

CSEF Regional Fair Director Meeting
January 17, 2004
Minutes

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

Members Present: Lucy Adams (RFD), Al Bedard (BOD), Elemer Bernath (RFD), Carol Denning (BOD), Nancy Gettman (ARFD), Joel Gray (RFD), Bonnie Hames (BOD), Gina Holland (BOD), David Holm (BOD), Larry Jakel, Terri Lira (RFD), Andy MacGruer (RFD), Gary Marx (RFD), Bev Meier, Robert Morrow (BOD), Candus Muir, Jody Oaks (BOD), Terry Scott (RFD), Robin Staker (ARFD), Jim Stevens (RFD), Doug Steward, Dan Van Gorp, and Courtney Butler (CSEF Director).

Members Absent: Sam Bartlett (BOD), Mike Bemski (BOD), Paul Cheng (BOD), David Clark (BOD), Carol Crossley (RFD), Forbes Davidson (RFD), Bill Dube (BOD), Berry Eppler (BOD), Trudy Forsyth (BOD), Anita Frant (ARFD), Dean Holtzkamp (BOD), Stephanie Hooker (BOD), Charles Jacob (ARFD), Charles Johnson, A. Bill Kieger (BOD), Vishy Lakshmanan (BOD), William Mallory (RFD), Georgia Matteson (RFD), David Minor (ARFD), Marie Mornis (BOD), Jan Nerger (BOD), John Parker (BOD), Ryan Patterson (BOD), David Pfuhl, Rob Robison (ARFD), Russ Schnell, Deanna Schrock, Jim Sites, Sherry Snyder (BOD), Linda Strine (BOD), Laura Ussery, 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
 - There will be digital photos taken this year at the Awards Ceremony and hopefully for the Official Photos as well, so we can do a digital slide show during the Awards Ceremony.
 - Tour ticket sales will be available for pre-registration starting March 20th. Students will pay for and pick up the tickets on Thursday of the CSEF.
 - Proposed category changes will be communicated with the Adult Sponsor prior to final reassignments where at all possible.
 - The Guest Speaker will be Richard Fochs from the Naval Research Laboratory on UAV's.
 - Photographers will roam the floor during Thursday morning's set-up time.
 - It is suggested that all regional science fairs use the CSEF Display and Safety check-off sheet to streamline the process.
 - We are still unsure about the fate of the Pizza Party.
 - We are inviting the Lt. Governor to the Awards Ceremony.
 - All ISEF forms are to be left at the projects Thursday evening so SRC can sign off on Form 1B.
 - Remember to have students give credit for all photos on their boards.
- 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.

VI. Web Site

- Adult Sponsors page
- Advisory Council page
- Calendar page
- Regional Science Fair Directors page
- Scientific Review Committee page
- Volunteers page
- Students page

V. 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 tentative CSEF schedule.
- 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 instructions for the on-line registration process and a registration worksheet.
- 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 describes the tour process and lists the tentative tours that we will be scheduling.
- Page 17 is the Poster Art Contest.
- Pages 22 & 23 are Directions and Parking regulations for CSU.
- The final pages are maps of CSU, Fort Collins, and hotel lists.

VI. On-line Finalist Registration

- Instructions - use the tab to move between fields
- Regional Science Fair
- Finalist Information – we are no longer asking for SSN
- Project Adult Sponsor Information - the worksheet will come in handy for this part
- Project Information
- Verification Form – needs to be printed out and submitted along with all of the other forms

VII. CSEF Volunteer Job Sign-Up