

**Colorado State Science Fair, Inc.**  
**Board of Directors Meeting**  
**September 14, 2002**  
**Minutes**

The meeting was held at the Colorado Dental Association building in Aurora, CO.

Members Present: Sam Bartlett (Colorado Engineering Council), Al Bedard (US Department of Commerce/NOAA), Mike Bemski (Safe Sites of Colorado), Reid Cameron (Reid & Helen Cameron), Pual Cheng (Lockheed Martin Astronautics), David Clark (US Department of Commerce/NOAA), Carol Denning (Colorado Dental Association), Trudy Forsyth (NREL), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair, Inc.), John McConnell (Reid & Helen Cameron), Robert Morrow (Colorado Dental Association), John Parker (Lockheed Martin Astronautics), Harvey Teyler (San Luis Valley Regional Science Fair, Inc.), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Elemer Bernath – Historian, Julie Cameron – guest, and Tricia Douglas - guest.

Members Absent: Barry Eppler (Agilent Technologies), Jan Nerger (Colorado State University), J.J. O'Brien (Safe Sites of Colorado), Sonja Ringen (US Department of Commerce/NIST), Linda Strine, A. Bill Kieger (Colorado Medical Society Education Foundation), 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), Gary Wilson (IEEE-LEOS), & Phil Montera (Kodak Colorado Division).

- I. Meeting called to order by President H. Teyler.  
A quorum was present.
- II. Introductions  
R. Cameron introduced the visitors as Julie Cameron who works at Coors and Tricia Douglas who works at Financial Service Great Western Life.
- III. Announcements and Additions to the Agenda  
Acceptance of new CSSF, Inc. Associate Board Member, Linda Strine was the first item of action. A. Bedard moved to accept Strine as an Associate Board Member. S Bartlett seconded, motion passed.  
Agenda was amended to include a change to team project judging before budget discussion and appointment of an audit committee.
- IV. Approval of April 13, 2002 Minutes  
The minutes from the April 13, 2002 meeting and an updated treasurer's report from that period was presented. H. Teyler said he had reviewed the treasurer's report and found it satisfactory. R. Morrow moved to accept the minutes and treasurer's report. D. Holm seconded, motion passed.
- V. Treasurer's Report  
Presented by S. Bartlett. The final 2001/2002 financial report was presented and is on file. The net worth of the CSSF, Inc. at the present time is \$28,935.37. The comment was made that we need to keep a good base support on the sponsorships, with Dan Blake retiring, and not let this slip. D. Clark moved to accept the report as presented. R. Morrow seconded, the motion passed.

- VI. Annual Report (draft)  
Presented by D. Clark. A draft copy of the report was presented and is on file. Corrections to the Annual Report are to be sent to D. Clark by October 15, 2002 so that the finished copy may be printed.
- VII. Finance Report  
Presented by T. Forsyth. The US Department of Commerce/NIST has a fiscal year end of September 30<sup>th</sup> and would like to include 2003 support before that date, so a letter was sent and they will support CSEF again. R. Morrow reported that the Arkansas Valley Dental Association sent a letter to all of the state dentist groups urging them to become more involved in their regional science fairs.
- VIII. Publicity Committee Report  
Presented by D. Clark. A letter was sent out to the state board of education, universities and colleges.
- IX. Outreach Committee Report  
Presented by J. Parker. A copy of this report is on file. L. Adams requested that the word "gifted" be removed and "technology" be inserted into the Outreach Statement. It might be a good idea to create a new logo to use on brochures and thing. A. Bedard said he would check with some companies to see if they could help. J. Parker said that Lockheed could do the layout of the brochure. P. Cheng will send the slide show created for the presentation to the governor's office to all board members for their review. C. Butler is sending out surveys to all of the past adult sponsors to see what CSEF can do to help the regional science fairs and these comments could be used as tools. CSEF needs consumer support. CSEF needs new methods of getting the information to the people who need it.
- X. Grant Committee Report  
Presented by R. Cameron. A generic letter was created, but we didn't want to send it out because we didn't want to be in competition with companies who already support CSEF. Foundations do not give money for general operations. There is the possibility of customizing grant for specific items. Need to find projects to work on and then write the grants.
- XI. Mission Statement Committee Report  
Presented by A. Bedard. A copy of the report is on file. J. Parker commented that the statements should be actionable. A copy of this will be sent out via e-mail so comments can be returned. It was suggested that there should be two goals, one for running the science fair and one for doing outreach. R. Cameron moved that all comments should be sent to A. Bedard for inclusion in the statement. J. Parker seconded, motion passed. There was one vote of opposition to this.
- XII. CSEF Director's Report  
Presented by C. Butler. A copy of this report is on file. Spanish Peaks region has been reorganized into a new Pueblo area science fair and the already existing Arkansas Valley Regional Science Fair. The grant from Intel should help the Pueblo RSF get going. There is a need to figure out parking for 2003 as there are fewer spots and there is no more free parking for visitors. We could pay for the permits, provide shuttles or not provide any assistance with this. The Colorado Science Convention will be held November 21<sup>st</sup> and 22<sup>nd</sup> in Denver and CSEF will have a table to present student projects and information about CSEF. The web site is being updated with new information for 2003.

XIII. Nomination Committee Report

Presented by D. Clark. A copy of this report is on file. A. Bedard (President), D. Holm (Vice President), S. Bartlett (Treasurer) and B. Hames (Secretary) is the slate of officers.

XIV. Old Business

A. Cash Award Increase

S. Bartlett suggested that we increase all of the place awards by \$25. J. Parker moved to increase the cash award amounts. R. Morrow seconded, motion passed.

B. Director Emeritus

S. Bartlett asked that this be dropped as he was mistaken as to its intent when he brought it up before. However, S. Bartlett moved that Sue Refner who retired from the board in 2001 should receive a gift of appreciation. D. Holm seconded, motion passed. A gift of no more than \$100 in value will be presented at the 2003 CSEF.

C. Policy on Regional Fair Dissolution

Presented by D. Holm. A copy of this policy is on file and will be included in the Policy Handbook. It should be changed from Dissolution to Communication. D. Clark moved to accept the policy as presented with the word technology inserted. J. Parker suggested that all of the dates be changed to September 30<sup>th</sup>. D. Clark amended the original motion to include the above changes. J. Parker seconded, motion passed.

D. Category Changes and Team Judging

Presented by G. Holland. A copy of the proposed changes to the Grand Awards Policy and the Category/Division Policy are on file. We would like to split Physical Sciences into Physics and Chemistry and eliminate the Team Project Category. We would use the category judges to review the team and individual projects. In all categories, there would be a 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, H.M., and best team. All fair judges would then pick the overall team winners. The 1<sup>st</sup> place senior division team would go to ISEF. R. Morrow moved that the team projects be judged in the appropriate categories and judges can nominate 0, 1, or 2 team projects to be judged at the next level. S. Bartlett seconded. Discussion: This would mean a \$600 additional award money maximum for team nominations. The change should be invisible to students. S. Bartlett recommended reworking the grand awards guidelines for the upcoming CSEF. It was recommended that the board review the revisions to the policies for the next meeting. The new awards that are proposed are \$30 per team for nominations as best team in a category with up to 2 teams being nominated in any one category. G. Holland moved that up to two projects per category receive a nomination for team award eligibility. Each nominated team will receive a certificate per student and \$30 per team. S. Bartlett seconded, motion passed.

XV. New Business

A. Election of Officers for 2002/2003

R. Morrow moved to accept the slate of officers for 2002/2003 as presented by D. Clark. D. Clark seconded, motion passed. R. Morrow thanked H. Teyler for his hard work and the board will acknowledge his leadership at the upcoming CSEF. P. Cheng also had thanks to give to H. Teyler.

B. CSEF Director's Contract

H. Teyler suggested that C. Butler be given an increase of \$600 per year for a total of \$7,200, paid in 12 monthly installments of \$600. S. Bartlett moved that this be accepted. R. Morrow seconded, motion passed.

- C. Recording Secretary Contract  
H. Teyler moved to retain a recording secretary and to increase the salary for this position to \$75 per meeting, plus expenses. G. Holland seconded, motion passed.
- D. Proposed Budget for 2002/2003  
Presented by S. Bartlett and C. Butler. A copy of the budget is on file. The award Ceremony expense amount includes the proposed addition in team awards and the additional category. S. Bartlett moved to accept the budget as presented. R. Morrow seconded, motion passed.
- E. CSU Contact Person Jan Nerger  
Jan Nerger is the new Assistant Dean in the College of Natural Sciences. She has sent in the proposed support form for the next few years of CSEF support.
- F. Intel Grant to CSU/CSSF, Inc.  
The Development Office in CNS at CSU called CSMATE and asked for ideas that Intel could support for CSEF. C. Butler quickly proposed a 2-3 day workshops next summer in Pueblo and La Junta for teachers working with inquiry science and to support the new regional science fair. A time line needs to be developed, we will evaluate in 2004 to see if this helped, and the grant will be run through CSU. A. Bedard appointed D. Holm, J. Parker, and E. Geary as a Regional Fair Committee.
- G. Science and Engineering Ethics Position/Policy  
Presented by A. Bedard. We need to create ethic awareness in the finalists. If professional groups have an ethics statement, bring it to the next meeting. There is an SRC at each of the regional science fairs. CSEF currently uses the ISEF rules which includes an ethics statement. Perhaps this can be discussed at the workshops.
- H. Audit Committee  
An audit committee was appointed to review the books for FY 2001/2002. D. Clark, A. Weich, C. Denning and B. Hames will serve on this committee.
- I. Next Meeting  
The next meeting will be held the 1<sup>st</sup> Saturday in November at CSU in Fort Collins. Since the 9/14/02 meeting, this has been changed to 11/16/02.

**Colorado State Science Fair, Inc.**  
**Board of Directors Meeting**  
**November 16, 2002**  
**Minutes**

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

Members Present: Sam Bartlett (Colorado Engineering Council), Al Bedard (US Department of Commerce/NOAA), Carol Denning (Colorado Dental Association), Trudy Forsyth (NREL), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair, Inc.), Robert Morrow (Colorado Dental Association), Harvey Teyler (San Luis Valley Regional Science Fair, Inc.), Gary Wilson (IEEE/LEOS), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Elemer Bernath – Historian and Jody Oaks - guest.

Members Absent: Mike Bemski (Safe Sites of Colorado, LLC), Reid Cameron (Reid & Helen Cameron), Paul Cheng (Lockheed Martin), David Clark (US Department of Commerce/NOAA), Bill Dube (US Department of Commerce/NIST), Barry Eppler (Agilent Technologies), Ed Geary (Colorado State University), Patrick Keegan (Colorado Energy Science Center), A. Bill Kieger (Colorado Medical Society), Vishy Lakshmanan (LSI Logic), John McConnell (Reid & Helen Cameron), Phil Montera (Kodak Colorado Division), Jan Nerger (Colorado State University), J.J. O'Brien (Safe Sites of Colorado), John Parker (Lockheed Martin Astronautics), William Pierson (Colorado Medical Society), Sonja Ringen (US Department of Commerce/NIST), Sherry Snyder (College of Engineering & Applied Science, CU Boulder), Linda Strine, Amy Weich (US Department of Commerce/NTIA).

- I. Meeting called to order by President A. Bedard.  
A quorum was present.
  
- II. Introductions of New Directors  
H. Teyler moved to accept E. Bernath as an Associate Board Member with the title of Historian. D. Holm seconded, motion passed.
  
- III. Announcements and Additions to the Agenda  
Historian Report was moved to the Publicity Report time slot.  
Acceptance of Linda Strine to BOD was moved to a later time slot.  
No additions to the agenda were made.  
L. Adams is now a member of the ISEF Advisory Board.
  
- IV. Approval of September 14, 2002 Minutes  
R. Morrow proposed one change under the Finance Report section to correctly document that the Arkansas Valley Dental Association wrote a letter to all state dental associations nationally, not just local and regional groups to become more involved in regional science fairs.  
  
D. Holm moved to accept the minutes, with the proposed changes. T. Forsyth seconded, motion passed.
  
- V. Annual Report  
Final copies of the 2002 Annual Report were handed out along with a draft of a new layout to be considered for next year.

- VI. Treasurer's Report  
Presented by S. Bartlett. A copy of the report is on file. S. Bartlett commented that sponsorship money was not coming in the fall. This should not be a concern because this is typical. Most monies come in during February. The \$2,000 from the Provost's Office at CSU is being used at this time, and the \$1,500 Kodak check from last year is here. C. Butler has already sent in the request for sponsorship for the next three years from CSU. H. Teyler moved to accept the report as presented. R. Morrow seconded, the motion passed.
- VII. Finance Report  
Presented by T. Forsyth. A copy of the Access sponsorships database will be sent out to all board members with a copy of the donor packet. A. Bedard challenged all board members to find at least one new CSEF sponsor. Contact information should be forwarded directly to T. Forsyth. R. Walker is working on Qwest sponsorship.
- VIII. Publicity Committee Report  
Presented by A. Bedard for D. Clark. There was nothing new to report for this committee. L. Strine will be a part of this committee.
- IX. Historian Report  
Presented by E. Bernath. He has spent the summer going through materials to be sent to CSU. There is nothing for the year 1957. E. Bernath would like to find Joel Pierce, a shop teacher from the Durango area who was active in the science fair for many years to see if he has additional historical records. It was suggested that a request for photos from past science fairs be placed on the CSEF web site. This request could also be mentioned at the awards ceremony. E. Bernath has sent his historical materials to CSU. There is a letter of acceptance from CSU on file. E. Bernath will make a list of all of the material that was submitted to CSU.
- X. Outreach Committee Report  
Presented by A. Bedard for J. Parker. Samples of possible new CSEF logos created by Elizabeth Johnston, a graphic artist, were shown to board members. E. Johnston was also responsible for the new layout for the annual report. Board members felt the new layout was very nice, but the logo needed to be revisited. Feedback should be directed to E. Johnston.
- XI. Regional Fair Support Committee Report  
Presented by D. Holm. G. Wilson will also be a part of this committee. Ideas were thrown out about how CSEF can help the RSF.
- Advertise to all of the public schools.
    - Send a packet to each high school in the state.
    - C. Butler to draft a short form letter to be sent to the principals of all eligible state schools.
    - Contact the schools in the regions that are not participating to see what their response to the survey would be.
  - Teacher resources and needs should be determined and addressed.
  - Create a 5 – 10 year or 20-year pin to acknowledge teachers and sponsors.
  - Nominate a teacher for the Intel ISEF Teach Award.
  - Hold teacher workshops during the fair.
    - J. McConnell could do something with his kits.
    - J. Stevens could hold a paperwork presentation.
    - Have door prizes at these workshops.
  - Create a CSEF Booster Club.
  - Get J. Polis to become a board member.

XII. Grant Committee Report  
No report at this time.

XIII. CSEF Director's Report  
Presented by C. Butler. A copy of this report is on file. CSEF's registration for the Charitable Solicitations Act is good through January 2004. C. Butler will send CSEF's registration number to all board members. Science Service has okayed the late date of the CSEF. M. Iverson has received release time and will do the San Juan Basin RSF for one more year. C. Butler has sent out letters to a list of potential contributors for money, judges, and special awards.

#### Parking

- There will be fewer parking spots available this year.
- We can buy parking permits, but that is no guarantee that spots will be available.
- There is no loading area.
- The map for parking needs to be less cluttered.
- Perhaps there is a club that could help with unloading projects and directing traffic.
- About 500 permits would be needed for Thursday's parking.

R. Morrow moved that CSEF buy parking permits for students, volunteers and judges for Thursday only. B. Hames seconded, motion passed.

XIV. Old Business

A. Communications Policy

Presented by D. Holm. This is completed.

B. Ethics Statement

A statement needs to go into the handbook for the students – we could use the statement from ISEF. Board members were asked to collect sample ethics statements from different companies and societies. The CSEF ethics statement should be prominently displayed during the science fair.

C. Silent Auction

Items are needed. Please let R. Morrow know about possibilities.

D. Audit Committee

Presented by C. Denning. R. Morrow's accountant reviewed the CSEF books and submitted a report. This work was done as an in-kind contribution. Audit committee will continue to review the materials according to the protocol of past audits.

XV. Next Meeting

The next meeting will be held January 18, 2003 at NREL in Golden.

**Colorado State Science Fair, Inc.**  
**Board of Directors Meeting**  
**January 18, 2003**  
**Minutes**

The meeting was held at the Colorado Dental Association building in Aurora, CO.

Members Present: Sam Bartlett (Colorado Engineering Council), Mike Bemski (Safe Sites of Colorado), Al Bedard (US Department of Commerce/NOAA), Carol Denning (Colorado Dental Association), Trudy Forsyth (NREL), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair), A. Bill Kieger (Colorado Medical Society), Robert Morrow (Colorado Dental Association), John Parker (Lockheed Martin), Harvey Teyler (San Luis Valley Regional Science Fair), Gary Wilson (IEEE/LEOS), Courtney Butler - CSEF Director, Elemer Bernath - Historian, Lucy Adams - Recording Secretary, and Jody Oaks - guest.

Members Absent: Paul Cheng (Lockheed Martin), David Clark (US Department of Commerce/NOAA), Bill Dube (US Department of Commerce/NIST), Barry Eppler (Agilent Technologies), Ed Geary (Colorado State University), Dean Holzkamp (Colorado Medical Society), Patrick Keegan (Colorado Energy Science Center), Vishy Lakshmanan (LSI Logic), Jan Nerger (Colorado State University), J. J. O'Brien (Safe Sites of Colorado), Sonja Ringen (US Department of Commerce/NIST), Sherry Snyder (College of Engineering & Applied Science, CU Boulder), Linda Strine, Amy Weich (US Department of Commerce/NTIA).

- I. Meeting called to order by President A. Bedard.  
A quorum was present.
  
- II. Introduction of New Board Members  
There were no new members to recognize at this time.
  
- III. Announcements and Additions to the Agenda  
Add to Committee Reports:  
    DOE Biomass Grant  
Add to Old Business:  
    Split of Physical Sciences  
    Letter of Appreciation to Sue Refner  
    Items for Silent Auction  
Add to New Business:  
    Voluntary Contingency Fund  
    Colorado Combined Campaign  
    Ethics Statement  
    Speaker  
    Future Workshops
  
- IV. Approval of November 16, 2002 Minutes  
Corrections:  
    Under Introduction of New Board Members, it should read that E. Bernath was accepted as an Associate Member of the board.  
    Under the Audit Report, it should read BOOKS instead of GOOKS.  
    Under the Treasurers Report, remove the first "money."  
    Under the Finance Report, remove the paragraph about the Arkansas Dental Association writing letters to the national dentist groups.

D. Holm moved to accept the November minutes with the above corrections. A. Kieger seconded, motion passed.

V. Treasurer's Report

Presented by S. Bartlett. A copy of the report is on file. The 990 tax return is completed. The budget report is done. S. Bartlett suggested that there needed to be an additional \$1,000 in the Outreach line item.

G. Wilson moved to put an additional \$2,000 in the Outreach line item. Motion was withdrawn after the discussion. G. Wilson moved to show the carry over monies from Science Service and add an additional \$1,000 for Outreach. J. Parker seconded, motion passed.

A. Bedard asked what happens when a corporation does not pay their "pledge." There needs to be a follow up visit, letter, or phone call. Responses are needed by March 1, to be included in the CSEF program. R. Morrow suggested that, if appropriate, the board member of that company could intercede to help with this matter.

J. Parker moved to accept the treasurer's report as presented. T. Forsythe seconded, motion passed.

VI. Finance Report

Presented by T. Forsyth. A copy of the report is on file. There is a total of \$17,950 in pledges on file now, plus Wal-Mart (\$25).

VII. Publicity

Presented by A. Bedard in D. Clark's absence. Posters were sent out the all of the regional science fairs.

VIII. Outreach

Presented by J. Parker. A copy of the report is on file.

- J. Parker has met a couple of times with Trip Carter to see if the Lt. Governor can attend the Awards Ceremony and other matters.
- Lt. Governor is assigned the mission of interacting with local technology companies.
- The idea of putting a link to the CSEF web site on the state web site was presented.
- There have been talks with Wayne Allard's staff this past fall. We need to have VIP's prepare a letter of endorsement for CSEF.
- A draft letter of proclamation declaring a CSEF day was presented. Suggested edits include remove the word "state" so it reads "Colorado Science and Engineering Fair", drop the word "gifted" and add "technology", drop the term "interests."
- Linda Strine, now the chair of the Colorado Space Round Table, would like a list of events that they could possibly sponsor at the science fair. C. Butler will provide that list to J. Parker.
- Is there a need for help in the regional science fairs? The Outreach Committee needs to know these needs.
- Need to draft a letter of support to Science Service for holding the ISEF 2007 in Denver.

J. Parker moved to send a letter to Science Service showing support of having ISEF in Denver 2007. S. Bartlett seconded, motion passed.

IX. Regional Fair Support Committee Report

Presented by D. Holm.

- The committee consists of D. Holm, E. Geary, G. Wilson, A. Bedard, and J. Parker. D. Holm also asked that C. Butler and L. Adams be on this committee.
- Need to define what the needs of the regional fairs.
- Financial assistance was requested at the morning meeting. This committee will e-mail letters to regional fair directors to get specific requests for money. At the same time a request will be sent for information on teacher/sponsors who have participated in the fair for 5 years or more.
- The fair should be looking for a Colorado nominee for the Intel Excellence in Teaching Award. The CSEF could sponsor a similar award, which could have a corporate sponsor. The award criteria should be similar to that of the Intel award. Regional fairs should forward their nominations to the state fair.

D. Holm reported that San Luis Valley Regional Science at their December board meeting, would like to have Jody Oaks represent the SLV RSF at the state meetings. G. Holland moved to accept J. Oaks as the 2<sup>nd</sup> representative from SLV. B. Hames seconded, motion passed.

X. Department of Energy Grant  
Presented by B. Hames.

- There is a reorganizing of the Dept of Energy going on at this time.
- There are outreach funds of \$2 - \$3 million available.
- Grant requests have to have something to do with biomass. (i.e.: careers in biomass, mentoring teachers, projects for students)
- NREL's education office would be willing to help, but they need help finding the teachers, students and ideas.
- There could be a special award this year at fair in the biomass area. Does science fair send out a list of the special awards that are available?

XI. Fair Director's Report  
Presented by C. Butler. A copy of the report is on file.

- The awards ceremony will be at the Thompson Valley High School.
- Parking issues are still not totally resolved.
- C. Denning will try to find some college students that can help with unloading.
- Only on-campus tours will be offered this year.
- D. Holm will contact the campus greenhouse for tours.
- C. Denning will also see if she can find students to help with tours, or new tours.

XII. Old Business

A. Audit Committee Report

Presented by C. Denning. R. Morrow's accountant reviewed everything. An in-kind sponsorship form was submitted by the accountant. Notes from the committee will be attached. C. Butler was asked to write a thank you letter to the accountant. G. Wilson also gave thanks to the committee for work well done.

B. Silent Auction

R. Morrow asked for donations (arty or scientific items). B. Hames said that she would check into NREL products. D. Holm would bring SLV potatoes.

C. Letter of Appreciation

A letter of appreciation is to be written, a plaque and gift certificate purchased to be presented to Sue Refner at the fair this spring.

- D. Category Split  
Physical sciences has been split into two categories, chemistry and physics according to the budget, but not according to the minutes. G. Holland moved to split physical sciences into the two categories of chemistry and physics. J. Parker seconded, motion passed. This was done for housekeeping purposes, the action took place in September, but an official board vote was never taken.

### XIII. New Business

- A. Voluntary Contingency Fund  
H. Teyler reported that the SLV has such, because there had been requests to sponsor programs that the board did not think right to use contributions that had been given for the students, so this fund was set up. J. Parker moved to set up a contingency fund, funded by board members on a voluntary bases, monies used at the discretion of the board. G. Holland second, motion passed. A. Bedard appointed S. Bartlett, G. Holland and T. Forsyth to set policy for this fund.
- B. Colorado Combined Campaign  
A. Bedard will ask D. Clark to look into this again, as in the past there has been a great deal of money that the organization has received.
- C. Speaker  
A. Bedard will work on, with the list that has been put together.
- D. Future workshops  
A suggestion to be added to the list - Science on a Sphere. This program will be available next year. There is a limit of how many students can use at one time. The workshop would need a large area. More specific information needed.
- E. Ethics Statement  
A reminder to bring examples of ethic statements from appropriate organizations. These examples will be displayed at the fair.

### IVX. Next Meeting

The next meeting will be held April 12, 2003 at CSU in Fort Collins, CO following the CSEF.

**Colorado State Science Fair, Inc.**  
**Board of Directors Meeting**  
**April 12, 2003**  
**Minutes**

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

Members Present: Sam Bartlett (Colorado Engineering Council), Al Bedard (US Department of Commerce/NOAA), Mike Bemski (Safe Sites of Colorado), David Clark (US Department of Commerce/NOAA), Carol Denning (Colorado Dental Association), Barry Eppler (Agilent Technologies), Trudy Forsyth (NREL), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair), Robert Morrow (Colorado Dental Association), Jody Oaks (San Luis Valley Regional Science Fair), John Parker (Lockheed Martin), Gary Wilson (IEEE/LEOS), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Elemer Bernath – Historian, Jim Stevens and Harvey Teyler – guests.

Members Absent: Paul Cheng (Lockheed Martin), Bill Dube (US Department of Commerce/NIST), Ed Geary (Colorado State University), Dean Holtzkamp (Colorado Medical Society), Patrick Keegan (Colorado Energy Science Center), A. Bill Kieger (Colorado Medical Society), Vishy Lakshmanan (LSI Logic), Jan Nerger (Colorado State University), Sonja Ringen (US Department of Commerce/NIST), Sherry Snyder (College of Engineering & Applied Science, CU Boulder), Linda Strine (Infinite Links), Amy Weich (US Department of Commerce/NTIA).

- I. Meeting called to order by President A. Bedard.
- II. Introduction of New Board Members
  - J. Oaks moved to accept Barry Eppler as the new representative from Agilent Technologies.
  - D. Holm seconded, motion passed.
- III. Announcements and Additions to the Agenda
  - B. Eppler is setting up a pilot program mentoring students with people from Agilent. CSEF will be 50 years in age in two years, and we should start planning now for a large celebration.
  - Under Committee Reports
    - ISEF 2007 Report by J. Stevens
  - Under New Business
    - Speaker for 2004
    - CSEF Director's Contract for 2003/2004
    - Recording Secretary's Contract for 2003/2004
    - CU Boulder 2<sup>nd</sup> Board Member – Ryan Patterson
    - Ex Officio Board Members
- IV. ISEF 2007 Report
  - Presented by J. Stevens.
    - Eli Lilly of Indianapolis has come forth with ½ million dollars support for the ISEF in 2006.
    - J. Stevens is to give a short update presentation at ISEF in Cleveland. He would like all people that are attending from Colorado to be at the Advisory Council meeting on Monday for the presentation.
    - Would like to use the theme of “Frontiers in Science” for the logo.

- Colorado needs to raise 1.25 to 1.5 million for the fair. ½ to ¾ million would be in-kind (copying, printing, cabling etc.).
- The fair committee would be responsible for the following:
  - Welcoming party – Elitch Gardens?
  - Transportation to and from the airport.
  - Comp rooms at the host hotel for dignitaries (don't always do this).
  - Events such as the adult and student mixers.
  - Office supplies
  - Travel for fair committee to upcoming ISEF's to learn the ins and outs of fair procedures.
  - Dates will be May 3-12, 2007; the actual fair date would be 6<sup>th</sup>-12<sup>th</sup>.
  - Opening ceremony could be in Ballroom of convention center.
  - Awards ceremony could also be in the convention center.
  - Adult session could be held in headquarters hotel.
  - Need 1500 judges, of which, 60% are return judges.
  - General chair people are usually business people, loaned executives, etc.
  - Have to have a 501 3 c in place for the organization.
  - Need an operational manager, a judging chairperson, tour person, housing/registration chair, meal entertainment chair, public relations chair, local school liaison, graphics person, foreign liaison (this year there will be 44 countries at the ISEF), , volunteer chair (need around 2000 volunteers), fund raising development person, special awards chair (each fair has special awards - colleges, universities, companies, etc).
  - Exhibit of government, universities - there is a charge for this
  - Letter of support from CSEF to Don Harless at Science Service.

The question was asked when the state would know if this is going to happen, J. Stevens thought that ISEF would announce in May.

Numbers that would attend - 1300 students plus an additional 4000 persons, plus the judges, opening night is very expensive.

J. Stevens also did a presentation on Human Subjects research, as this area of the rulebook has been changed for the coming year. A suggestion was made that a CD would be nice with the new information on it, and this might be a way to support the Colorado State Science Fair.

#### V. Executive Session

Bonus to C. Butler was presented by A. Bedard and a recommended \$50.00 month increase to monthly contract. The board will also reimburse airfare to ISEF for Lucy as long as she is on the advisory council, and representing the state of Colorado at ISEF.

#### VI. Approval of January 18, 2003 Minutes.

D. Holm moved to accept the minutes with no changes. G. Holland seconded, motion passed.

#### VII. Treasurer's Report

Presented by S. Bartlett. A copy of the report is on file. S. Bartlett asked to spend the \$1,000 for the teacher of the year award, since the award had been given.

VIII. Finance Report

Presented by T. Forsyth. A copy of the report is on file. As of 2/28/03, \$21,925.00 in pledges has been received. There is a shortage of \$5,125.00, but probably with what Courtney has received since then, a shortage of only around \$2,000. NCAR might be interested in contributing \$2,500. T. Forsyth asked what criteria the Board uses at looking at other contributors.

IX. Publicity Report

Presented by D. Clark. The press release was sent to 35 papers across the state, about 6 of the mailings came back. Also, on the Sunday before the CSEF, D. Clark sent out a press release about the up coming fair.

X. Outreach Report

Presented by J. Parker. After a year and a half of working with Jane Norton, the Lt. Governor should be on board with the state science and engineering fair. We should be using the governor's office to gain recognition through the Dept of Education and the Office of Technology. Not having a sole sponsorship was a good move. J. Parker would like to establish a Regional Fair Outreach Fund with no money in it at this time. Money raised will be used to give grants to the regional science fairs on a need basis.

G. Holland moved that a Regional Fair Outreach Fund be established. D. Clark seconded. Discussion: There are foundations, people that want to sponsor regional activities, but most of the regional fairs aren't 501 c 3 - nonprofit, so the company can't give directly to the regional fairs, but companies could give to the state, then that money would be distributed. G. Holland called for the question. Motion passed.

G. Wilson stated that the intent of the motion is that the fund be independent of the funds that we get in contributions for CSEF.

XI. CSEF Director's Report

Presented by C. Butler

- C. Butler visited 4 regional fairs this spring (La Junta, Pueblo, Sterling, & Denver).
- C. Butler and L. Adams are doing two workshops in June, one in Pueblo and one in La Junta.
- Organized the fair.
- There was one project that failed to qualify this year, two others that were questionable, but they got "cleaned" up so they could participate.
- Need a banner that says "Colorado Science and Engineering Fair".
- Special awards from Intel need to be announced.

XII. Regional Fair Support Committee Report

Presented by D. Holm. He is glad to see the fund is established and will be interesting to see what the needs of the regional fairs are. Need to recognize teachers in another formal manner. E. Geary, J. Parker, G. Wilson, D. Holm, C. Butler and L. Adams are on the committee.

XIII. Grant Committee Report

Presentation by D. Clark tabled. A general grant has to be written first, and then the blanks can be filled in.

- XIV. Historian Report  
Presented by E. Bernath. In 1970 there were 150 students, and in 2003 there were 305 individual students.
- H. Teyler suggested that a board of directors picture be taken every fall.
- XV. Contingency Fund Committee Report  
S. Bartlett is working on this.
- XVI. New Business
- A. Nomination Committee  
A. Bedard appointed J. Oaks, G. Holland and M. Bemski to this committee. They will report back at the fall meeting.
  - B. Speaker for 2004  
G. Wilson recommends having the Unmanned Vehicle.
  - C. CU Boulder 2<sup>nd</sup> Board Member  
Need to see if Colorado University would agree to let Ryan Patterson be a board member, representing CU.
  - D. Ex Officio Board Members  
It is recommended that a permanent position be created for Sue Refner, Robert Morrow and Harvey Teyler on the board of directors. B. Hames will review the by laws and see if the above three can then become associate members.
- XVII. Next Meeting  
The next meeting will be held September 6, 2003 at the Colorado Dental Association building in Aurora, CO.