

Colorado State Science Fair, Inc.
Board of Directors Meeting
September 4, 2000
Minutes

The meeting was held at the Colorado Dental Association Building in Denver, CO.

Members present: Gina Holland for Colorado Engineering Council; Sue Refner for Kodak Colorado Division; Bob Morrow for Colorado Dental Association; David Holm for San Luis Valley Regional Science Fair, Inc.; Harvey Teyler for San Luis Valley Regional Science Fair, Inc; Al Bedard for US Department of Commerce/NOAA; Dave Clark for US Department of Commerce/NOAA; Dorinda Gonzalez for US West Foundation; Courtney Butler – CSEF Director; and Lucy Adams – Recording Secretary.

Members Absent: Daniel Binkley (CSU), Dan Blake (NREL), Paul Cheng (CEC), John Farrington (CSM), Bonnie Hames (NREL), Don Kirkland (LSI Logic), Dolly Morrow (CDA), William Pierson (CMA), Tom Sneider (CSU), Sherry Snyder (CU), Radford Walker (US West Foundation), and Amy Weich (USDC/NTIA)

- I. Meeting called to order by President H. Teyler.
A quorum was not represented. It was decided to proceed through the morning agenda and review items that will need action in the afternoon session.
- II. Additions to the Agenda – none.
- III. Approval of April 15, 2000 Minutes. No corrections or additions. No approval due to lack of a quorum.
- IV. Treasurer's Report (S. Refner). All reports are on file. Balance of all accounts is \$14,288.68. Two Certificates of Deposit have been opened - \$7,000 for 7 months at 6.83% and \$2,000 for 3 months at 3.80%. A savings account has been opened for \$2,120.00 at 2.03%. Discussion regarding registration income – seems high, but it was determined that all of that money goes back to the student.
- V. Audit Committee (D. Gonzalez, D. Morrow, D. Clark, B. Hames). Committee was appointed at the last meeting and report is due November 4, 2000. B. Morrow will purchase Quicken 2000 for CSSF, Inc.
- VI. Publicity Report (D. Clark). Letter to media organizations about the 2001 CSEF have been sent. Letter to other organizations have also been sent. Press release regarding the Young Scientist Discovery semi-finalists was sent to 25 papers around the state. CSU sent C. Butler a publicity packet of articles mentioning CSU and CSEF last year.

- VII. Finance Report (D. Blake). Not present, but sent word that he needs the files on last year's contributions.
- VIII. CSEF Director Report (C. Butler). Awards Ceremony will be held at Thompson Valley High School in Loveland, CO, the rent is ~\$500.00. It was decided to increase the allocations to total 284 projects.
- IX. Nomination Committee (A. Bedard). All officers are willing to continue in their current positions for a period of one year. As a quorum was not present, vote will take place using e-mail.
- X. By-Laws (H. Teyler). The charge is to have by-laws corrected and in place by September, 2001. J. Oaks and L. Adams will present a hard copy of current by-laws at the November 2000 meeting. Items needing to be addressed include executive committee, type of directors, members-at-large, job description of CSEF Director, conflict of interest, and non-discrimination claim.
- XI. Annual Report (D. Clark). Review copy was presented, comments and corrections requested by October 1, 2000.
- XII. Election of Officers. Slate is H. Teyler for President, G. Holland for Vice President, S. Refner for Treasurer, and D. Holm for Secretary. A. Bedard moved that current board be elected for the 2000/2001 year. B. Morrow seconded. A. Bedard is charged with e-mailing current board members for a vote.
- XIII. Proposed Budget. Tabled until November 2000 meeting due to lack of a quorum.
- XIV. Next Meeting. The next meeting will be held at CSU in Fort Collins, CO. Advisory Council will meet at 8 AM and the Board of Directors will meet following that meeting around 11 AM. The audit report, CSU monies, IRB member, report of 2001 CSEF, reorganization of fairs, budget approval, and recording secretary will be agenda items for this meeting.

Colorado State Science Fair, Inc.
Board of Directors Meeting
November 4, 2000
Minutes

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

Members present: Robert Morrow for the Colorado Dental Association, Dolly Morrow for the Colorado Dental Association, Gina Holland for the Colorado Engineering Council, Sam Bartlett for the Colorado Engineering Council, Sue Refner for Kodak Colorado Division, Gary Wilson for IEEE-LEOS, Dan Blake for NREL, Bonnie Hames for NREL, Harvey Teyler for San Luis Valley Regional Science Fair, Inc., David Holm for San Luis Valley Regional Science Fair, Inc., Al Bedard for US Department of Commerce/NOAA, Dorina Gonzalez for US West Foundation, Courtney Butler - CSEF Director, Lucy Adams - Recording Secretary, and Jody Oaks – guest.

Members Absent: Paul Cheng (Lockheed Martin), David Clark (US Department of Commerce (NOAA)), John Farrington (Colorado Medical Association), Don Kirkland (LSI Logic), Vishy Lakashmanan (LSI Logic), William Pierson (Colorado Medical Society), Tom Sneider (CSU), Sherry Snyder (CU Boulder), Radford Walker (US West Foundation), and Amy Weich (US Department of Commerce/NTIA).

- I. Meeting called to order by President H. Teyler.
A quorum was present.
- II. Introductions of New Members
There is a new member, Sam Bartlett, representing the Colorado Engineering Council. D. Holm made a motion to accept Bartlett as a new member, R. Morrow second, motion passed.
- III. Additions to Agenda
Added under New Business was the survey taken by S. Refner, regarding the attendance of meetings by board members.
- IV. Election Committee Report
A. Bedard reported that the e-mail poll was done to elect officers of the board, with a majority of the board responding. The existing officers were reelected to a second term. Officers for the following year are as follows: Harvey Teyler, President; Gina Holland, Vice President; David Holm, Secretary and Sue Refner will serve as Treasurer.
- V. Approval of 4//15/00 and 9/9/00 Minutes
R. Morrow moved to accept the minutes, D. Holm second, motion passed.

VI. Treasurer's Report

Presented by S. Refner. The year-end report is on file. Balance of all accounts as of 8-31-00 was \$14,288.68. This is the healthiest the fair has ever been. The current balance of all accounts as of 11-4-00 is \$15,745.77. S. Refner would like to take the money from the 18-month CD and put it in the savings and/or checking account. The \$2000 from CSU has been received, along with \$600 from US West.

G. Holland moved to accept the treasurer report, R. Morrow second, motion passed.

D. Holm move to authorize the treasurer to move the 18-month CD to the checking and/or savings account, G. Holland second, motion passed.

R. Morrow moved to strike Dan Brinkley's name from the checking account as he has resigned from the board, D. Blake second, motion passed.

VII. Financial Report

Presented by D. Blake. He has sent out the information packets to the former sponsors, contributors of the last few years. There were a few new names that were sent out. When sending to a new company, really need a contact person.

H. Teyler announced that the Tracey Memorial Fund is going to sponsor the poster contest. This name should then be added to the list contributors.

VIII. Audit Committee Report

D. Gonzalez summarized the report. A difference of 80 cents was found on the line item checking. The suggestions of the last year audit report were put into use. Credit card use would be easier for record keeping. There is no need to have a separate laptop for the financial records. The records can be shared via disk, providing the treasurer and audit committee have access to a computer with Quicken. Dates on the deposit slips and bank statements did not agree sometimes, but that is due to the time of the transaction. There are four outstanding checks at this time. Recommendations: Look at having the two signatures on all checks, having a limit on the amount on the checks that require two signatures. D. Morrow had her accountant look over the records, and this person was very pleased. The audit committee report, and report from accountant Larry Harper are both on file.

It was suggested that we check with CANPO to see if they have guidelines about doing an in-house audit/review.

Audit committee is to write up the standard procedures for doing an audit for future use.

D. Holm moved to accept this report as presented, R. Morrow second, motion passed.

- IX. Publicity Report
Presented by A. Bedard for D. Clark. Copies of the poster were received. The Annual Report is complete, and has been sent out.
- X. Advisory Committee Report
Presented by C. Butler. There is a need to help get the Metro Denver fair back on its feet. Courtney is to gather all the concerned people, set up a meeting and see what can be done.
- XI. Old Business
 - A. By Laws
Presented by L. Adams and J. Oaks. A working copy was handed out. L. Adams quickly went over the changes, what was added, deleted. Suggestions are to be made by the January meeting. At the January meeting, a line/red line copy will be presented. Please send changes/suggestions to L. Adams.
 - B. IRS filings
1998 and 1999 have been filed. Year 2000 doesn't have to be turned in until five months after the fiscal year.
 - C. Annual Report
Presented by A. Bedard for D. Clark. The annual reports have been distributed. R. Morrow moved to accept the annual report, S. Refner second, motion passed. The Annual Report is now on the Web site as well.
 - D. Proposed Budget for 2000-2001
Presented by S. Refner. This year tracking the in-kind better by using the new forms, which were handed out by C. Butler. Also track the matching funds that come in and make a line item and not include in budget like it is now. D. Holm moved to accept the 2000-2001 budget. D. Morrow second. Discussion: D. Blake thought the board was going to use the original budget that C. Butler presented where the income does not exactly match the expenses as recommended in the seminar she attended. D. Holm amended his motion to change the sponsorship back to the original \$22,300; general income to \$12,14.50; total income to read \$39,549.50. D. Morrow second, motion passed.
 - E. Recording Secretary
There is a line item in the budget for this position. This person takes the minutes, files them in the record books, and sends minutes out in a timely manner, for the four board meetings, plus any special meetings that are called by the board. R. Morrow moved to accept Lucy Adams as recording secretary for the board, upon removal of the SLV part of the contract. S. Refner second, motion passed.

XII. New Business

- A. Availability of CSU Monies for 2001 CSEF
Monies from CSU have been received. C. Butler will send a new contract to CSU, for sponsoring the fair.
- B. SRC/IRB
This item was tabled, but the committee still needs a psychologist on the team.
- C. Status of 2001 CSEF
Presented by C. Butler. All is on track, database is set up, site for the award ceremony has been taken care of, she will order pins now that the budget has been accepted. Need a meeting on the Science Service Awards during the January board meeting.
- D. Survey of Board Members
Presented by S. Refner, and on file.
- E. Reorganization of the Regional Fairs
Presented by G. Wilson. The Colorado Department of Education has 8 districts, we have 13 regional areas. There was not any feedback from the board. G. Wilson is going to do a draft of all the information provided, so it can be given to the regional fair directors at the meeting in January, and see what their feelings are.

XIII. Next Meeting

The next meeting will be held in Golden at NREL, on the third Saturday in January 2001. This meeting will be with the Regional Fair Directors and Board of Directors.

Colorado State Science Fair, Inc.
Board of Directors Meeting
January 20, 2001
Minutes

The meeting was held at the NREL Visitor's Center in Golden Colorado

Members present: Harvey Teyler (San Luis Valley Regional Science Fair, Inc.), David Clark (US Department of Commerce/NOAA), David Holm (San Luis Valley Regional Science Fair, Inc.), Sue Refner (Kodak Colorado Division), Sam Bartlett (Colorado Engineering Council), Al Bedard (US Department of Commerce/NOAA), Paul Cheng (Lockheed Martin Astronautics), Ed Geary (Colorado State University), Bonnie Hames (NREL), Robert Morrow (Colorado Dental Association), Gary Wilson (IEEE-LEOS), Courtney Butler - CSEF Director, Lucy Adams - Recording Secretary, Sarah Vanerlaan – guest, Linda Lund – guest, and Jody Oaks – guest.

Members Absent: Dan Blake (NREL), John Farrington (Colorado Medical Association), Dorinda Gonzalez (Qwest Foundation), Gine Holland (Colorado Engineering Council), Don Kirkland (LSI Logic), Vishy Lakashmanan (LSI Logic), Dolly Morrow (Colorado Dental Association), William Pierson (Colorado Medical Society), Tom Sneider (CSU), Sherry Snyder (CU Boulder), Radford Walker (Qwest Foundation), and Amy Weich (US Department of Commerce/NTIA).

- I. Meeting called to order by President H. Teyler.
A quorum was present.
- II. Introductions
There is a new member, Ed Geary, representing Colorado State University.

R. Morrow made a motion to accept Geary as a new member, D. Clark second, motion passed.
- III. Announcements & Additions to Agenda
The Governor of Colorado may be at the CSEF. He will hopefully be at the Friday night awards ceremony or at the Saturday morning gathering and stay for the pizza party.
- IV. Resignation of Vice President G. Holland
G. Holland has asked to resign as Vice President of the CSSF, Inc. Board of Directors due to personal and family reasons. She will be staying on as a regular board member and the judging coordinator.

R. Morrow moved that the resignation be accepted, S. Bartlett second, motion passed.

S. Refner suggested that a note of appreciation be sent to Ms. Holland.
- V. Approval of November 4, 2000 Minutes
D. Holm moved to accept the minutes as presented, R. Morrow second, motion passed.

VI. Treasurer's Report

Presented by S. Refner. There is currently \$18,432.58 total in all account for CSSF, Inc. The monies from last year's Denver Metro Regional Science Fair registration overpayment will be sent back to Denver Metro to help them with their fair. The 2000 990 form has been filed. S. Refner has some concern that a third of the support should be public support, universities, organizations, and individuals and has to be real dollars.

R. Morrow moved to accept the report as presented, D. Holm second, motion passed.

VII. Finance Committee Report

Presented by C. Butler. G. Wilson says Ball will be giving \$1,000, the Colorado Dental Association will be giving money again as per R. Morrow, P. Cheng wanted to know if Lockheed Martin had responded yet – no. P. Cheng will contact Joy Knight for follow-up. C. Butler has contacted 18 new and up-and-coming businesses and Norwest Bank. R. Morrow will again contact the professional sports teams for contributions/gifts.

VIII. Publicity Committee Report

Presented by D. Blake. D. Clark needs to be notified if the governor will be attending CSEF or not and if so, will do a press release.

IX. CSEF Director Report

Presented by C. Butler. Has been looking into alternative sources of operating funds such as new businesses and businesses in the news as doing well and foundations for grants to do special functions. The Denver Metro Regional Science Fair will be March 12 & 13, 2001 – Intel and CU Health Science Center are major sponsors. Has checked into the Lincoln Center for 2002 Awards Ceremony, but there is already an organization tentatively scheduled for the date we need it. Will be working with G. Holland and P. Cheng on the judging databases and linking them to registration database. Has ideas about jazzing up the web site, making it searchable, links on references, digital photography, use of photos on site for next year, links for data and past science fair projects.

X. Old Business

A. 2nd Draft of By-Laws

Presented by L. Adams and J. Oaks. A working copy was handed out. L. Adams quickly went over the changes, what was added, deleted.

Suggestions are to be returned to L. Adams and J. Oaks for rewrite. There will be a new draft sent out before the April meeting and the first vote will be held at the April meeting.

B. Audit Procedure Report

No members of this committee were present, so item was tabled.

C. CSU Contract

C. Butler has a copy of the paperwork.

D. New SRC/IRB Member

There is still a need for a social scientist on this committee.

- E. 2nd Draft of Regional Reorganization
Presented by G. Wilson. Maps of the reorganization will be filed with the minutes. The reorganizations will take place piece by piece, on a grass roots basis and where needed at this time. Allocation of numbers also has to be taken into consideration as we are running out of room at the present site, if we take in additional projects.

XII. New Business

- A. Back-up Policy for CSSF, Inc. and CSEF records and information
There is a need to keep duplicate records of the office. D. Clark and G. Wilson were appointed to put a policy together about keeping such records and where.

- B. CSSF, Inc. Vice President vacancy
Holland has resigned as Vice President. Present By-Laws read that the board can appoint a person to fill that position until the end of the fiscal year. D. Clark has agreed to fill this position. In September, he will then accept/decline another term depending on conditions at his work.

P. Cheng moved that D. Clark fill the position of Vice President, D. Holm second, motion passed.

- C. Other New Business
P. Cheng requested that the special judges receive at least refreshments – if not lunch. C. Butler will work this out with P. Cheng.

L. Adams asked what was to be done with the policy handbook that was never voted on.

L. Adams asked what policy CSSF, Inc. had about reimbursing mileage when doing outreach for schools. D. Holm moved to adopt the current state mileage of \$0.28 a mile only for such programs, E. Geary second, motion passed.

XIII. Next Meeting

The next meeting will be held in Fort Collins at Colorado State University on Saturday, April 14th at 12:30 PM or as soon as possible following the 2001 CSEF.

Colorado State Science Fair, Inc.
Board of Directors Meeting
April 14, 2001
Minutes

The meeting was held at Colorado State University in Fort Collins, CO.

Members Present: Harvey Teyler (San Luis Valley Regional Science Fair, Inc.), David Clark (US Department of Commerce/NOAA), David Holm (San Luis Valley Regional Science Fair, Inc.), Sue Refner (Kodak Colorado Division), Sam Bartlett (Colorado Engineering Council), Dan Blake (NREL), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), Robert Morrow (Colorado Dental Association), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary Jody Oaks - guest.

Members Absent: Al Bedard (US Department of Commerce/NOAA), Paul Cheng (Lockheed Martin Astronautics), John Farrington (Colorado Medical Society Education Foundation), Ed Geary (Colorado State University), Dorinda Gonzalez (US West Foundation), Don Kirkland (LSI Logic, Inc.), Vishy Lakshamanan (LSI Logic, Inc.), William Pierson (Colorado Medical Society Education Foundation), Tom Sneider (Colorado State University), Sherry Snyder (College of Engineering & Applied Science, CU Boulder), Radford Walker (US West Foundation), Amy Weich (US Department of Commerce/NTIA), Gary Wilson (IEEE/LEOS).

- I. Meeting called to order by President H. Teyler.
A quorum was present.
- II. Introductions
- III. Announcements and Additions to the Agenda
Dolly Morrow's letter of resignation was read. CSSF, Inc. Board of Directors accepted her resignation. A copy of the letter is on file.
- IV. Approval of January 20, 2001 Minutes
H. Teyler moved that the minutes be accepted as presented. D. Holm second, motion passed.
- V. Treasurer Report
Presented by S. Refner. The fair is in the black, but not all income/expenses are in at this time. The 7-month CD was cashed in and put into the savings accounts. There has been a credit of \$313.40 interest for the fair. The savings account is now at \$14,683.83 and the checking account is at \$10,256.92. The checking account balance is after the award checks were written. There are no CD's at this time. Petty cash has yet to be balanced. All budget items need to be in by June 1st.

G. Holland moved to accept the report as presented. D. Clark second, motion passed. Reports are on file.
- VI. Finance Report
Presented by D. Blake. It is estimated that there will be at least \$24,000 in contributions this year. No communications have been received from Anhuesser-Busch (\$1,000) or the Alcoa Foundation (\$1,000). Update on lost sponsors -

Marathon Oil moved out of Colorado and Safe Sites has had large layoffs. New Sponsors: Seagate and Agilent. Hewlett Packard sent money this year. NOAA will now be giving cash and along with the in-kind support of producing the annual report and posters. D. Clark informed the group that the Combined Campaign is now in place for payroll deductions.

VII. Publicity Report

Presented by D. Clark. The President of the Colorado Senate came by invitation of E. Bernath. D. Clark would like the regional fair directors to target the press outlets. A Denver Post photographer and reporter were at the fair to do an article about one of the finalists who is blind. The front page of the Ft Collins Coloradoan had a story about the fair in the Saturday edition.

VIII. Director's Report

Presented by C. Butler. C. Butler sent out letters of contributions to 18 up and coming Colorado companies. Forest Oil Corporation being one of them, and the fair received \$500 from them. Seagate, an ISEF sponsor, sent \$1,800, which will be used for international travel this year. AMS, sent \$150, instead of \$100. Still expecting monies from Intel. The Denver Foundation Grant, will be looked into for next year.

IX. Advisory Council Report

Presented by C. Butler. J. Stevens gave clarification on approvals needed for projects done at Research Institutions. Just because the institution or research scientist has approval does not mean the student has approval to work there. The student(s) working on a project that is in conjunction with an established research project must also have institutional approval. A hands-on workshop during the fair for paperwork has been discussed using the money R. Patterson won for CSEF in 2000. An idea for this is to have each region send a team to analyze paperwork as though they were the SRC and have prizes for those teams finding the most mistakes. Other items discussed included: special awards- more to be awarded; sending special award photos to the sponsor; the need of having a copy machine on site; have ~150 candid digital photos; need to have permission to use photos on web site for publicity; need three copies of the CD of photos now; need to have electrical professionals on the display & safety committee to review projects asking for electricity to make sure they are safe; a suggestion was made to use different color hang tags for each of the different categories; need to make sure all awards are in order; and need to have students stay on the stage for applause before going backstage for photos.

X. Old Business

A. Bylaws

D. Holm moved to adopt the new by-laws including the amendment made by D. Blake. D. Blake second, motion passed.

B. Reorganization

The Southeast Region had fewer projects. There has been talk of shifting the fair from Lamar to LaJunta, which does not have a good track record. Joel Gray has discussed the possibility of shifting the fair back and forth, from Lamar to LaJunta. Project allocation process was clarified. For 2001, 9 allocations in both the Senior and Junior Divisions were given to all fairs. Extra allocations were given to the regional fairs who hosted a larger number

of students. Out of 280 spots available, this year only 258 projects were submitted, and this was an increase from last year. The CSEF Director needs to know from the regional fairs: 1) how much money they have to sponsor students coming to the state fair, 2) the number of allotments they need and why, and 3) how fair directors decide who comes. Need to discuss team projects at the fall meeting. Regional reorganization tabled until the fall meeting.

C. Audit Procedure Committee Report

Read by B. Hames. Report is to be filed.

D. Record Backup and Archival Policy Committee Report

D. Holm, G. Wilson, D. Clark reporting. The following is put forward for consideration.

1. The financial records and minutes for the current fiscal year should be considered initially for backup and archival.
2. The current years' records should be e-mailed to identified individuals (minimum of two or three) to provide for backup. Where appropriate, documents should also be listed and accessed as PDF files via the CSEF web site. This is currently being done with the minutes.
3. Consideration should also be given to archiving all previous years' records on CD-ROM.
4. Where electronic files exist, PDF files may be created and stored on CD-ROM. Where such files do not exist the information could be scanned and stored in an analog format (jpg, gif, etc.).
5. If desired, CD's could be produced containing all of the CSSF, Inc. records with an index and distributed to appropriate parties.

E. Travel Policy

Tabled until September 2001 meeting.

XI. New Business

A. Closed Door Meeting of CSSF, Inc. Board Members only

R. Morrow moved to increase C. Butler's salary to \$6,600 for the 2001/2002 CSEF with a \$650 bonus for the 2001 CSEF giving a total amount of \$7,250. B. Hames second, motion passed.

B. Outreach Program

There is \$2,000 from Intel given to the affiliated fair for R. Patterson's win at ISEF 2000. This money is to be used to help the regional fairs. There needs to be an intent or policy on how this money will be spent. The Southeast region has already requested a program on paperwork. Maybe college-credit possible for teachers through CSMATE. H. Teyler has visited two additional fairs, Spanish Peaks and San Juan. Question asked, "Is this part of the outreach?" Trips for the reorganization, paperwork, travel should all be covered with this policy.

- C. Nominations Committee
Appointed by H. Teyler: A. Bedard (Chair), S. Bartlett, and P. Cheng.
- D. Fair Director's Job Description Committee
Appointed by H. Teyler: D. Clark (Chair) and B. Hames.
- E. Finance Committee
D. Blake will continue as Chair. There will be an expansion of finance responsibilities in the CSEF Director's job description.

XII. Next Meeting

The next meeting will be held in Denver, CO at the Colorado Dental Association Building if it is available on September 15, 2001.