

Colorado State Science Fair, Inc.  
Advisory Council Meeting  
April 10, 2004  
Minutes

The meeting was held at Colorado State University in Fort Collins, CO.

Members present: Lucy Adams (RFD), Elemer Bernath, Sam Bartlett (BOD), Al Bedard (BOD), Travis Garoutte, Bonnie Hames (BOD), David Holm (BOD), Charles Johnson, Bev Meier, Jody Oaks (BOD), Jim Stevens (RFD), Doug Steward, and Courtney Butler (CSEF Director).

Members Absent: Mike Bemski (BOD), Paul Cheng (BOD), David Clark (BOD), Carol Crossley (RFD), Forbes Davidson Carol Denning (BOD), Bill Dube (BOD), Barry Eppler (BOD), Trudy Forsyth (BOD), Anita Frant (ARFD), Nancy Gettman (ARFD), Joel Gray (RFD), Gina Holland (BOD), Dean Holtzkamp (BOD), Stephanie Hooker (BOD), Larry Jakel, Charles Jacob (ARFD), A. Bill Kieger (BOD), Janet Klein (RFD), Vishy Lakshmanan (BOD), Terri Lira (RFD), Andy MacGruer (RFD), William Mallory (RFD), Gary Marx (RFD), Georgia Matteson (RFD), John McConnell, David Miner (ARFD), Marie Mornis (BOD), Robert Morrow (BOD), Candus Muir, Jan Nerger (BOD), John Parker (BOD), Ryan Patterson (BOD), David Pfuhl, Judy Prester, Rob Robison (ARFD), Russ Schnell, Deanna Schrock, Terry Scott (RFD), Jim Sites, Sherry Snyder (BOD), Robin Staker (ARFD), Linda Strine (BOD), Laura Ussery, Dan Van Gorp, Amy Weich (BOD), Kristina Wenzel (ARFD), Courtney Willis (ARFD), Gary Wilson (BOD), and Marguerite Yowell (ARFD).

I. Meeting called to order by C. Butler.  
Introductions of all members present were made.

II. Working Committees

Alumni

➤ No report given as R. Morrow was not present.

Awards Ceremony

- Need to mark the floor with tape for where the kids should stand on stage.
- Need to have a table skirt for the tables on stage.
- Need to have the banner on the table.
- Need to have bottled water available for those on stage.
- The slide show went okay, but with the lights on, it was hard to see.
- Need to place the podium on the opposite side of the stage from where the kids are coming on.
- Handing out the awards was very confusing at times. Perhaps there were too many people on stage.
- Have the students wait in the wings for grand awards.
- Add the special award script to the slide show.
- Add the project title and place to the grand award winners slide show.
- Need to add to the technical writing award script so it explains it better.

### Display & Safety

- This did not go smoothly this year at all. It was thought that the committee was trained, but it wasn't.
- There were a number of photos removed from boards.
- Students are not reading the directions on how to get Display & Safety checks done.
- There were business cards out on some of the projects.
- There was water and chemicals on some projects.
- Need to add the photo credit piece to the check-off list.

### Photography

- Hopefully the digital process goes smoothly this year.

### Publicity

- No report given as D. Clark was not present.

### Registration

- Need to add hotel and cell phone number to Adult-in-Charge registration form for each region.
- Should think about adding getting a list of teachers attending CSEF and phone numbers for them as well.
- Need to create a way to submit abstracts on-line as well.

### Grand Awards

- There were 101 judges invited and 95 showed up.
- We definitely need more judges.
- Need to ask the judges how long they have been judging on their information form.
- Need to develop a judging plan to give to the captains for at least the first round of interviews.
- Need to have a form for judges to sign off on to make sure they interview who they are assigned to interview.
- Need to change the Captain's briefing to 10 AM in room 230 with tables for them to work on, so they are separate from the rest of the judges as they come in.
- Gina will need more volunteers to help with check-in.
- Need to split Health & Behavioral Sciences into two separate categories.

### Room Set-Up

- There was no report given as J. Sites was not present.

### Special Awards

- This was the first year for the on-line registration of special awards. Need to create a way so they can go back in and edit the previous year's information without having to retype everything.
- Scholarships were a problem, CSM and CU did not have any certificate or anything to give to the students at the ceremony.
- CSEF should create a certificate for the student whether or not the sponsor provides one and include contact information on it.

- Each sponsoring agency will receive a photo of the winning students that is labeled.
- Possible new special award from Visible Productions in Fort Collins.

#### Tours

- Early registration went well, but many didn't know they could do that, hopefully this will work out better in future years.

#### Scientific Review

- There were a few problems in that we needed to disqualify a couple of projects, although they still got to be interviewed.
- There will be a new system put into place next year for review of projects by SRC members via a computer program being provided by Science Service.

#### Student Activities

- Villa Pizza turned out to be a great deal and things went smoothly except for running out of drinks.

### III. Other notes

- The best paperwork award went to Lucy Adams and Gary Marx got the most improved paperwork award. C. Butler will send them a token of appreciation.