GLPA Executive Committee Meeting
Peoria, IL
May 4th, 2024
TO PUBLISH

Present
Mark Percy (President), Mike Smail (President-Elect). Dan Tell (Past President), Sally Brummel (Secretary), Katy Downing (Treasurer), Sara Schultz (Inclusion and Outreach Officer), Steve Crawford (Technology Chair), Heidi Westrick (Development Chair), Jackie Baughman (Publications Chair), Renae Kerrigan (Conference Planning Chair), Charissa Sedor (Membership Chair), Melinda O'Malley (Education Chair), Geoff Holt (Registrar, observing)

Call to Order: The meeting was called to order at 9:35 am CDT on Saturday May 4th, 2024, Mark Percy presiding.

Approval of Minutes: Dan Tell moved to dispense with the reading of the minutes and approve the minutes from the November 4, 2023 GLPA Executive Committee meeting. Steve Crawford seconded. The motion carried.

Committee Reports

Treasurer's Financial Report - Katy Downing

The fiscal year runs from April 1-March 31, so we have just begun FY25.

Greal Lakes Planetarium Association

Account Balances

Last Updated: 3/31/2022

Instructions Back to 'Report'

Fiscal Year Milestones	Milestone Dates	Checking	PayPal	Savings	Conference	Gift Shop	Image Bank	Total
FY16 End FY17 Start	Mar. 31 2016 Apr. 1 2016	$101,971.17	$14,804.31		$2,135.62	$129.74	$3,812.20	$122,853.04
FY17 Mid	Sept. 30 2016	$153,069.36	$10,384.96		$2,001.67	$129.74	$3,856.29	$169,442.02
FY17 End FY18 Start	Mar. 31 2017 Apr. 1 2017	$105,319.43	$14,665.30		$1,926.67	$129.74	$3,721.83	$125,762.97
FY18 Mid	Sept. 30 2017	$130,546.16	$143,671.07		$1,926.67	$129.74	$3,721.83	$279,995.47
FY18 End FY19 Start	Mar. 31 2018 Apr. 1 2018	$96,600.26	$9,585.49		$1,926.67	$304.00	$3,585.66	$112,002.08
FY19 Mid	Sept. 30 2018	$99,112.46	$67,715.43		$1,926.67	$304.00	$4,182.93	$173,241.49
FY19 End FY20 Start	Mar. 31 2019 Apr. 1 2019	$92,673.19	$13,438.56		$1,926.67	$304.00	$4,230.63	$112,573.05
FY20 Mid	Sept. 30 2019	$87,644.61	$82,976.04		$1,926.67	$304.00	Closed FY20	$172,851.32
FY20 End FY21 Start	Mar. 31 2020 Apr. 1 2020	$105,546.22	$11,202.57		$1,926.67	$304.00		$118,979.46
FY21 Mid	Sept. 30 2020	$103,130.95	$18,639.38		$1,926.67	$304.00		$124,001.00
FY21 End FY22 Start	Mar. 31 2021 Apr. 1 2021	$99,355.77	$21,250.11		$1,926.67	$304.00		$122,836.55
FY22 Mid	Sept. 30 2021	$119,455.30	$33,682.77		Closed 7/27/2021	$304.00		$153,442.07
FY22 End FY23 Start	Mar. 31 2022 Apr. 1 2022	$108,285.47	$5,037.62			Closed 3/6/2022		$113,323.09
FY23 Mid	Sept. 30 2022	$130,845.83	$15,279.51	Opened 02/6/2023				$146,125.34
FY23 End FY24 Start	Mar. 31 2023 Apr. 1 2023	$79,909.97	$7,151.49	$72,160.99				$159,222.45
FY24 Mid	Sept. 30 2023	$59,098.84	$7,834.15	$74,983.99				$141,916.98
FY24 End FY25 Start	Mar. 31 2024 Apr. 1 2024	$61,613.99	$8,717.61	$74,991.35				$145,322.95
FY25 Mid	Sept. 30 2024							

Greal Lakes Planetarium Association

Revenue Breakdown - Filter by Date

Instructions Back to 'Report'

	4/1/2023	-	3/31/2024				
Month	Rev - Advertisement	Rev - Membership	Rev - Conference	Rev - Technology	Rev - Other	Rev - Transfer	Totals
April	$0.00	$60.00	$0.00	$0.00	$31.80	$0.00	$91.80
May	$1,160.00	$100.00	$0.00	$0.00	$15.90	$0.00	$1,275.90
June	$0.00	$10.00	$0.00	$0.00	$0.00	$0.00	$10.00
July	$1,740.00	$0.00	$0.00	$0.00	$15.00	$0.00	$1,755.00
August	$840.00	$180.00	$0.00	$0.00	$0.00	$0.00	$1,020.00
September	$580.00	$870.00	$0.00	$6.00	$0.00	$0.00	$1,456.00
October	$0.00	$1,120.00	$0.00	$0.00	$0.00	$0.00	$1,120.00
November	$0.00	$140.00	$10,402.76	$6.00	$0.00	$0.00	$10,548.76
December	$0.00	$210.00	$0.00	$631.00	$0.00	$0.00	$841.00
January	$0.00	$210.00	$0.00	$0.00	$0.00	$0.00	$210.00
February	$580.00	$120.00	$0.00	$0.27	$0.00	$0.00	$700.27
March	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Totals	$4,900.00	$3,020.00	$10,402.76	$643.27	$62.70	$0.00	$19,028.73

Greal Lakes Planetarium Association

Expense Breakdown - Filter by Date

Instructions Back to 'Report'

	4/1/2023	-	3/31/2024								
Month	Exp - Office	Exp - Website	Exp - Executive Committee	Exp - Award	Exp - Publication	Exp - Conference	Exp - Finance Fees	Exp - Technology	Exp - Other	Exp - Transfer	Totals
April	$0.00	$0.00	$0.00	$0.00	$0.00	$222.80	$3.57	$124.31	$0.00	$0.00	$350.68
May	$0.00	$0.00	$3,801.34	$0.00	$0.00	$0.00	$44.81	$6,200.16	$0.00	$0.00	$10,046.31
June	$0.00	$0.00	$394.54	$145.00	$0.00	$0.00	$0.84	$542.58	$0.00	$0.00	$1,082.96
July	$0.00	$0.00	$0.00	$0.00	$623.00	$1,235.13	$19.15	$293.71	$0.00	$0.00	$2,170.99
August	$0.00	$0.00	$627.00	$0.00	$0.00	$0.00	$61.66	$120.00	$0.00	$0.00	$808.66
September	$0.00	$0.00	$1,679.00	$74.54	$844.22	$9,000.00	$46.71	$120.00	$0.00	$0.00	$11,764.47
October	$0.00	$0.00	$1,075.00	$0.00	$0.00	$0.00	$96.67	$120.00	$0.00	$0.00	$1,291.67
November	$0.00	$0.00	$20.00	$0.00	$0.00	$0.00	$65.01	$226.85	$0.00	$0.00	$311.86
December	$0.00	$0.00	$0.00	$0.00	$1,007.71	$0.00	$48.46	$283.39	$0.00	$0.00	$1,339.56
January	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$151.68	$120.00	$0.00	$0.00	$271.68
February	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$48.42	$120.00	$0.00	$0.00	$168.42
March	$0.00	$0.00	$0.00	$0.00	$378.44	$750.00	$36.51	$5,157.87	$0.00	$0.00	$6,322.82
Totals	$0.00	$0.00	$7,596.88	$219.54	$2,853.37	$11,207.93	$623.49	$13,428.87	$0.00	$0.00	$35,930.08

Katy Downing shared the Account Balances and Expense Breakdown. FY25 revenue to date has been from ads and membership renewals; FY25 expenses to date have been the downpayment for the conference banquet, technology fees, and finance fees.

Budget. Mark tabled the approval of the budget, which is still in development. Katy will have separate conversations with committee chairs and the vote will take place electronically.

President's report – Mark Percy

Digital Tools. The updated glpa.org website now provides access to newsletters and proceedings. Further work is needed on: resources, show scripts, and educational resources, which are identified in the Education Chair report.

Governance Review Ad Hoc Committee. Mark established Sally Brummel as the chair of the governance review committee. Steve Crawford, Dan Tell, and Sara Schultz will be members of the committee. Any changes to the handbook will be approved by general assent of the committee and can be edited online. Changes to the bylaws require a vote of membership.

President-elect's report – Mike Smail

Scholarship Committee. The President-Elect chairs the Scholarship Committee, supported by the Past-President, Inclusion and Outreach Officer, and two non-Executive Committee members appointed by the Chair. Mike is looking for GLPA members who would like to be involved with the Scholarship Committee.

Nomination Committee. Mike will contact incumbent members of the Nomination Committee in advance of the fall conference.

State Chair Elections. There is no procedure in the bylaws on how to conduct State Chair elections. Mike will put together a proposal to formalize the state chair position and state chair elections, and submit it to the Executive Committee for review and electronic vote.

Past President's report – Dan Tell

Dan thanked everyone for their service during his Presidency and welcomed the new members of the Executive Committee. The transfer of office was completed by the traditional phone call on the Vernal Equinox, 2024.

Historian's Report. Dan conveyed from Gary Beckstrom reports on the passing of the following members of our community.

John Christian passed away in 2016. He was one of Gary's predecessors as Assistant Director at Longway Planetarium and an early member of GLPA. John edited the "Projector" which was a GLPA publication before the current proceedings.

Dan Goins, retired Martinsville High School planetarium director, passed away in November 2019.

Dave Parker, retired from the Tipton High School Planetarium in Indiana, and a former President and Secretary/Treasurer of GLPA, passed away in December 2022.

Secretary's Report – Sally Brummel

Sally reported that the minutes from the fall Executive Committee meeting were published in the winter edition of the *GLPA Newsletter.*

The Executive Committee held the following electronic votes between the Fall 2023 Executive Committee meeting and the Spring 2024 Executive Committee meeting:

- **Dan Tell presented Heidi Westrick as candidate for Development Chair to the committee as a whole. Heidi was approved by general assent.**
- **Dan Tell presented Steve Crawford as a candidate for Technology Chair to the committee as a whole. Steve was approved by general assent.**

The committee took a break at 11:15 am until 11:24 am CDT.

Treasurer's Report non-financial - Katy Downing

Betty Wasiluk Estate Donation Update. The previous Executive Committee had decided to put the funds into a 1 year CD. Mark Percy will do so. Mark will create a committee to discuss establishing a 501(c)3 to put this funding in, as well as establishing a fund for people to make donations they can write off, and soliciting planned giving. A 501(c)3 would be a separate organization, the GLPA Scholarship Foundation, whose board would be a subset of the GLPA board. There are federal rules for establishing bylaws specific to the 501(c)3. The intent is for the funds to be entered as income into the conference budget to use for scholarships, instead of scholarships being absorbed by conference revenue.

Inclusion & Outreach Officer's Report - Sara Schultz

Sara is working on building the Inclusion and Outreach Committee and a code of conduct training for them.

Conference Helpers. Sara proposed selecting Inclusion and Outreach conference helpers to field accessibility or inclusivity issues and communicated with the conference host as necessary. The committee approved with general assent.

Confidential Email Reporting. Sara introduced the need for a confidential email service for people to communicate challenges related to the GLPA organization and have that information protected. The committee is looking into a service that would be truly anonymous.

State News Submission. Sara will revise how states submit their news for the GLPA newsletter to provide an optional shorter version that is formatted for inclusion in the IPS newsletter. This reduces the workload of the GLPA Newsletter Editor in condensing the current submissions.

GLPA Big Read. One idea is to collaborate with the Education Committee to read *What Inclusive Instructors Do*, by Tracie Addy. This might be a way to get a larger cross-section of the membership actively thinking about inclusivity. This is way more than just a one person, one committee job.

Diversity in Membership. Sara is thinking about how to get more representation in membership, which may entertain getting more students involved. Charissa would like to work with her on that. Right now the focus is on the conference, but eventually it can be to provide professionals with resources for more accessible and inclusive practices. Melinda would like to work with her on that.

Funding for Week in the USA program to IPS. The committee discussed how we use the budgeted funds to pay for half of the Week in the USA program if a GLPA site hosted it. Katy noted that it hasn't been used, and Mike noted that IPS now pays the full cost. The committee discussed whether we take a different approach, doing a student/early career exchange between planetariums in the US. Sara will put together a proposal and a cost.

The committee took a break to adjourn for lunch at 12:11 pm until 12:48pm EDT.

Conference Planning Report - Renae Kerrigan

2024 Conference Updates - Peoria, IL. The Conference Planning Chair/2024 Conference Host hosted a site visit on May 3 with John Foerch, (videographer), Heidi Westrick, and Geoff Holt. John feels good about being able to stream the sessions. The hotel room cost will be $179/night. The registration cost is still in development. The goal to have costs posted May 15,and registration open June 15.

Spitz Lecture Vote. The committee voted on a first and second choice to invite to give the Spitz Lecture at the 2024 conference.

2025 Conference Proposals. The committee heard proposals from Patrick Hess at Union Station in Kansas City, MO and Sally Brummel at the Bell Museum in St. Paul, MN to host the 2025 conference. After discussion, **Steve Crawford moved to accept the proposal for the Bell Museum. Dan Tell seconded. The motion carried.**

Astronomy Update. **Steve Crawford moved that we issue a standing invite to Dr. Shannon Schmoll to deliver the Astronomy Update. Katy Downing seconded. The motion carried.**

2026 Conference Prospect. The Grand Rapids Public Museum has expressed interest to host in 2026, as there is somewhat of a tradition for them to be the host every 10 years. Construction would make it difficult for them to host in 2025. There is no proposal yet, it will be coming.

2027 National Conference Proposal: US Space and Rocket Center, October 17-23, 2027. Mark, Dan, Mike, and Renae met with USSRC and conference planning committee members of other planetarium associations to agree on the dates. The GLPA Executive Committee will still need to vote to join the conference.

Membership Report – Charissa Sedor

There are 191 active members, which is down from last year because we didn't have a fall conference.

Awards. The committee reviewed the nominated and eligible members for awards and voted on them.

Development Report – Heidi Westrick

Sponsor Prospectus. Heidi is updating the list of sponsors with contact information. She is looking to bring in non-traditional sponsors, like providers for gift shops, and asked the committee to send her ideas and contact information.

Heidi is developing a prospectus with information about the financial activity a vendor could expect to gain from sponsoring the conference.

Heidi Westrick moved for a 5 minute break at 2:45 pm. Reconvened 2:53 pm.

Publications Report – Jackie Baughman

Newsletter update. Of the 180 members currently in the newsletter distribution database, 143 members (79.4%) opt to download the "electronic" version and 37 members (20.6%)

opt to receive a "printed" copy of the newsletter. In the short term, these relative proportions largely remain the same. Long term, these proportions continue their slow trend toward electronic and away from the printed option.

Advertiser Update. The GLPA Newsletter continues to attract advertisers and provide GLPA with a steady source of revenue. The net result is that the GLPA Newsletter currently has 9 contractual advertisers, which occupy 10 1⁄2 pages in the newsletter and provide GLPA with annual revenue of $6,350.

With advertising revenue up and the number of printed copies each quarter down, the color version of the newsletter continues to pose no economic hardship to the association.

Shannon Schmoll now manages the printing and mailing of the GLPA Newsletter's printed edition from Michigan State University. Jackie expressed her thanks.

With 37 members opting for the printed copy of the newsletter, the Executive Committee discussed the future of such printed copies and for how long we plan on continuing to offer the printed version. The committee provided some ideas, and Jackie Baughman will prepare a transition plan for the Executive Committee to review next fall.

Proceedings procedures. The 2022 proceedings will be published soon. Jackie will work on a proposal for changes to the paper submission process and proceedings publishing for the committee to review. She is documenting the process for publishing the proceedings.

Education Report – Melinda O'Malley

Melinda expressed her thanks to Peggy Hernandez, who has been amazing and helpful in the transition.

Professional Learning Chat (PLC) update. The PLC is a successful program but it is at a difficult time for Melinda to facilitate. She will talk with the regular attendees and the Education Committee about how to keep it going.

Educational resources review. Melinda reviewed the resources on the website and has identified the following tasks: collaborate with a subcommittee to review and recommend re-publish or remove TIPS booklets; collaborate with subcommittee to review education related resources (Store & Resource items) to be available on "resources" part of website; archive the Solar Eclipse "One Stop Shop" of links/resources; contact planetariums located within school systems to offer the Education and Standards E-Handbook resource; work with the Publications Chair on making scripts available for free.

Grant Projects update. The GLPA Project Fund is for member projects that benefit all of GLPA. Melinda asked for recommendations for the GLPA Project Fund subcommittee.

Technology Report – Steve Crawford

Conference Preparation. The forms to submit workshop and special interest group proposals were both opened at the beginning of April. This is the first year that the new MC Pro system is being used for conference registration and related tasks, and there are likely to be some growing pains, but so far everything is going well. Building of conference

registration forms will begin soon.

An additional videography rig is planned to be built, which should be included in the FY25 budget.

Google Workspace Price Increase. Google has increased the price of our Workspace plan from $12 to $14.40 per user. We have 10 users, so this increases the monthly cost from $120 to $144. For FY25, this will be a total increase of $273.28, ceteris paribus.

Old Business

GLPA ownership of equipment for loan such as fisheye cameras. Dan Tell proposed to allow $1,000 for the purchase of two Insta360 fisheye cameras plus $200 for shipping. This will not be voted on individually, but will be put into the FY25 organizational budget. Steve Crawford and Melinda O'Malley will pursue this.

Conference Scholarships. Based on the number of applicants for 2023, there is no need to offer any additional scholarships. The same amount as last year will be included in the organizational budget.

New Business

Shared Drives restructuring. The committee discussed restructuring the shared Google drives, which Steve will work on.

Adjournment. Dan Tell moved to adjourn. Heidi Westrick seconded. The Executive Committee meeting was adjourned at 3:57 pm CDT on Saturday, May 4, 2024.