

Colorado State Science Fair, Inc.
Advisory Council Meeting
November 3, 2001
Minutes

The meeting was held at the Center for Science, Mathematics & Technology Education at Colorado State University in Fort Collins, CO.

Members present: Lucy Adams (RFD), Sam Bartlett (BOD), Al Bedard (BOD), Elemer Bernath (RFD), Bonnie Hames (BOD), Gina Holland (BOD), David Holm (BOD), Charles Johnson, Jody Oakes, Deanna Schrock, Harvey Teyler (BOD), Laura Ussery, Dan Van Gorp (ARFD), and Courtney Butler (CSEF Director).

Members Absent: Dan Blake (BOD), Reid Cameron (BOD), Paul Cheng (BOD), Gary Church, David Clark (BOD), Jane Cowden, Bill Dube (BOD), Ed Geary (BOD), Nancy Gettman (ARFD), Joel Gray (RFD), Lisa Hatcher, Jim Herrell (ARFD), Martha Iverson (RFD), Larry Jakel, Carol Kallevik, Patrick Keegan (BOD), Bill Kieger (BOD), Don Kirkland (BOD), Vishy Lakashmanan (BOD), Terri Lira (RFD), William Mallory (RFD), Georgia Matteson (RFD), John McConnell (BOD), Beverly Meier, Rick Miranda (BOD), Kym Monacelli (RFD), Robert Morrow (BOD), William Peirson (BOD), Judy Prester, Sonja Ringen (BOD), Rob Robison (ARFD), Russ Schnell, Terry Scott (RFD), Jim Sites, Sherry Snyder (BOD), Robin Staker (ARFD), Jim Stevens, Doug Steward, Harmony Voorhies (RFD), Radford Walker (BOD), Amy Weich (BOD), Courtney Willis (ARFD), Gary Wilson (BOD), Marguerite Yowell (ARFD)

- I. Meeting called to order by C. Butler.
Introductions of all members present was made.
- II. 2001/2002 Regional Science Fair Schedule
Dates of the regional fairs was presented although a few fairs had not declared dates yet.
- III. Announcements
 - The Awards Ceremony will be held at Thompson Valley High School in Loveland again this year as this was the only place available.
 - A new category of Microbiology was created for this year. Each regional science fair will receive an additional 2 allocations due to this change.
 - The board of directors has adopted a new policy handbook that outlines some major policies that regional fairs should be aware of. H. Teyler suggested that each regional science fair be sent a copy of the Policy Handbook. It is also available on line.
 - Spanish Peaks will not be holding a fair again this year and for the foreseeable future. Salida is going to attend San Luis Valley Regional Science Fair this year for sure. Joel Gray of Arkansas Valley is going to contact the other schools that participated at Spanish Peaks to see where they might want to participate.
 - CSEF now has official office space here at CSMATE.
 - L. Adams presented information regarding the Monte Vista On-Line Academy that has students from all over the state of Colorado. Regional Fairs need to be aware that a student enrolled in this academy might live in their area and want to attend their science fair.
 - Eric Cornell, the Guest Speaker at the 2000 CSEF is a Nobel Prize winner in Physics for 2001.
- IV. Review of 2001 CSEF Recommendations
 - See overhead of survey results and synopsis of recommendations.

- Volunteer Check-In: To make it easier to track volunteers and make sure they have the proper tools necessary, there will be a separate table in the lobby area for check in on Thursday (I will have a sign to mark this area. This will move to the registration booth after Thursday). Who ever works this table will be provided an alphabetical list of the volunteers and a job by day list of the volunteers to help track where we may have fallen short a volunteer so we can find someone to fill in. Volunteer t-shirts, pins and nametags will be handed out there.
- Photo Orders: This last year was better in the number of awards ceremony photos ordered, but we will make extra copies of the order form to have on hand at the registration booth; we will announce at the awards ceremony that photos can be ordered; and we will have samples of the previous year's photos available for viewing.
- Tour Ticket Sales: Last year was better with having this function in a separate room, but this year, we will have rope dividers to better control the flow of traffic; we will have individual signs for each tour so when one is full, it can be taken down; prices and limits will be advertised in the Finalists Handbook; and we will have at least three cash boxes available to use.
- Pizza Party: I would like to move the party into the main ballroom if possible so the students and parents can wander around and look at other projects at this time. There is too much chaos at this thing right now to be an effective event. I think we need to advertise this as the time for students to take a look at each other's project and talk with one another.
- SRC Paperwork Problems: We would like to host a session on Friday for teachers and adult sponsors from each region to compete for prizes for pretending to be an SRC and finding problems with protocol forms from the past.
- Suggestions from the floor:
 - Need to have someone at the entrance to the ballroom to make sure that students have picked up their registration packet.
 - D. Van Gorp will contact a state legislature to see if CSEF can become a member of CHSA.
 - Board of Directors need to know how science fair fits within the state science standards for them to promote CSEF better.

V. Working Committee Description Updates and Assignments

- Alumni
 - ★ The focus of this committee is to create ways in which CSEF alumni can continue to be active in the fair each year (i.e.: recruiting them as judges, volunteers, and/or sponsors) by keeping in contact with graduated seniors.
 - ★ We need to create a post card that to include in senior's registration packets that they could fill out and return to us so we can start tracking CSEF Alumni better.
- Awards Ceremony
 - ★ The focus of this committee is the smooth running of the Awards Ceremony and winner recognition.
 - ★ We need a new Grand Awards announcer – Bonnie Hames.
 - ★ Need to ask Kelly Reed if he will continue as Special Awards Announcer.
 - ★ We need to have an awards ceremony outline of who is responsible for what. I have put the executive board on this committee as I would like them on stage to take part of different aspects of the ceremony.
- Display & Safety
 - ★ The focus of this committee is to oversee the volunteers who check students' projects for display & safety compliance.
 - ★ We need to recruit good volunteers for the task of checking students projects on Thursday of CSEF.
 - ★ We will be using stickers to identify checked projects this year.
- Finance
 - ★ The focus of this committee is to maintain a solid sponsorship base and to work towards expanding that base each year with new sponsors and contributors – both cash and in-kind. This committee is appointed by the CSSF, Inc. Board of Directors President.
 - ★ We need ideas of new places to solicit money from. I am willing to send the letters, if people can send me contact information.
 - ★ A. Bedard has a contact person at the E2020 program and will get information to C. Butler.
- Grand Awards Judging
 - ★ The focus of this committee is to coordinate the recruitment and category assignment of judges. The committee also oversees the work of the judges during the fair and collects and reports the results to the Awards Ceremony committee.
 - ★ We need to solicit new judges. Are there any groups we could target like Sigma Xi at CSU?
 - ★ We should direct potential judges to the web site for information.
 - ★ We need a written description of the 'special' grand awards like we do for the Poster Art Contest – one for the Ralph Desch Writing Award and the Student Choice Award.

- Photography
 - ★ The focus of this committee is to coordinate the volunteers who take the official photo of Finalists at their projects and the photo of winners at the Awards Ceremony. This committee is also responsible for sending a copy of the official photo to the Finalist, their Regional Fair Director and the CSEF Director.
 - ★ We need to recruit great photographers.
- Publicity
 - ★ The focus of this committee is to maintain a current list of media contacts around the state of Colorado and to send out press releases to these contacts as deemed appropriate to gain exposure for CSEF. This committee is also responsible for inviting VIPs and media contacts to CSEF for interaction with Finalists.
 - ★ We need to figure out how to get state leaders and press here on Saturday.
 - ★ Need to see if CSU Public Relations Office will help out here.
- Registration
 - ★ The focus of this committee is to maintain and prepare Finalist registration materials for SRC review and check-in at CSEF.
 - ★ Let's think about new items that can be given out in the registration packets and are donated to us like the bookmarks were last year.
- Room Set-Up
 - ★ The focus of this committee is to design the layout of the exhibit hall space, taking into account electrical, floor and table space requirements. This committee is also responsible for coordinating with the Lory Student Center for room and material needs and to coordinate the exhibit space set-up at CSEF.
- Scholarships
 - ★ This committee is comprised of representatives from the colleges, universities, and organizations providing scholarship money to Finalists through CSEF. Members are responsible for updating the scholarship descriptions each year and advising their institutions of any changes made by CSEF that might affect the number or type of scholarships given.
 - ★ We need to inform CSU and ASC about the new category of Microbiology and get the new descriptions ASAP.
 - ★ We need a new contact at CSM as Jane Cowden has retired.
- SRC
 - ★ The focus of this committee is to review Finalist paperwork for compliance with the ISEF rules and guidelines for student scientific research. The SRC must be comprised of a biomedical scientist (Ph.D., MD, DVM, DDS, or DO), a science teacher, and at least one other person.
 - ★ We need to create a tip sheet for new teachers to put on the web site and have available.

- Special Awards
 - ★ The focus of this committee is to solicit organizations to give special awards to Finalists based on criteria that the organization sets. This committee is also responsible for overseeing the special award judging process during the fair and report the results to the Awards Ceremony committee.
 - ★ we are always looking for new organizations to give out special awards. Some new areas to target are places that might give out consumer science awards.
- Student Activities
 - ★ The focus of this committee is to arrange for the pizza party on Saturday and the guest speaker on Friday.
 - ★ How can we make the Pizza Party better? If we can't get Kent Rominger, do we have any alternates?
 - ★ Alternates for Guest Speaker are Marty Feldman of CSU Vet Teaching Hospital (C. Johnson); Diane France of Smithsonian (C. Johnson); Alexander McDonald of NOAA (A. Bedard); and Joe Golden of NOAA (A. Bedard).
- Tours
 - ★ The focus of this committee is to arrange for tours and/or presentations of local/university science labs for the Finalists.
 - ★ This committee needs some leadership.
 - ★ Are there any new tours we would like to add?
- Volunteer Coordination
 - ★ The focus of this committee is to arrange for volunteers to help with photography, display & safety, registration, room set-up, door monitoring, and the awards ceremony. This committee is also responsible for directing volunteers at CSEF.
 - ★ We need to review the volunteer needs and assignment worksheets to see where we might need more help.

VI. Work For Today

- Proof read the Finalists Handbook.
- Write an "ad" for the Ralph Desch Writing Award and figure out where to put it (Finalist Handbook, Rulebook, web site? – where in these publications should it go?)
- Complete the guest speaker invitation paperwork to ask Kent Rominger to speak at CSEF this year and make a list of alternates and how to contact them.
- Create an Alumni postcard to give out to seniors and send to past CSEF participants who have graduated and we can still get a hold of.
- Create a list of registration packet goodies donation possibilities and who to contact there.
- List of ideas for new financial support – businesses, organizations, etc. and contact information.
- Revise the volunteer sign up sheet to reflect numbers needed and in what areas.

VII. Exit Task

Fill out survey sheet on web site or promise to get back to me ASAP.