

**CSEF Regional Fair Director Meeting**  
**January 18, 2003**  
**Minutes**

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

Members Present: Lucy Adams (RFD), Sam Bartlett (BOD), Al Bedard (BOD), Elemer Bernath (RFD), Carol Denning (BOD), Nancy Gettman (ARFD), Oralia Gil (ARFD), Joel Gray (RFD), Bonnie Hames (BOD), Gina Holland (BOD), David Holm (BOD), Charles Johnson, A. Bill Kieger (BOD), Janet Klein (RFD), William Mallory (RFD), Gary Marx (RFD), Bev Meier, Robert Morrow (BOD), Jody Oaks (BOD), John Parker (BOD), David Pfuhl, Terry Scott (RFD), Doug Steward, Harvey Teyler, Dan Van Gorp, and Courtney Butler (CSEF Director).

Members Absent: Mike Bemski (BOD), Paul Cheng (BOD), David Clark (BOD), Jane Cowden, Carol Crossley (RFD), Bill Dube (BOD), Berry Eppler (BOD), Trudy Forsyth (BOD), Ed Geary (BOD), Val Havlick (ARFD), Jim Herrell (ARFD), Martha Iverson (RFD), Larry Jakel, Carol Kallevik, Patrick Keegan (BOD), Vishy Lakshmanan (BOD), Terri Lira (RFD), Georgia Matteson (RFD), Jan Nerger (BOD), William Pierson (BOD), Sonja Ringen (BOD), Rob Robison (ARFD), Russ Schnell, Deanna Schrock, Jim Sites, Sherry Snyder (BOD), Robin Staker (ARFD), Jim Stevens (RFD), Linda Strine (BOD), Rachel Torgerson, Laura Ussey, Harmony Voorhies (RFD), Amy Weich (BOD), Kristina Wenzel (ARFD), Courtney Willis (ARFD), Gary Wilson (BOD), Marguerite Yowell (ARFD).

- I. Meeting called to order by C. Butler.  
Introductions of all members present were made.
  
  - II. Announcements
    - ? 2003 Awards Ceremony will be held at Thompson Valley High School in Loveland.
    - ? We have eliminated all of the off-campus tours and will try to offer some new presentations and tours this year that are all on-campus.
    - ? I have changed the participation certificates to be 8 ½" by 11", but need some ideas for design.
    - ? The category of Physical Sciences has been split into Chemistry and Physics. This will hopefully cut the size of that category to a more manageable size. The new descriptions can be found on page 10 of the Finalist Handbook.
    - ? We have eliminated the separate category of team projects. All team projects will be physically placed and judged within the discipline categories along with the individual projects.
    - ? We have created a new judging system for the team projects and modified the "All Fair" judging.
      - o Individual Project Category Place Awards have been increased in dollar amounts (1<sup>st</sup> - \$125; 2<sup>nd</sup> - \$75; 3<sup>rd</sup> - \$50), but other wise will be chosen the same as in the past. Each student will also continue to receive a medal and certificate.
      - o Honorable Mentions may be awarded to 20% of the number of entrants in the category and be given to individual and team projects.
      - o From each category, up to two projects may receive a nomination for Best Team Project Award. Nominated teams will receive a certificate per student and \$30 per team.
- NOTE: If there is only one team project in a category, it is not automatically nominated.**

- From the nominated team projects, the Best Team Project Awards will be given. These are chosen similarly to the way the “All Fair” awards have been chosen in the past. The awards are:
  - ✍ First Place Senior Division - \$125 per team, blue ribbon medal per student, certificate per student and the trip to compete at the ISEF.
  - ✍ Second Place Senior Division - \$75 per team, red ribbon medal per student, certificate per student and be the alternate to compete at the ISEF.
  - ✍ Third Place Senior Division - \$50 per team, white ribbon medal per student, and certificate per student.
  - ✍ First Place Junior Division - \$125 per team, blue ribbon medal per student, and certificate per student.
  - ✍ Second Place Junior Division - \$75 per team, red ribbon medal per student, and certificate per student.
  - ✍ Third Place Junior Division - \$50 per team, white ribbon medal per student, and certificate per student.
- From the First Place Individual Project Category Place Award winners, the Best Individual Project Awards will be given. These awards are the same as the “All Fair” awards were in the past, where the Senior Division winners are sent to ISEF and the Junior Division winners receive extra cash awards.

### III. Review of Finalist Packets and Regional Fair Director Information

- ? The registration fee of \$35 is per student and not per project
- ? The Adult-in-Charge must also register and pay the \$35 fee.
- ? Remember to send only COPIES of student’s paperwork to me.
- ? I must have the Regional Fair Registration Form filled out and sent in along with the finalists’ paperwork.
- ? I have included a volunteer sign-up form for teachers and/or parents to send in to help at CSEF again this year.
- ? The Finalist Handbook can be downloaded in pdf format from the CSEF web site as well as the registration forms and abstract forms.
- ? Make sure you remind teams to choose a category this year.
- ? I have included an agreement to allow CSEF to use pictures of the students on the second page of the registration form. Make sure to point out this information to parents before they sign.
- ? Student Handbook Review:
  - ? There is a letter stapled to the outside of the booklet that is to be given to the parents of the Finalists asking them to volunteer.
  - ? Page 4 lists what happens at CSEF. Note that on Saturday, Finalists must be at their projects, balloons will mark the winning projects, there will be a pizza party following the public viewing with door prizes, and I will meet with the winners going on to ISEF to arrange travel.
  - ? Page 5 is the logo contest rules.
  - ? Page 6 & 7 list the order that the forms need to be submitted in.
  - ? Page 8 gives some examples of good abstracts.
  - ? Page 9 is the list of display & safety guidelines.
  - ? Page 10 is the list of category descriptions.
  - ? Pages 11 & 12 is the registration form. Please note that we need to have SSN for certain special awards. Please note any special need on the second page of the registration form so that CSEF knows ahead of time about any unusual circumstances.
  - ? Pages 13 & 14 are the abstract forms for individual projects and team projects.
  - ? Page 15 is the judging guidelines – taken from what ISEF uses, although CSEF does not use absolute scores as ISEF does, it is more subjective.

- ? Pages 16 & 17 list the different tours available and the permission slip for the anatomy/physiology tour.
- ? Page 18 is the tentative time schedule of everything at CSEF. Thursday is broken into the different types of individuals using the schedule on that day.
- ? The final pages are maps of CSU, Fort Collins, and hotel lists.

#### IV. Preview of CSEF Schedule and Procedures

- ? See the overhead of the CSEF Schedule.
- ? Someone will be at the entrance to the ballroom to check to make sure students have picked up their registration packets first.
- ? The Display & Safety volunteers will be using stickers again this year to indicate whether a project has been checked. Ready Cards will still be used to identify those ready to be checked, but a good rule is to tell students that they must wait at their projects until they have two stickers (Photography and Display & Safety).
- ? Volunteer check-in will be at a separate table in the upstairs lobby – if you are working, pick up your name tag and other stuff there.

#### V. Parking Issues for 2003 & Beyond

- ? As of August 2002, CSU Parking Management began charging for visitor parking and CSEF is longer be able to get free visitor parking permits for anyone.
- ? Suggested Solutions:
  - ? Have a drop-off point on University Drive (South of Lory Student Center) with volunteers available to take projects into student center.
  - ? Parking would then be available off-campus and shuttles would be able to bring people back to campus and drop them off on the North side of the Lory Student Center at the bus transit center.
  - ? Judges would also park off-campus and be shuttled in.
  - ? People can buy their permits when they get to CSU.
  - ? Volunteers and Adults-in-Charge would receive parking permits for needed days.

#### VI. Discussions

- ? Teacher Award – need to know about teacher with 5 or more years of doing science fair – these can be current or past teachers.
- ? CSEF SRC will meet March 21<sup>st</sup> and 22<sup>nd</sup>.
- ? Need to develop the teacher of the year award and service recognition awards. Outreach committee can help with the monetary support for these awards.
- ? Denver's bid for ISEF was moved to 2007.

#### VII. CSEF Volunteer Job Sign-Up