

CSEF Regional Fair Director Meeting
January 15, 2005
Minutes

The meeting was held at Canberra Industries in Arvada, CO.

Members Present: Lucy Adams (RFD), Jennifer Barr (RFD), Sam Bartlett (BOD), Al Bedard (BOD), Mike Bemski (BOD), Elemer Bernath (RFD), Carol Denning (BOD), Anita Frant (ARFD), Nancy Gettman (ARFD), Bonnie Hames (BOD), Gina Holland (BOD), David Holm (BOD), Steve Iona, Larry Jakel, Charles Johnson, Bev Meier, Kim Melville-Smith (RFD), Robert Morrow (BOD), Candus Muir (ARFD), Jody Oaks (BOD), David Pfuhl, Jim Stevens (RFD), Doug Steward, Dan Van Gorp, and Courtney Butler (CSEF Director).

Members Absent: Paul Cheng (BOD), David Clark (BOD), Carol Crossley (RFD), Trudy Forsyth (BOD), Travis Garoutte, Joel Gray (RFD), Dean Holtzkamp (BOD), Stephanie Hooker (BOD), Charles Jacob (ARFD), A. Bill Kieger (BOD), Janet Klein (ARFD), Vishy Lakshmanan (BOD), Terri Lira (RFD), Georgia Matteson (RFD), John McConnell, David Minor (ARFD), Marie Mornis (BOD), Jan Nerger (BOD), John Parker (BOD), Ryan Patterson (BOD), Rob Robison (ARFD), Russ Schnell, Deanna Schrock, Jim Sites, Sherry Snyder (BOD), Laura Speaker (RFD), Stephen Thompson (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. Finalist Handbook
 - Each RFD was given 4 extra Handbooks in addition to 1 for each allotment.
 - A letter to the parents asking them to volunteer is stapled to the front of each handbook.
 - The schedule is on page 5.
 - Tour tickets will be handled the same as last year.
 - SRC interviews will be held Thursday morning if needed.
 - 9 AM will be the start of finalist check-in.
 - 1:45 will be the finalist orientation.
 - Judging will start at 2 PM.
 - S. Thompson may do a talk for teachers and parents on Thursday afternoon.
 - Display & Safety guidelines are on page 9.
 - Remember that photos need to be sited.
 - If there are people other than the finalist in the photo, there needs to be a permission slip to use that photo.
 - Categories are listed on page 10. There are two new categories this year.
 - Registration will be on=line again this year. Students will be able to correct their mistakes now.
 - No edits will be allowed after March 18th, but they can contact C. Butler with changes.
 - There needs to be at least one e-mail address listed on the registration form.
 - The only form that needs to be sent to C. Butler is the Verification Form (1 page).
 - Send the verification form, the ISEF forms abstract all at one time to C. Butler.
 - The technical writing award guidelines are on page 20. This is for 9 -12 grade students.
 - Parking is the same as last year. Parents and students can park at the Equine Center and catch the shuttle in to campus. Volunteers will get a parking permit for the day that they volunteer.

III. Scientific Review Committee

- Paperwork is due 10 days after the regional fair is held.
- C. Butler will receive the paperwork, input the information into the system and then send the packets out to the reviewers.
- RFD's need to send C. Butler 3 copies of the ISEF paperwork.
- Original paperwork must stay with the project.

VI. Announcements

- Need to have former CSEF Finalist who have graduated from high school contact CSEF through the web site and sign up for the special events happening at this year's CSEF.
- For the Adult-in-Charge at CSEF, we need to have a local contact number for emergencies (cell phone or hotel phone number).
- The Adult & Student surveys will be on-line this year.
- The two teachers who did not win the Teacher of the Year award last year will be automatically reread this year. Nominations need to be sent to Al Bedard at the Department of Commerce.
- Bonnie Hames handed out the new Renewable Energy and Energy Efficient booklet to those interested.
- A list of volunteer needs will be sent out via e-mail soon.