NAML Board of Directors Meeting Minutes - June 29, 2020
Prepared by Patty Webb, NAML Secretary

Attendance (there are currently 13 members serving on the Board):
- Robert Dickey, President
- Dave Carlon, President-Elect
- Patty Webb, Secretary (ex officio)
- Guy Meadows, NEAMGLL President
- Sue Eubanks, SAML President-Elect
- Quint White, SAML Past President
- Read Hendon, SAML Treasurer
- Karina Nielsen, WAML President and NAML Treasurer
- Terry Donaldson, WAML President-Elect
- Billie Swalla, WAML Past President
- Bob Richmond, WAML Treasurer

Guests
- Lou Burnett, BAI, NAML Executive Secretary

Call to order. Robert Dickey called the meeting to order on June 29, 2020 at 2:00 p.m. Eastern Time.

Approval of Minutes. Motion (Dave Carlon, Guy Meadows) to approve the minutes of the 17 Mar 2020 Board of Directors as submitted. Approved unanimously.

Record of Board of Directors’ Actions since the last (17 Mar 2020) meeting.
- The Board voted to approve statements developed by the Public Policy Committee.
  - 21 Jun 2020: NAML Position Statement - Response to the Spring 2020 discussion draft of Advancing the Quality and Understanding of American Aquaculture Act (9 votes to approve; 4 not voting).
  - 21 Jun 2020: NAML Position Statement - Response to the National Oceanographic Partnership Program (NOPP) Reauthorization Proposal (9 votes to approve; 4 not voting).

Membership Report
- Ninety-one out of ninety-three NAML members have paid dues.
- Eleven out of thirteen Associate members have paid dues.
- Two NAML members are in arrears for 2020 dues – LUMCON and SC Aquarium.
  - LUMCON requested that they be allowed to delay payment of 2020 dues.
  - The SC Aquarium requested that their 2020 dues be waived.
  - There was general discussion of possible different actions including a complete waiver of 2020 dues, offering a one-time exemption for paying dues (i.e., for 2020), and deferring dues until 2021. Developing a general policy for hardship related to the pandemic was not considered at this time.
  - Motion (Read Hendon, Dave Carlon) to suspend the 2020 deadline for paying 2020 dues for both LUMCON and the SC Aquarium due to the COVID-19 pandemic, but that both institutions will remain in good standing through the end of June 2021. Both institutions will be required to pay 2020 NAML dues.
• **NAML Budget Review**
  • Lou Burnett gave an overview of the finances of NAML. NAML is in good financial shape despite COVID-19. The numbers below are projections for FY 2020.

  **Revenues**
  o The total dues received for 2020 is $143,700, which slightly exceeded the initial target of $143,600.
  o Winter meeting registration fees collected were $6,450 and a $2,500 donation from the University of Texas Marine Science Institute was received to support meetings.
  o The 3 regional organizations contributed the usual $1,000 each for the operation of the website.
  o A total of $9,000 was received in dues by five institutions that were one or more years in arrears (i.e., 2019 or before; this is not included in the 2020 dues = $143,700 above).
  o **TOTAL 2020 Revenue = $164,650.**

  **Expenses**
  o Contracts with Burk & Associates, Inc. for management services and Federal Science Partners for public policy services = $132,000.
  o Accounting, Bank Fees, Credit Card fees = $6,100.
  o NAML 2020 Winter Meeting = $4,277. These are fees for the Marriott Metro Center where the meeting was to be held. Thanks to Jill Drupa (BAI) Marriott has agreed that NAML can recoup $2,743 of this amount provided NAML meet there by 31 Mar 2021.
  o Biennial Meeting expenses = $0, since there is no biennial meeting this year.
  o Briefings in Washington, D.C. = $2,000 (food function) + $3,000 (travel) = $5,000 had been allocated for the fall of 2020.
  o Web Hosting = $2,400
  o **TOTAL 2020 Expenses = $145,277.**

This gives NAML a projected surplus for FY 2020 of $19,373. Given the $38,700 cash reserves carried over from 2019, NAML should end FY 2020 with $58,073 on hand. Given that it is unlikely that there will be **briefings** in 2020 (costing $5,000), FY 2020 is projected to end with $63,073 on hand.

• **FY 2021 Budget Projections.** In anticipation of reduced revenue due to member dues in 2021 related to COVID-19, some 2021 budget projections were provided.
  o Scenarios were presented that assumed dues revenue would decline due to COVID-19. If only 75% of NAML members will be able to pay dues next year (considered a worst-case scenario), dues income will be reduced to approximately $107,775 (i.e., 75% of $143,700 referenced above).
  o In 2021, there will be two NAML meetings: the winter meeting centered on public policy and the biennial meeting required in the NAML bylaws. In each case, the registration fees should be designed to cover the costs of the meetings. Some discussion of the 2021 meetings followed.
    - Most considered it unrealistic to have an in-person meeting in March
2021 (or before). Some university travel is suspended through July 2021. The winter meeting could again be virtual.

- The difference in cost for a virtual winter meeting will be significant since there will be no food or meeting room expenses. However, there will need to be a registration fee because there will still be expenses associated with any meeting; Brett Burk (BAI), for example, conducted extensive training sessions for speakers prior to the 2020 winter meeting.
- Further discussion of the winter 2021 meeting will be tabled until the September 2020 Board of Directors meeting.
- It was also suggested that there be no briefings in Washington, D.C. in 2020 unless they can be done virtually.

- The only other significant expense that would change would be the management fee to BAI. The request is to increase this to $40,000 to cover the extra services now being provided by BAI.
- The two significant changes (dues revenue and management fee) will result in a deficit of $29,225. This would draw down NAML's cash reserves from $58,073 to $28,848.

- Robert Dickey suggested that NAML should think about applying for federal funds to support NAML activities such as through the RISE Act. There are relief funds for institutions of higher education. NSF has conference/meeting grants. NAML should consider putting together a proposal.

- Another expense might be a redesign of the NAML website. The website was redesigned in 2014 and its target audience is primarily the NAML membership. Initial discussions by the Education Committee suggested that the website be redesigned with a more public audience in mind. Lou Burnett is currently working with a website design company to redesign the website for the Society for Integrative and Comparative Biology. He suggested that the cost of a NAML website redesign would be in the $30,000 to $40,000 range. If NAML budgeted $15,000 for web design and assessed each regional organization approximately $6,000, a redesign might be feasible in the near future. This would have to be balanced with the 2021 revenues.

- Dave Carlon suggested submitting a request to the Field Stations and Marine Laboratory (FSML) Program at NSF to do the website makeover and agreed to contact Peter McCartney (NSF) to discuss it.

- Committees
  - **Ad hoc Bylaws Committee**
    - The last changes to the articles of organization and the bylaws were done in March 2006.
    - Dave Carlon, chair of the committee, reported that the committee’s work should be done in the fall.

Motion (Dave Carlon, Billie Swalla) to direct the Bylaws Committee to add the Chair of the Education Committee to the NAML Board of Directors when it proposes amendments to the bylaws. **Approved unanimously.**
• **Public Policy Advocacy Statement**
  
  o Motion (Guy Meadows, Billie Swalla) to ratify the public policy advocacy statement reviewed by the Board of Directors and the NAML membership at the March 2020 meetings.  
  **Approved unanimously.**

• **Public Policy Committee has meetings open to the NAML membership** on the first Thursday of the month, 2:00 p.m. Eastern Time.

• **Public Policy Approval Procedures** – The Public Policy Committee has developed procedures for the approval of 1) the NAML Public Policy Agenda, and 2) NAML public policy positions, documents, and letters.

  o Motion (Robert Dickey, Dave Carlon) to approve the following process for the approval of the NAML Public Policy Agenda.

    ▪ The Public Policy Committee develops a Public Policy Agenda with the assistance of Federal Science Partners.
    ▪ The proposed Public Policy Agenda is circulated to the NAML membership for input and comment.
    ▪ The Public Policy Committee revises the Public Policy Agenda based on the input of the membership.
    ▪ The NAML President, who is a member of the Public Policy Committee, approves the Public Policy Agenda and forwards it to the NAML Board of Directors for approval.
    ▪ The Public Policy Agenda is approved by the NAML Board of Directors at a regular meeting of the Board of Directors or by a poll of the Board as directed by the President.
    ▪ The Public Policy Agenda is published to the NAML membership and on the NAML website.
  
  **Approved unanimously.**

  o Motion (Billie Swalla, Sue Ebanks) to approve the following process for the approval of NAML public policy positions, documents, and letters.

    **Position Statements and Testimony of NAML** – NAML often develops positions or provides testimony that it makes public. A process for development and approval of these statements is as follows:

    ▪ The Public Policy Committee learns of legislation, proposals, or other relevant developments of interest to NAML members. (This usually happens based on input from Federal Science Partners.)
    ▪ The Public Policy Committee decides on a course of action and drafts the necessary document(s).
    ▪ The NAML President, who is a member of the Public Policy Committee, approves the document(s) and forwards them to the NAML Board of Directors.
    ▪ The NAML Board of Directors reviews and approves the documents by vote.
    ▪ The Public Policy Committee Chair notifies the NAML regular membership of the activity in a timely fashion.
- The documents are issued to the target agencies or parties over the President’s signature.
- The documents are published on the NAML website.

Approved unanimously.

- **Education**
  - An Education Committee with nine members has been established: Aly Busse (chair), Itchung Cheung (vice-chair), Dave Carlon (NAML President-Elect), and two members from each regional organization.
  - Some initial discussions with the leadership of the Education Committee suggest the desire to redesign the NAML website to make it more public and to help promote the educational activities of NAML.
  - The website designed for NAML in 2014 was targeted toward the NAML membership and works well but a more public website would be more beneficial.
  - The Education Committee could provide the types of products posted on NAML website, classes, outreach, etc.
  - An outside firm should be hired to design a new website.
  - The social media aspects of the outreach of NAML are issues separate from the website redesign but could be linked to the website in important ways.

Motion (Robert Dickey, Dave Carlon) to appoint Lou Burnett to establish a process for redesigning the NAML website and determining the associated costs.

Approved unanimously

- **Regional Meetings**
  - SAML held a virtual meeting April 28, 2020
  - NEAMGLL’s July meeting has been postponed to the Fall, TBA
  - WAML dates and location have not been announced.

**Next Board of Directors meeting is September 28, 2020 at 2 p.m. Eastern Time.**

**Adjourned:** 3:10 p.m. Eastern Time.