

Colorado State Science Fair, Inc.
Regional Fair Director's Meeting
January 20, 2001
Minutes

The meeting was held at the National Renewable Energy Laboratory Visitor's Center in Golden, CO.

Members present: Lucy Adams (RFD), Elemer Bernath (RFD), Paul Cheng (BOD), David Clark (BOD), Jane Cowden, Don Gabriel (ARFD), Nancy Gettman (ARFD), Joel Gray (RFD), Bonnie Hames (BOD), Gina Holland (BOD), David Holm (BOD), Larry Jakel, Terri Lira (RFD), Beverly Meier, Robert Morrow (BOD), Jody Oakes, Sue Refner (BOD), Terry Scott (RFD), Robin Staker (ARFD), Jim Stevens (RFD), Doug Steward, Harvey Teyler (BOD), Sarah Vanderlaan, Dan Van Gorp (ARFD), Gary Wilson (BOD), and Courtney Butler (CSEF Director).

Members Absent: Sam Bartlett (BOD), Al Bedard (BOD), Dan Blake (BOD), Gina Brandt (ARFD), Gary Church, John Farrington (BOD), Ed Geary (BOD), Dorinda Gonzalez (BOD), Lisa Hatcher, Jim Herrell (ARFD), Martha Iverson (RFD), Charles Johnson, Don Kirkland (BOD), Vishy Lakashmanan (BOD), William Mallory (RFD), Georgia Matteson (RFD), Kym Monacelli (RFD), Dolly Morrow (BOD), Robert Philbin (RFD), William Peirson (BOD), Ann Pomeroy (RFD), Rob Robison (ARFD), Jim Sites, Tom Sneider (BOD), Sherry Snyder (BOD), Harmony Voorhies (RFD), Radford Walker (BOD), Amy Weich (BOD), Courtney Willis (ARFD), Marguerite Yowell (ARFD)

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

- II. Announcements
 - There is going to be a Denver Metro Regional Science Fair March 12 – 13th. Judging committee is being taken care of by School of Mines.
 - The engineering lot at Colorado State University may not be open to visitor parking. The decision will be made soon, but this lot has been taken off of the CSU map for available parking.
 - Students need to include the who, what, when, and where on all Poster art Contest submissions. There will be a \$100 cash award given this year to the winner.
 - There is a new special award for all of the regions as well as the state science fair from the Rocky Mountain Goat Foundation. The regional awards will be \$50 for each division and the state awards will be \$100 for each division. The contact person is:
Georgianna Lee
Rocky Mountain Goats Foundation
2101 Rampart Range Road
Woodland Park, CO 80863
Home: 719-687-2223
Work: 719-635-0211 M-F 10 -6pm
Fax: 719-635-7004
 - It appears that Governor Owens might be visiting the CSEF this year. The best visiting time would be on Saturday morning.

III. Review of Finalist Packet and Important RFD Information

- There is a sample abstract on Page 8 of the Finalist Packet.
- There are a few registration form (Page 11) changes to make note of:
 - #1D is for the student's school name – especially if this is different from the adult sponsor's school or organization.
 - #2A – please indicate whether the adult sponsor is the teacher, parent or other.
 - #3B – please list all team member's names here. The team leader will be flagged in the database, so the team members need to know whom they have designated as their team leader. The team leader is indicated on the abstract form (Page 12).
 - #3F is new. The SRC information will be input into the database as well to make paperwork easier to compile, so please take this information from Form 1A and mark it here as well.
- RFD paperwork is due with the student registrations.
 - Registration form – the back is only if you are going to ISEF, it is not for CSEF travel info.
 - SRC Report – this will help with future outreach programs. I am hoping to add to the \$2000 we received for Ryan's wining at ISEF to increase this service to the regions.
- Registration/Check-In at CSEF:
 - Team registration packets will be filed alphabetically under the team leader's last name – students should check in together.
 - The message board will be used inform students and teachers about SRC interviews before they get their registration packets. After the interview, the students will need to bring back a slip from SRC to obtain their packet. Packets will be marked with a stop sign if they require SRC interview.
 - Registration packets will include a CSEF pin, T-shirt, CSEF program, CSEF pen, name tag, participation certificate, photo order form, display & safety ready card, voting slip, and evaluation forms.
 - There will also be a registration packet for the RFD or Adult-in-Charge for each region that will include a CSEF pin, T-shirt, nametag, evaluation form, CSEF pen, CSEF program, and a list of students to triple check spelling of names, etc.
- RFD's will receive two reports from CSEF Director prior to the fair:
 - One will be a list of students participating from your region that will have student names, social security numbers, project title, division, category, school name, table/floor, electricity, and amount paid.
 - The second form will be the SRC determination listing that will flag those projects with problems and the actions that will need to be taken to correct them. The possible determination are:
 - Entry Complete – no action will be needed;
 - Entry Incomplete – forms are incomplete or missing information and corrections can be faxed or e-mailed to CSEF Director prior to CSEF;
 - Entry Incorrect – usually means dates are missing or wrong or more information is needed in writing, but can be faxed in before CSEF;
 - Entry Questionable – these will need an interview with the SRC on Thursday morning; and
 - Entry Violation – these projects are ones that have to be disqualified and cannot compete – there is no reason to have any in this category.

- Changes to project set-up at CSEF:
 - Photographers will be assigned to an area of the exhibit hall and will roam the aisles looking for students ready to have their picture taken. A colored dot will be placed on the hang-tag when their picture has been taken.
 - Display & Safety ready cards will still need to be turned in. There will be separate tables for the junior and senior divisions. When the project has passed the check, the ready card will be taped to the hang tag and a copy of the report taped to the table near the project along with a copy of a Special Display Restriction Form if needed.

IV. Review of CSEF Schedule:

- Thursday
 - Judges will be looking at projects without the students present from 12:00 – 2:00 PM
 - Finalist Orientation meeting will be at 1:45 PM in the North Ballroom. There is limited space in this room and clean up from the judges' luncheon may or may not be completed, please have one or two teachers accompany your group to this. There is not room for all parents to attend this meeting.
 - Student interviews will be from 2:00 – 5:00 PM.
 - There will be a Parent/Teacher/Sponsor Lounge in Room 203/205 from 2:00 PM – 5:00 PM for adults to gather and visit. Refreshments will be served.
 - There will be a Regional Fair Director's Meeting from 2 – 4 PM in Room 224/226. If you can't be in attendance, please send a representative. Immediately after this meeting, we will be holding a meeting of the ISEF Adult Delegates that will be going to San Jose this year to talk about schedules and hand out trading pins for the students.
- Friday
 - Guest Speaker will be speaking at 9:00 AM in the CSU Theatre. Everyone (parents, students and teachers) are encouraged to attend. We have asked Admiral Richard Truly to speak, but I am still waiting on confirmation. I think next year's speaker will be Trent Rominger from NASA – he is preparing for a flight into space or he would have come this year.
 - The Awards Ceremony will be at Thompson Valley High School in Loveland at 7:00 PM. Everyone is invited to this, but please note that students will be required to sit in front to make it easier to get the stage (and faster!). Also note, that pictures will be taken of the groups backstage so we can set up a nice background for picture sales.
- Saturday
 - There will be an Advisory Council Meeting from 9:00 – 11:00 AM to go over how the fair went and to debrief.
 - The Pizza Party will be held from 11:00 AM – 12:00 PM in the Main Ballroom amongst the exhibits.
 - The Board of Director's Meeting will be from 12:30 – 2:30 PM in room 224/226.

V. CSEF Volunteer Jobs and Recruitment Forms

Attached to the Finalist Packet are forms for parents and teacher to fill out to volunteer some time to CSEF (door monitors, photographers, etc.). Please encourage parents and teacher who are planning on attending CSEF to volunteer.

- VI. Special Guest – Linda Lung – she wants to rewrite an energy science fair project booklet that was first published in 1991. She needs people to help with the rewriting this summer (stipends might be available). Please send her references that might be helpful – 303-275-3044-phone, 303-275-3076-fax.
- VII. Discussion on Realignment of CSEF Regions led by Gary Wilson
- Some regional science fairs split school districts.
 - The number of eligible students in each region is not even close.
 - We probably need to stay with the same number of regions for now due to the capacity limit at CSU.
 - We need to document the number of students who participate in science fairs at ALL levels – school, district, regional, and state. Please try to help us gather this information in the next few years.
 - CDE has 8 regions that follow the geography of the state, but they would like to have 15.
 - There is the possibility of splitting the Denver Metro fair and putting the rural areas of Adams and Arapahoe counties into East Central region.
 - Distance required to travel to a regional fair is a concern for some districts.
 - We need to keep in mind the K-12 initiatives that the state colleges and universities have as well.
 - Maybe some of the areas can merge at this point in time on a grass roots basis if it makes sense to do so based on low numbers and distance, etc.
- VII. Miscellaneous Comments
- There is some misunderstanding about a student using data gathered by a professional researcher or organization like NOAA and forming their own hypothesis, etc. The question is, would judges frown upon this type of project? We need to make sure they don't because this is a valid form of research.
 - Judges are needed for the Health and Behavioral Sciences category. If you know of someone please let CSEF Director know so they can be contacted.
 - The due date for correction for program printing is at the end of March.
 - We need to begin collecting data on the number of students that participate in local school science fairs; district fairs as well as keeping good numbers for the regional and state fairs. Then I can begin using these numbers to create a policy/formula to make allocations to each fair. It would also be helpful when we begin applying for grants, because using the figures we have now; it is less than 1% of the eligible students in the state of Colorado that participate in science fairs.