

Colorado State Science Fair, Inc.
Board of Directors Meeting
September 15, 2001
Minutes

The meeting was held at the Colorado Dental Association building in Aurora, 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), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), Robert Morrow (Colorado Dental Association), Al Bedard (US Department of Commerce/NOAA), Paul Cheng (Lockheed Martin Astronautics), Ed Geary (Colorado State University), Radford Walker (US West Foundation), Reed Cameron (Reed & Helen Cameron), John McConnell (Reed & Helen Cameron), Sonja Ringen (US Department of Commerce/NIST), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Helen Cameron & Elemer Bernath - guests.

Members Absent: John Farrington (Colorado Medical Society Education Foundation), Don Kirkland (LSI Logic, Inc.), Vishy Lakshamanan (LSI Logic, Inc.), William Pierson (Colorado Medical Society Education Foundation), Rick Miranda (Colorado State University), Sherry Snyder (College of Engineering & Applied Science, CU Boulder), Amy Weich (US Department of Commerce/NTIA), Gary Wilson (IEEE/LEOS), Patrick Keegan (Colorado Energy Science Center), Bill Dube (US Department of Commerce/NIST), Dan Blake (NREL).

- I. Meeting called to order by President H. Teyler.
A moment of silence was called for in respect for the fallen friends and family in New York City, Washington, DC and Pennsylvania.
A quorum was present.
- II. Introductions
- III. Announcements and Additions to the Agenda
Acceptance of new CSSF, Inc. Board members, John McConnell, Reed Cameron and Sonja Ringen was the first item of action. R. Morrow moved to accept McConnell, Cameron, and Ringen as new board members. D. Holm seconded, motion passed.
- IV. Approval of April 14, 2001 Minutes
D. Holm moved that the minutes be accepted as presented. R. Morrow seconded, motion passed. The comment was made that the April, 2001 minutes should be sent to the new board members.
- V. Annual Report (draft)

Presented by D. Clark. Corrections to the Annual Report are to be sent to D. Clark by October 15, 2001. An updated list of CSEF committee members, copy of the 2000/2001 financial report, and list of sponsors for the 2001 CSEF are needed.

VI. Treasurer's Report

Presented by S. Refner. The final 2000/2001 financial report was presented and is on file. E. Geary moved to accept the report as presented. D. Clark seconded, motion passed.

VII. Finance Committee Report

Presented by C. Butler in the absence of D. Blake. A list of the 2001 contributors was presented and is on file. CSSF, Inc. is back on the list for the Combined Federal Campaign. D. Clark and C. Butler represented CSEF at the annual Kick-Off Fair for CFC in Denver. A suggestion was made to send a list of the ISEF winners from Colorado to potential sponsors when contribution letters are sent out.

VIII. CSEF Director's Report

Presented by C. Butler. The report consisted of announcements regarding Spanish Peaks Regional Science Fair, CSU parking issues, Discovery Young Scientists Challenge, Service Learning Volunteer Expo, Colorado Science Convention, and thank you letter from special award sponsor; summer accomplishments – CSEF web site update, ISEF & CSEF statistics, survey results, updated CSEF Director's notebook, SRC membership, Science Service affiliation, CSSF, Inc. dissolution issue, ISEF grant application, and In-Kind report and pledge forms; and a look forward --Spanish Peaks redistribution, fund raising, CSU parking issues for 2003, grand awards judges database. A copy of the report and attachments are on file.

IX. Nomination Committee Report

Presented by A. Bedard. The election slate is missing nominations for Vice President and Treasurer. H. Teyler and D. Holm have agreed to run for President and Secretary, respectively, again.

X. Old Business

A. Archiving of Historical Records

Presented by D. Holm. The report presented at the April, 2001 meeting was reviewed. D. Clark informed the board that NOAA has contracts in place for this type of work. He will check into the cost. If the board decides to do this type of archiving, he will need to know how large the completed project will be. NOAA might do this as an in-kind service. D. Clark moved to accept the Archival Policy as presented in April, 2001. D. Holm seconded, motion passed.

B. Travel Policy

No presenter. This policy will be for SRC and outreach program travel expense reimbursement. C. Butler is to ask CANPO about their travel guidelines and ideas about historical records. This item is tabled until the November meeting.

- C. CSEF Director's Job Description
Presented by D. Clark. The job description is completed and it was thought that this had already been sent out, but he will resend it with the intention of being accepted at the November meeting. It was suggested that this and all of the policies be dated as to when they were last updated and when they were originally accepted.
- D. Policy Handbook
Presented by C. Butler. The wording needs to be changed for the All Fair winners awards to reflect the situation with teams. Ribbons, and certificates needs to be added to the 1st, 2nd, 3rd, and Honorable Mention awards list. A cash award amount is needed to be included in the All Fair section in case more than one team are winners in the Senior Division as only one team can be sent to ISEF. D. Holm moved to accept the Policy Handbook with the above mentioned corrections. B. Hames seconded, motion passed.

XI. New Business

- A. Election of Officers for 2001/2002
R. Morrow moved that the nominees of H. Teyler for President and D. Holm for Secretary be accepted. D. Clark seconded, motion passed. Nominations were then taken from the floor. R. Morrow nominated A. Bedard for Vice President. D. Clark seconded, A. Bedard accepted the nomination. D. Clark nominated S. Bartlett as Treasurer. E. Geary seconded, S. Bartlett accepted the nomination. G. Holland moved to accept the full slate of officers. E. Geary seconded, motion passed.
Elected Officers for 2001/2002 are:
President Harvey Teyler
Vice President Al Bedard
Secretary David Holm
Treasurer Sam Bartlett
- B. Addition to Categories Offered
Presented by C. Butler. Based on comments from parents, students and judges, it is suggested that the microbiology projects be given their own category, taking them from the current categories of Botany, Zoology, and Health & Behavioral Sciences. The description would read as the ISEF definition does. The addition cost of the new category would be \$190.88 each for the Senior and Junior divisions. It was also mentioned that this might affect the scholarships given by CSU and Adams State College. R.

Morrow moved that a new category of Microbiology be established. R. Walker seconded, motion passed.

- C. Proposed Budget for 2001/2002
Presented by C. Butler. Under Grand Awards – Other Awards, Ribbons needs to be added - \$100 for Honorable Mention ribbons. Grand Awards – Cash Awards needs to be increased for 1st – 3rd place to account for the new Microbiology category. D. Clark moved to accept the budget as amended. D. Holm seconded, motion passed. The amended budget is on file.
- D. Audit Committee
H. Teyler appointed D. Clark, A. Weich, and S. Ringen to the Audit Committee to review the 2000/2001 financial reports and paperwork.
- E. Finance Committee
H. Teyler appointed D. Clark, J. McConnell, and R. Cameron to the 2001/2002 Finance Committee.
- F. Publicity Committee
H. Teyler appointed D. Clark and S. Ringen to the 2001/2002 Publicity Committee.
- G. Approval of Recording Secretary/Admin Assistant
R. Morrow moved that L. Adams be paid \$50 per meeting and ½ of her travel expenses to continue as Recording Secretary for CSSF, Inc. G. Holland seconded, motion passed. A contract will be drawn up and signed by H. Teyler and L. Adams.
- H. Next Board Meeting
The next CSSF, Inc. Board of Director's meeting will be held November 3, 2001 in Fort Collins, CO at Colorado State University beginning at 1:00 PM.
- I. Miscellaneous
A cash donation was taken up for Dimitri Zarzhitsky for the much appreciated work he did for CSEF during the past couple of years.

H. Teyler thanked R. Morrow for allowing CSSF, Inc. to hold its meetings at the Colorado Dental Association building. P. Cheng moved that the President write a letter of thanks to the association. R. Cameron seconded, motion passed.

H. Teyler thanked S. Refner for her many years of hard work on behalf of CSSF, Inc. as S. Refner is retiring from the board.

Colorado State Science Fair, Inc.
Board of Directors Meeting
November 3, 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 Holm (San Luis Valley Regional Science Fair, Inc.), Sam Bartlett (Colorado Engineering Council), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), Al Bedard (US Department of Commerce/NOAA), Rick Miranda (Colorado State University), Sonja Ringen (US Department of Commerce/NIST), Dan Blake (NREL), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, and Elemer Bernath - guest.

Members Absent: A. Bill Kieger (Colorado Medical Society Education Foundation), Don Kirkland (LSI Logic, Inc.), Vishy Lakshamanan (LSI Logic, Inc.), William Pierson (Colorado Medical Society Education Foundation), Ed Geary (Colorado State University), Sherry Snyder (College of Engineering & Applied Science, CU Boulder), Amy Weich (US Department of Commerce/NTIA), Gary Wilson (IEEE/LEOS), Patrick Keegan (Colorado Energy Science Center), Bill Dube (US Department of Commerce/NIST), Robert Morrow (Colorado Dental Association), David Clark (US Department of Commerce/NOAA), Reid Cameron (Reid & Helen Cameron), Paul Cheng (Lockheed Martin Astronautics) & John McConnell (Reid & Helen Cameron).

- I. Meeting called to order by President H. Teyler.
A quorum was present.
- II. Introductions
- III. Announcements and Additions to the Agenda
There were no additions to the agenda.
- IV. Approval of September 15, 2001 Minutes
Corrections were made via e-mail by R. Cameron. S. Bartlett moved to accept the minutes as corrected. D. Holm seconded, motion passed.
- V. Treasurer's Report
Presented by S. Bartlett. Corrections to the printed copy were made. G. Holland moved to accept the report as presented with the corrections mentioned. D. Holm seconded, motion passed. The report is on file.
- VI. Finance Committee Report
Presented by D. Blake. Materials have been collected to send out to past contributors by the end of the next week. D. Holm moved to accept the report as presented. B. Hames seconded, motion passed.

VII. Publicity Report

Presented by A. Bedard in the absence of D. Clark. The 2000/2001 Annual Report is complete and printed. It will be printed double sided in the future to save paper. D. Blake moved to accept the report as presented. B. Hames seconded, motion passed. The Annual Report is on file and in pdf format on the web site.

VIII. CSEF Director's Report

Presented by C. Butler. The report consisted of announcements regarding the Awards Ceremony, corporate report, Service Learning Volunteer Expo, and Colorado Science Convention; accomplishments – packets sent to Adult Sponsors from last year, CSEF web site updates, Finalist's Handbook proofed, Policy Handbook updated, Travel Policy created, attended Money Matters workshop (report on this to come at a later date), Regional Science Fair affiliation paperwork sent out, a prospective sponsor packet created, and reorganized the working committees; and a look forward – CSU parking issue for 2003, Grand Awards Committee database, send out packets to prospective sponsors, request for Rominger visit to be sent, Finalist's Handbook updated based on recommendations, order supplies, procure a credit card. A copy of the report and attachments are on file.

D. Holm moved to accept the amended Grand Awards Policy allowing a \$500 award to be given to a winning team that cannot be sent to compete at ISEF. S. Bartlett seconded, motion passed.

IX. Audit Committee Report

Presented by S. Ringen. S. Refner, former treasurer did a great job of reporting and her format should be followed and the books are in excellent form. Part 5 of step number 1 of the audit procedure was not followed as those records were not available. This will be tabled until the January meeting. Discussion regarding the audit procedure policy ensued regarding the different jobs each member of the committee should have. Member #2 should compare large expenses to the budget and if necessary, to like expenses from the previous year. Action on this policy and report was tabled. The report is on file.

X. Old Business

A. Archiving of Historical Records

Presented by D. Holm. A policy was presented in September and approved. Addition information has been incorporated and the policy updated. D. Clark indicated in an e-mail that the US Department of Commerce/NOAA does not have a scanning contract anymore and would be unable to help in that capacity. The CSSF, Inc. Board of Directors should consider appointing an archivist to spearhead this project. The board also needs to determine exactly what records need to be archived. Minor changes were made to the updated policy. D. Holm moved to accept the amended policy. D. Blake seconded, motion passed. A copy of the report is on file.

- B. Travel Policy
Presented by C. Butler. A travel policy would primarily relate to SRC and outreach travel. After much discussion, D. Holm moved to accept the travel policy of \$100 per night lodging cap, a maximum of \$25 per day for meals, with actual receipts, and .28¢ per mile for personal vehicle mileage.
- C. CSEF Director's Job Description
G. Holland moved to accept the job description as presented at the last meeting. B. Hames seconded, motion passed. A copy of the job description is on file.
- D. Back-up of Active Records
Minutes will be posted on the web site and the secretary and recording secretary will keep hard copies. Other materials such as financial records, back-up procedures need to be determined.
- E. Reorganization of Regional Science Fairs
The On Line Academy run out of Monte Vista has 141 students enrolled at the present time. The question has been posed at the Advisory Council Meeting as to where these students participate at the regional level for science fair. Should this be their local regional fair where they live, or San Luis Valley where Monte Vista participates? This item is tabled until January to get more input from the Regional Fair Directors.

XI. New Business

- A. Video Review
The video that R. Morrow shot of the 2001 CSEF was shown. It was decided that a copy should be made for each regional fair director to use as they see fit.
- B. Goals for CSSF, Inc. Board of Directors
A grant committee will be formed to work with the finance committee on securing funds for special events.
There is a need to extend the outreach program.
Begin record archival.
Continue to monitor fair categories for further needed updating.
Continue to discuss items related to regional reorganization.
- H. Next Board Meeting
The next CSSF, Inc. Board of Director's meeting will be held January 20, 2002 at the National Renewable Energy Laboratory in Golden, CO beginning at 1:00 PM. The CU Medical facility at the Fitzsimmons Campus will be an alternative site.

Colorado State Science Fair, Inc.
Board of Directors Meeting
January 19, 2002
Minutes

The meeting was held at NREL in Golden, CO.

Members Present: Harvey Teyler (San Luis Valley Regional Science Fair, Inc.), David Holm (San Luis Valley Regional Science Fair, Inc.), Sam Bartlett (Colorado Engineering Council), Bonnie Hames (NREL), David Clark (US Department of Commerce/NOAA), Gina Holland (Colorado Engineering Council), Paul Cheng (Lockheed Martin Space Systems Company), Ed Geary (Colorado State University), John McConnell (Reid & Helen Cameron), Phil Montera (Kodak Colorado Division), John Parker (Lockheed Martin Space Systems Company), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, and Jody Oaks - guest.

Members Absent: Al Bedard (US Department of Commerce/NOAA), Dan Blake (NREL), A. Bill Kieger (Colorado Medical Society Education Foundation), Don Kirkland (LSI Logic, Inc.), Vishy Lakshamanan (LSI Logic, Inc.), William Pierson (Colorado Medical Society Education Foundation), Rick Miranda (Colorado State University), Sherry Snyder (College of Engineering & Applied Science, CU Boulder), Amy Weich (US Department of Commerce/NTIA), Gary Wilson (IEEE/LEOS), Patrick Keegan (Colorado Energy Science Center), Bill Dube (US Department of Commerce/NIST), Carol Denning (Colorado Dental Association), Sonja Ringen (US Department of Commerce/NIST), & Reid Cameron (Reid & Helen Cameron).

- I. Meeting called to order by President H. Teyler.
A quorum was present.
- II. Introductions and Additions to the Board of Directors
P. Cheng moved that new members John Parker (Lockheed Martin Space Systems Company), Phil Montera (Kodak Colorado Division), and Carol Denning (Colorado Dental Association) be accepted to the board. J. McConnell seconded, motion passed.
- III. Announcements and Additions to the Agenda
The following items were added to the agenda:
 - Regional science fair participation agreements with CSEF
 - Science kits from Western Math & Science Center
 - Patent disclosure statements for CSEF participants
 - Recognition for Dan Blake (NREL)
- IV. Approval of November 3, 2001 Minutes
One correction was made to the minutes, D. Clark was not present at that meeting. D. Holm moved to accept the minutes as corrected. D. Clark seconded, motion passed.

V. Treasurer's Report

Presented by S. Bartlett. An additional deposit of \$3,550 was just made as of Friday, January 18th. We still have our 501(c)3 status and the 990 tax form has been completed and filed. S. Bartlett is not receiving the bank statements and will be checking with the bank next week to correct. There are still a number of awards checks that have not been cashed from 2001. S. Bartlett proposed to cash in the \$5,000 CD and put into the checking account to have operating funds.

R. Morrow moved to cash out the \$5,000 CD at this time and move those funds into the checking account. E. Geary seconded, motion passed.

G. Holland moved to accept the report as presented. E. Geary seconded, motion passed. The report is on file.

VI. Finance Committee Report

Presented by C. Butler for D. Blake. New monies that have come in that are not reflected on the Treasurer's report are: Seagate - \$1,800; Ball - \$1,000; URS Corporation - \$250; and NREL - \$500. There is a pledge form in from Kodak Colorado Division for \$1,500 and from Hach Scientific Foundation for \$2,500. Nothing has been received from Colorado Dental Association. A. Bedard will look into getting cash from US Department of Commerce/NOAA and NCAR.

VII. Dan Blake Recognition

Dan Blake has been a member of the board for 12 years now and will be retiring from the CSSF, Inc. Board of Directors as the NREL representative at the end of this CSEF calendar year. The executive board would like to recognize D. Blake at the Awards Ceremony. E. Geary moved that a \$100 gift (plaque and gift certificate) be given to D. Blake. R. Morrow seconded, motion passed.

VIII. Grant Committee Report

Presented by D. Clark for R. Cameron. R. Cameron is working on a draft cover letter to have when asking for grant funds. D. Clark is looking into potential funding sources. CANPO has a web site for grant writing. C. Butler and E. Geary are discussing a grant idea that will target teachers and the regional science fairs.

IX. Publicity Report

Presented by D. Clark. Publicity from Ryan Patterson's winning has been sent out. The CSEF poster needs to be created and distributed. Governor will be contacted with an invitation to CSEF. Press release on the regional science fair schedule will be sent out. A press release will be made in February announcing the fair and the speakers. Senator Matsunaka will present at the Awards Ceremony.

VIII. CSEF Director's Report

Presented by C. Butler. The Denver Metro Regional Science Fair is sponsored by AHEC now and running smoothly. Dr. Carl Wieman and Ryan Patterson will be speaking at CSEF. It was suggested that CSEF cover the expenses for Ryan's travel to CSEF. C. Butler has a credit card application, but needs to know who should have a card and will send in. C. Butler and S. Bartlett will have credit cards. Scientific Review Committee meetings will be held March 22nd & 23rd in Fort Collins. A copy of the report and attachments are on file.

D. Holm moved that CSEF pay travel expenses for R. Patterson to attend CSEF. P. Cheng seconded, motion passed.

IX. Ryan Patterson Update

Presented by J. McConnell. J. McConnell was asked to give a brief update on the activities that he has participated in with Ryan Patterson lately.

- Intel media people are to do a video on Ryan.
- There was a Tech Day in Grand Junction where Ryan was recognized.
- Ryan spoke to ~2,000 people in Colorado Springs at Intel.
- In November, Ryan went to Berkeley as a semi-finalist in the Seaman's Talent Search.
- In December, Ryan won 1st Place in the Seaman's Talent Search.
- Ryan is a semi-finalist in the Intel Talent Search.
- Ryan did an interview with NPR.
- Ryan attended the Nobel presentations in Sweden.
- Ryan is headed for Houston on Thursday.
- He is starting the next phase of his patent – starting a business plan for making the glove.

H. Teyler asked J. McConnell if he would put together a one-page worksheet on patents to be distributed to all CSEF finalists.

X. Audit Committee Report

Presented by D. Clark. A corrected version of the report is now on file. E. Geary moved to accept the audit as presented. D. Holm seconded, motion passed.

XI. Old Business

A. Archiving of Historical Records

Presented by D. Holm. The process will start with the back-up of minutes and financial reports for the current fiscal year. It was suggested that Elemer Bernath be asked to compile a history of the science fair. H. Teyler will speak with Mr. Bernath.

B. Reorganization of Regional Science Fairs

Spanish Peaks will not be holding a science fair this year. A policy outlining a communications process between CSEF and the regional science fairs is needed. H. Teyler appointed D. Holm (chair), C. Butler, J. Parker, and L. Adams to draft a policy.

XI. New Business

A. Science kits from Western Math & Science Center

H. Teyler gave a brief description of the Math & Science Center in Grand Junction. J. McConnell has put together science kits that deal with various aspects of science and are packaged in a toolbox. Many come with a video and include supplies for up to 25 students. They are designed mostly for elementary – middle school students. It was suggested that CSEF should purchase some of these kits to give to the regional science fairs. It was thought that this would help to motivate students, but trained, motivated teachers is what is needed first.

H. Teyler appointed J. Parker (chair), P. Cheng, E. Geary, B. Hames, C. Butler and L. Adams as an outreach committee to suggest ways that the outreach money might be used to improve participation (quality and quantity) in science fairs beginning at the local level.

B. Next Board Meeting

The next CSSF, Inc. Board of Director's meeting will be held April 13, 2002 at the CSEF in Fort Collins, CO beginning at 1:00 PM.

Colorado State Science Fair, Inc.
Board of Directors Meeting
April 13, 2002
Minutes

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

Members Present: Harvey Teyler (San Luis Valley Regional Science Fair, Inc.), Al Bedard (US Department of Commerce/NOAA), David Holm (San Luis Valley Regional Science Fair, Inc.), Sam Bartlett (Colorado Engineering Council), Bob Morrow (Colorado Dental Association), Mike Bemski (Safe Site of Colorado, LLC), Reid Cameron (Reid & Helen Cameron), Paul Cheng (Lockheed Martin Space Systems Company), David Clark (US Department of Commerce/NOAA), Trudy Forsyth (NREL), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), John McConnell (Reid & Helen Cameron), Phil Montera (Kodak Colorado Division), J. J. O'Brien (Safe Sites of Colorado), John Parker (Lockheed Martin Space Systems Company), Sonja Ringen (US Department of Commerce/NIST), Gary Wilson (Denver Chapter of IEE/LEOS), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Helen Cameron – guest, Jim Stevens – guest, and Elemer Bernath – guest.

Members Absent: Carol Denning (Colorado Dental Association), Bill Dube (US Department of Commerce/NIST), Ed Geary (Colorado State University), Patrick Keegan (Colorado Energy Science Center), A. Bill Kieger (Colorado Medical Society Education Foundation), Don Kirkland (LSI Logic, Inc.), Vishy Lakshamanan (LSI Logic, Inc.), Rick Miranda (Colorado State University), William Pierson (Colorado Medical Society Education Foundation), Sherry Snyder (College of Engineering & Applied Science, CU Boulder), Amy Weich (US Department of Commerce/NTIA).

The following items were discussed prior to the official meeting:

I. CSSF, Inc. Historian's Report

Presented by E. Bernath. We need to find a place in which to store the historical records. E. Bernath has contacted the Heritage Center at the University of Wyoming, Colorado State University, and the Fort Morgan Museum. CSU would be the best place, but they would prefer to have information in a format that can be placed on a shelf (not in boxes). The Fort Morgan Museum is willing to store materials.

Before any decision is made as to where to house the material, it needs to be gone through to find out what there is. Everyone who has material related to CSSF, Inc. should be encouraged to bring the material to a meeting. E. Bernath indicated that he has a lot of old photographs. It was agreed that a meeting time needs to be set within the next 6 months to get started on this project.

II. Scientific Review Committee Report

There is a major problem with one of the Regional Fair Directors. J. Stevens (ISEF SRC) suggested that a letter should be written with the corrections that are needed at the regional fair so that students may continue participating in the CSEF. H. Teyler asked if the BOD has the legal right to do this. The BOD can reaffirm the existing rules of distributing the ISEF rules and having IRB's in the schools. J. Stevens and E. Bernath were asked to draft a letter regarding the issues and forward it to the BOD President for sending to the Regional Fair Director.

The Official BOD Meeting called to order by President H. Teyler at 1:00 PM.

A quorum was present.

I. Introductions and Additions to the Board of Directors

A. Bedard moved that new members Mike Bemski (Safe Sites of Colorado, LLC), Trudy Fosyth (NREL), J. J. O'Brien (Safe Sites of Colorado, LLC), and Berry Eppler (Agilent Technologies) be accepted to the board. ?? seconded, motion passed. C. Butler has sent a New BOD Member Packet to some and will have packets for the rest at the next meeting in September.

II. Announcements and Additions to the Agenda

The following items were added to the agenda under New Business:

- Appointment of a Nomination Committee
- Summer BOD Retreat
- Director Emeritus
- Team Category Judging
- ISEF Denver in 2006

III. Approval of January 19, 2002 Minutes

D. Holm moved to accept the minutes as presented. D. Clark seconded, motion passed.

IV. Treasurer's Report

Presented by S. Bartlett. New sponsors brought in around \$2,000. Some of the sponsorships have not been paid at this time. Expenses are running about the same as last year. S. Bartlett recommended that the cash awards for each category (except teams) and place be increased by \$25.

S. Bartlett moved to increase the cash awards for each category (except teams) and place by \$25. D. Clark seconded. G. Holland reminded the BOD that there might be another category change for next year and that would increase the cost as well. The total amount spent on cash awards for each category and place is \$4,075. A new category and an increase to the amount would add \$1,425. Since the Treasurer's Report is incomplete at this time and several pledges are not in, discussion centered on waiting until September to take action on the cash awards. At that time the end of year report will be known. S. Bartlett withdrew his motion.

\$228 was collect from the Silent Auction. Any corrections to the financial report should be sent to C. Butler or S. Bartlett.

Acceptance of the Treasurer's Report was tabled.

V. Finance Committee Report

Presented by D. Blake. There were 30 sponsors and 15 contributors this year as most responded to the letter that was sent out. We did lose Alcoa Foundation. Storage Tek changed their procedures for donating and are questionable. Amgen has a new contact person. This has to be a regular process every year for companies to keep us on their lists to donate to. Grants will open up new areas. The total sponsor/contribution amount is \$25,000, but will be closer to \$27,000 when complete. The base funding is there, it just needs to be expanded. T. Forsyth will be the new Finance Chairperson.

VI. Publicity Report

Presented by D. Clark. The Denver Post came to CSEF on Saturday, but told D. Clark that Saturday is not a good day for the media.

- VII. Outreach Committee Report
Presented by J. Parker. One of the goals of the committee should be “To improve the quality and quantity of projects presented at CSEF.” We did receive a declaration from the Governor’s Office this year. We also need to have state government sponsorship for CSEF as many states have some governmental link. We need to know where to go from here – do we look at diversity of students, teacher workshops on rules, resources networking, finalist survey??? J. McConnell stressed the lack of daily journal entries on the papers. Denver Metro is starting to put together a listing of all science teachers. We need to concentrate on the problem areas of the state. H. Teyler stated that in talking with S. Manley of Science Service, if Colorado can pull off the outreach program, it would be a new frontier. A copy of the report is on file.
- VIII. Grant Committee Report
Presented by R. Cameron. R. Cameron has written a cover letter for possible future grants, but he did not know how specific to make it as we do not have any idea of where we are going to go with our grant requests. Operational money is normally not funded by trusts. We need a wish list – outreach for teachers, science kits, mentors, etc. A copy of this cover letter is on file.
- IX. Mission Statement Committee Report
Presented by A. Bedard. Comments should be sent to A. Bedard. A copy of the nonprofit newsletter that discussed mission statements needs to be sent to A. Bedard. A copy of the report is on file.
- X. Policy on Regional Fair Dissolution Report
Presented by D. Holm. This should not be a dissolution policy, but rather a communication policy. The Regional Fair Directors know they are to attend meetings. The deadline for affiliation with CSEF needs to be changed to October 1st. There was discussion about having the BOD President and the sponsoring institution sign the affiliation papers as well as the RFD and CSEF Director. A copy of the policy is on file.

Adoption of this policy was tabled.

- XI. CSEF Director’s Report
Presented by C. Butler. C. Butler visited the San Luis Valley, Denver Metro, and Northeastern Regional Sciences Fairs. There were two SRC meetings prior to CSEF. Collected and completed registration for all finalists. Did the bank deposits and secured a credit card for C. Butler and S. Bartlett. Recruited volunteers for CSEF. Created BOD notebooks for new members.

It was recommended that we need adults for door monitors on Saturday morning and to put notes on the doors about the time schedule for Saturday.

- XII. New Business
A. Appointment of a Nomination Committee
H. Teyler appointed D. Clark (chair), G. Holland, and P. Chang as members of the Nomination Committee.

- B. Scientific Review Committee
The discussion from prior to the Official Meeting was reviewed. It was requested that C. Butler make copies of the paperwork in question. This, along with the letter written to the RFD about the violations are to be put in a special file for future reference. The letter should include information regarding the agreement signed by the RFD between the RSF and CSEF and sent by registered mail.
- C. Director Emeritus
This item was tabled.
- D. Category Changes and Team Judging
G. Holland, B. Haimes and C. Butler will break out the Chemistry and Physics categories from Physical Sciences and prepare a recommendation for the September BOD meeting on how to deal with the team judging. G. Holland will chair this committee.
- E. ISEF Denver in 2006
Presented by J. Stevens. Information was presented regarding the bid to have the ISEF in Denver in 2006. ISEF was last held in Colorado in 1976. J. Stevens will make a presentation to the ISEF Advisory Board in Louisville, KY. Tag line might be "Frontiers in Science." There is a preliminary budget of \$2.75 million with \$750,000 in in-kind. The plan is to have \$500,000 of that budget stay in Colorado afterwards for the regional science fairs. There is no money in hand yet. It would be the first or second week in May of 2006 and held at the Denver Convention Center. Welcoming Party could be at Six Flags or Coors Field. Opening Ceremony could be at Red Rocks, Coors Field, or the Convention Center. The Special Awards Ceremony could be at the Buell Theater. There are plenty of hotels and restaurants in the downtown area. There are plenty of judges from the area universities and colleges. The weather is always iffy. The Competition is Kissamee, FL and Boston, MA, which are both costly areas. There will be a site visit on July 18th in Denver.
- F. Summer Retreat
It was decided to have a summer retreat in Alamosa, CO on July 12th starting at 8 AM for going through the historical records that E. Bernath has accumulated.
- G. Next Meeting
The 2002/2003 Annual Meeting will be September 14th in Denver at a location to be announced.