Bank Fees, Credit Card fees = $7,650
- NAML 2022 Winter Meeting = 6,000
- Biennial Meeting expenses = $0
- Briefings in Washington, D.C. = $5,000
- Legal Fees (Annual fees for corporate filing, non-profit status, etc.) = $450
- Web Hosting & Database = $400

**TOTAL 2022 Expenses = **$157,500

2022 Revenues - Expenses = $2,200

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**Motion by the Finance Committee to approve FY 2022 Budget**

The Board of Directors approved the FY 2022 Budget unanimously.

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- **NAML Member Survey** - Survey was sent to the NAML Delegates and Alternates on December 1, 2021. Surveys are due on January 7, 2022. Information will be valuable to include in the NSF INCLUDES grant proposal.
  - As of December 15, 2021, 25 surveys had been submitted.
  - The Board will be provided an update early in the new year.

- **Committees**
  - **Public Policy Committee**
    - Terry Donaldson as NAML President-Elect will chair the committee. Monthly “calls” may be scheduled at a slightly later time; notices of monthly “calls” are sent to all NAML members, including the Education Committee and the extended education interest group. Notices are NOT sent to Associate members.
    - The development of a second “white paper” was discussed.
  - **Education Committee.** Itchung Cheung, Vice Chair, reported that the committee has resumed monthly meetings.
    - Committee replacements
      - Lauren Wetzell replaced Judy Lemus, WAML (sabbatical leave)
      - Christina Catanese, Education Specialist, Grand Valley State University, Anis Water Resources Institute replaced Janet Vail, NEAMGLL (retiring)
    - The webinar series will be continued with the next one scheduled for Feb. 25 at 3 p.m. EST. The speaker will be Billie Swalla.
    - The committee will urge NAML members to submit their summer courses to the NAML website by the end of March.
    - The next U-FERN (Undergraduate Field Experiences Research Network) Meeting will be held January 27 and 28, 2022. Information will be forthcoming.
○ **DEI Committee.** Dave Carlon reported that the committee had been active in discussing and developing the NSF INCLUDES proposal. The proposal is due on January 28, 2022.

● **New Business.**
  ○ There was no new business.

● The meeting adjourned at 5:12 p.m.