

**Colorado State Science Fair, Inc.
Board of Directors Meeting
September 11, 2004
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), Carol Denning (Colorado Dental Association), Trudy Forsyth (NREL), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair, Inc.), Robert Morrow (Colorado Dental Association), Jody Oaks (San Luis Valley Regional Science Fair, Inc.), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Elemer Bernath – Historian.

Members Absent: Paul Cheng (Lockheed Martin Astronautics), David Clark (US Department of Commerce/NOAA), Bill Dube (US Department of Commerce/NIST), Bonnie Hames (NREL), Dean Holzkamp (Colorado Medical Society Education Foundation), Stephanie Hooker (US Department of Commerce/NIST), A. Bill Kieger (Colorado Medical Society Education Foundation), Vishy Lakshmanan (LSI Logic), Marie Mornis (Utility Engineering Corporation), Jan Nerger (Colorado State University), John Parker (Lockheed Martin Astronautics), Ryan Patterson (CU Boulder), Sherry Snyder (CU Boulder), Stephen Thompson (Colorado State University), Amy Weich (US Department of Commerce/NTIA) & Gary Wilson (IEEE/EOS).

- I. Meeting called to order by President A. Bedard.
A quorum was not present.
 - II. Introductions and Installation of new BOD Members
Stephen Thompson will be the new board member for Colorado State University and will be at the next meeting.
 - III. Announcements and Additions to the Agenda
Under Old Business, Foundations was added, S. Bartlett will present. Under New Business, 2004/2005 Budget was added, S. Bartlett will present. Also under New Business, Grand Awards Judging was added, G. Holland will present.
- C. Butler announced that B. Eppler from Agilent has resigned from the BOD. A. Bedard suggested that C. Butler contact Agilent to see if they will have another representative.
- C. Butler's position at CSMATE is mostly on soft money and if the center doesn't find more funding, her position may be cut. The job seems to be okay for this fiscal year.
- C. Butler will send on the report that Gary Wilkinson submitted on how the TOY award money was spent for 2003.
- J. Stevens is getting software from Science Service for the SRC committee to use. C. Butler will remind him of this during their trip to Washington, DC.

- IV. Approval of April 10, 2004 Minutes
“the was excellent” should read “he was excellent” in talking about the guest speaker. Also, it should read “make a form with the number of the project for the judges to sign.” S. Bartlett moved to accept the minutes with correction. R. Morrow seconded, the vote will be sent to all members via e-mail.
- V. Annual Report
D. Clark is in China at the moment. He will send out a draft to the board when he returns.
- VI. Treasurer’s Report
Presented by S. Bartlett. A copy of this report is on file. The net worth is looking good. The cash flow report shows a short of \$204. There are some items reported in this year that should have been noted in the 2003 report, but were not turned in soon enough. The contribution from Lockheed only shows \$2,000 because the other \$3,000 was for the teacher award. This shows \$10,403.46 sponsorship from the US Department of Commerce/NTIA because there are two years worth of in-kind photos reported this year.
- S. Bartlett said there was some confusion with the IRS because of late filing on the 990, but all is okay now and no penalties were assessed.
- Contributions are low and S. Bartlett encouraged BOD members to contribute. He will include information to the special awards judges to advise them that they could also contribute to the fair.
- No money was received from Kaiser-Hill or IEEE as there were changes in those contacts this last year.
- J. Oaks moved to accept the report as presented. D. Holm seconded, the vote will be sent to all members via e-mail.
- VII. Finance Report
Presented by T. Forsyth. A copy of this report is on file. The total pledges for 2004 were \$37,115.62. T. Forsyth presented an in-kind contribution for the postage that was needed to send last year’s fund raising packets out. That will show up in the 2004/2005 reports.
- VIII. Publicity Committee Report
D. Clark was not present, so report tabled.
- IX. Outreach Committee Report
J. Parker was not present, so report tabled.
- X. Regional Fair Support Committee Report
Presented by D. Holm. No report at this time.
- XI. Grant Committee Report
Presented by S. Bartlett. He found out that a foundation is the means of doing non-profit work for an organization or company, so we really are technically a foundation. If ISEF does come to Denver and there are surplus monies, then CSEF might look into creating an endowment of those monies. D. Holm will present some information about creating an endowment at the next meeting.

XII. 50th Anniversary Committee Report

Presented by R. Morrow. Plans for the 2005 CSEF include:

- o Having a display for old material;
- o Special t-shirt design;
- o Special alumni awards;
- o Special decorations at the awards ceremony;
- o Inviting alumni to CSEF and having special nametags for them;
- o Possibly having a mixer on Thursday night;
- o Possibly putting an ad in the Denver papers;
- o Send a flyer out to Adult Sponsors asking them to contact alumni for us;
- o Advertise in the CAST newsletter;
- o Special recognition of alumni at the awards ceremony

XIII. CSEF Director's Report

Presented by C. Butler. A copy of this report is on file. C. Butler asked if there was general money that could come from Intel for sponsorship and perhaps add Judy Cara or someone else to the board.

A. Bedard suggested a gift certificate for C. Butler's family as a thank you for all their help at the fair.

XIV. Nomination Committee Report

Presented by J. Oaks. A copy of this report is on file. D. Holm (President), M. Bemski (Vice President), S. Bartlett (Treasurer) and B. Hames (Secretary) is the slate of officers. No nominations came from the floor. R. Morrow moved to accept the slate of officers. T. Forsyth seconded, the vote will be sent to all members via e-mail.

XV. Old Business

A. Contingency Fund Committee

Presented by S. Bartlett. Removed from the agenda.

XVI. New Business

A. 2004/2005 Budget

Presented by S. Bartlett. A copy of this report is on file. R. Morrow moved to accept the budget. D. Holm seconded, the vote will be sent to all members via e-mail.

B. Grand Awards Judging

Presented by G. Holland. We need to make sure that all students are interviewed at least three times. She will review with judges that all projects need to be judged.

Perhaps we should give the grand awards judges stickers to place on the hang tags of the projects that they interview. Judging will be added to the working agenda of the Advisory Council meeting.

To make judging better, we need to split Health & Behavioral Sciences into two separate categories of Behavioral & Social Sciences and Medicine & Health. The proposed new category descriptions as presented show wording to be kept the same in black, wording to delete in red and new wording in green. J. Oaks moved to change the category description as discussed. S. Bartlett seconded, the vote will be sent to all members via e-mail.

C. 2005 Guest Speaker

Possibilities are Kathy Sabin and Mae Jamison. L. Adams will investigate these.

- D. **Audit Committee**
C. Denning was the chair last year. A. Bedard will e-mail the complete board to see if there are some new volunteers. G. Holland will help and R. Morrow's accountant will probably help again this year if asked..
- E. **CSEF Director Special Award**
It was presented that perhaps the CSEF Director should have an award to present at her discretion. C. Butler would rather have guidelines from the board. D. Holm asked if she would like to see a special award and suggested it be a BOD award. J. Oaks will put together a description of the SLV Novice Newton awards to present at the November meeting.
- F. **ISEF 2008**
C. Butler and J. Stevens are presenting the bid to Science Service on Monday, September 13th in Washington, DC.
- G. **Next Meeting**
The next meeting will be held the 1st Saturday (11/6/03) in November at CSU in Fort Collins. The Advisory Council will meet at 9 AM and the BOD at 1 PM.

Colorado State Science Fair, Inc.
Board of Directors Meeting
November 6, 2004
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), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair, Inc.), Robert Morrow (Colorado Dental Association), Jody Oaks (San Luis Valley Regional Science Fair, Inc.), Stephen Thompson (Colorado State University), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Elemer Bernath – Historian.

Members Absent: Paul Cheng (Lockheed Martin Astronautics), Trudy Forsyth (NREL), Dean Holzkamp (Colorado Medical Society Education Foundation), Stephanie Hooker (US Department of Commerce/NIST), A. Bill Kieger (Colorado Medical Society Education Foundation), Vishy Lakshmanan (LSI Logic), Marie Mornis (Utility Engineering Corporation), Jan Nerger (Colorado State University), John Parker (Lockheed Martin Astronautics), Ryan Patterson (CU Boulder), Sherry Snyder (CU Boulder), Amy Weich (US Department of Commerce/NTIA) & Gary Wilson (IEEE/EOS).

- I. Meeting called to order by President D. Holm.
A quorum was not present.

- II. Introductions and Installation of new BOD Members
Stephen Thompson, professor of chemistry and director of CSMATE at CSU was introduced. A. Bedard moved to accept S. Thompson as a new member of the board. R. Morrow seconded, the vote will be sent to all members via e-mail.

- III. Announcements and Additions to the Agenda
Under New Business, Lynn Butler Scholarship, sponsor status and quorum issues was added.

J. Parker had a heart attack; G. Wilson is away on business; R. Patterson is in Idaho; and P. Cheng has been ill – this is why there is no quorum.

There is a teacher's meeting at the Denver Museum of Nature and Science next weekend. A. Bedard will be a key speaker and would like to take posters and brochures to hand out about science fair.

- IV. Approval of September 11, 2004 Minutes
There were no additions or corrections to the minutes as presented. R. Morrow moved to accept the minutes with correction. D. Clark seconded, the vote will be sent to all members via e-mail.

- V. Annual Report
Presented by D. Clark. The report is done and copies were made available for the board members. A stack was sent to T. Forsyth for fund raising packets through B. Hames.

- VI. Treasurer's Report
Presented by S. Bartlett. A copy of this report is on file. There is very little to report at this time. J. Oaks moved to accept the report as presented. D. Clark seconded, the vote will be sent to all members via e-mail.
- VII. Finance Report
Presented by C. Butler for T. Forsyth. A copy of the report is on file. Lockheed will again sponsor the Teacher of the Year Award, plus \$2,000 for general expenses. Return addresses are needed on the mailings.
- VIII. Publicity Committee Report
Presented by D. Clark. The board liked the e-mailed copy of the posters, hard copies will be sent to the regional science fairs. Letters to the Board of Education were sent in September.
- IX. Outreach Committee Report
J. Parker was not present, so report tabled.
- X. Regional Fair Support Committee Report
Presented by D. Holm. A. Bedard has taken over responsibility of this committee. The Teacher of the Year Award nominations need to be sent to A. Bedard. C. Butler will change this on the forms.
- XI. Grant Committee Report
Presented by S. Bartlett. D. Holm will have some new information at the next meeting on the creation of endowments from the SLV Regional Science Fair.
- XII. 50th Anniversary Committee Report
Presented by R. Morrow. E. Bernath will arrange for the CSU Archives to showcase some articles in the library and the student center. The new logo for the 50th anniversary was shown and approved. Need to continue plans for a possible mixer for alumni on Friday or Thursday. Jim Sites is going to host a dinner for past CSEF Directors. There needs to be some advertising for finding alumni. L. Adams suggested putting something in the Scientifically Speaking column of the Denver Post. She will write up something and send it to D. Clark. The new logo will be used for letterhead and other objects including the posters. Need a banner for photos.
- XIII. ISEF Denver 2008 Report
Presented by C. Butler. Science Service wants to announce the 2008, 2009, and 2010 at the same time. There are still questions about the Denver Convention Center such as who else is booked in there at the same time and options for expansion of fair space if needed. The next committee meeting will be called as soon as the official announcement is ready to be made. D. Clark still needs copies of the letters that were submitted with the proposal. C. Butler will send them to him.
- XIV. CSEF Director's Report
Presented by C. Butler. A file of the report is on file. L. Adams and C. Butler will be attending the Colorado Science Teacher Convention in November and have a booth for the CSEF. Regional Fair Directors for Longs Peak and Western are in place at this time. The web site has been updated with Alumni information, articles, surveys for finalists. D. Holm asked if there is some place on the web site specifically for comments on regional science fairs or regional issues regarding the state fair. C. Butler will add those questions to the adult survey. Changes have also been made to the judge's page so they can update information on-line.

XV. Old Business

A. Guest Speaker

L. Adams has sent a fax to Mae Jamison, the first black female astronaut and has heard nothing back at this time. At the Science Teacher Convention, Sarah Andrews, a forensic geologist, will be speaking and perhaps will be a good speaker. Kathy Sabin of Channel 9 is another possibility.

B. Audit Report

G. Holland, D. Clark, and B. Hames will be on the committee. G. Holland will chair. The procedures are in the books and S. Bartlett needs them back ASAP in order to work on the 990.

XVI. New Business

A. Special Awards

Presented by J. Oaks. These should be given to encourage students to continue in the area of science. An encouragement award more than an achievement award for students who will probably not be getting any of the main awards. They could be small amounts of \$5 - \$10. There will need to be criteria developed with creative names for the awards. S. Thompson, who is past president of the American Association for the Advancement of Science, suggested that this group might be willing to sponsor these type of awards and will check with current officers. R. Patterson suggested that we set a higher minimum criteria for the special awards given by organizations. S. Bartlett volunteered to look into this.

B. Lynn Butler Memorial Scholarship

There have not been any requests for this in the past 5 years and there is no known fund for it. Some times in the past, board members have donated to this. C. Butler will reword and send out to the board for approval.

C. Judge's Luncheon

At present, Special Award Judges are not included in the lunch. C. Butler will see how many people we can seat in Room 228 for lunch and see about including them.

D. Sponsor Status and Quorum

Should we establish a category for non-voting board members. Perhaps we should poll the current board members to update their desire for voting status and provide information about their willingness to contribute. D. Holm will send out an e-mail to all board members reminding them of the need for attendance and by-law commitments and expectations for the board members.

E. Next Meeting

The next meeting will be January 15th (since changed to the 22nd) at NREL visitor's center in Golden. There will be a Regional Fair Director's meeting in the morning. B. Hames will confirm the date.

Colorado State Science Fair, Inc.
Board of Directors Meeting
January 15, 2005
Minutes

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

Members Present: Sam Bartlett (Colorado Engineering Council), Al Bedard (US Department of Commerce/NOAA), Mike Bemski (Safe Sites of Colorado), Paul 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.), Stephanie Hooker (US Department of Commerce/NIST), A. Bill Kieger (Colorado Medical Society Education Foundation), Robert Morrow (Colorado Dental Association), Jody Oaks (San Luis Valley Regional Science Fair, Inc.), Ryan Patterson (CU Boulder), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Elemer Bernath – Historian.

Members Absent: Dean Holzkamp (Colorado Medical Society Education Foundation), Vishy Lakshmanan (LSI Logic), Marie Mornis (Utility Engineering Corporation), Jan Nerger (Colorado State University), John Parker (Lockheed Martin Astronautics), Sherry Snyder (CU Boulder), Stephen Thompson (Colorado State University), Amy Weich (US Department of Commerce/NTIA) & Gary Wilson (IEEE/EOS).

- I. Meeting called to order by President D. Holm.
A quorum was present.
- II. Introductions and Installation of new BOD Members
- III. Announcements and Additions to the Agenda
Under New Business, quorum issue was added.
- IV. Approval of November 6, 2004 Minutes
Under Treasurer's Report, it should read "No vote was taken." S. Bartlett moved to accept the minutes with correction. M. Bemski seconded, motion passed.
- V. Treasurer's Report
Presented by S. Bartlett. A copy of this report is on file. There is very little to report at this time. G. Holland moved to accept the report as presented. M. Bemski seconded, motion passed.
- VI. Finance Report
Presented by T. Forsyth. Packets were handed out to board members who were present. C. Butler presented a list of organization that she has applied to with a list of pledges already received.
- VIII. Publicity Committee Report
Presented by D. Clark. A note will be sent to Scientifically Speaking in the Denver Post stating that the CSEF is looking for Alumni. A letter will be mailed to the press contacts of papers to be printed in the letters to the editor section. It will be sent to BOD members to see if they can get it printed in their local papers as well. C. Butler will send D. Clark a copy of the 50th Anniversary logo to be added to the posters and these will be resent electronically.

- IX. Outreach Committee Report
J. Parker was not present, so report tabled.
- X. Regional Fair Support Committee Report
Presented by A. Bedard. The nominations for Teacher of the Year from 2004 will be added to those received this year for re-evaluation.
- XI. Grant Committee Report
Presented by S. Bartlett. L. Adams read notes from the SLV RSF on endowments. S. Bartlett suggested we table this until we know more about ISEF 2008.
- XII. 50th Anniversary Committee Report
Presented by R. Morrow. An invitation will be sent to all past BOD presidents. The display board is finished. CSEF Alumni ribbons have been ordered for nametags. The Alumni web site is done to where they can go there and update their information. J. Sites will be hosting a dinner for past CSEF Directors. We need to work on the CSEF Alumni reception.
- XIII. ISEF Denver 2008 Report
Presented by C. Butler. J. Stevens and C. Butler had a meeting with the Convention & Visitor's Bureau in December and things looked like they were on track, but since then, a couple of key people have left and it is like starting all over again. Science Service is having trouble negotiating with the Convention Center. P. Cheng suggested a letter be written to Science Service indicating that we need an answer soon as time for fund raising is running out. C. Butler will visit with J. Stevens and get back to D. Holm.
- XIV. CSEF Director's Report
Presented by C. Butler. A file of the report is on file. CSEF will be the first ISEF affiliated fair to adopt the software used by the international SRC for reviewing projects. D. Steward from Monte Vista is working on making it functional for CSEF to use. Discussion was held on whether or not to offer to help defray the printing costs associated with the changes in SRC review process for the RSF's and it was decided to wait and see if any requests are made.

Penny Propst, a teacher from Merino, CO is retiring this year, as is Nancy Gettman. Penny's daughter would like to recognize her mother at the CSEF this year. J. Oaks suggested we make a blanket statement about all teachers who are retiring this year and not to single only one out.

We need to increase the amount of food for the Special Awards Judges. S. Bartlett and C. Butler will take care of this.

J. Stevens suggested buying additional CSEF pins for this year for students to use as trading pins at ISEF. D. Clark moved to authorize spending an additional \$180 for trading pins. M. Bemski seconded, motion passed.

XV. Old Business

A. Guest Speaker

L. Adams has heard nothing from Mae Jamison and is dropping that avenue. She will call the CSU Bookstore to see about setting up a book signing if we can secure Sarah Andrews as guest speaker.

B. Audit Report

G. Holland has the books at this time and will pass them on to D. Clark and B. Hames for review.

C. New Special Awards

They will be called Pioneers in Science. S. Thompson has not been able to get ahold of the president of AAAS to see if they could sponsor the awards. J. Oaks suggested giving an award of \$25 in each of the Junior Division categories. BOD members stepped forward to sponsor specific category awards and they will get to name the award after a favorite scientist in that field.

XVI. New Business

A. Quorum

The by-laws state "30% of the number of board members or 30% of the total number of sponsors." There has been a quorum at the past few meetings, the needed numbers have been corrected.

B. Next Meeting

The next meeting will be April 9, 2005 at 1 PM following the CSEF at Colorado State University.

Colorado State Science Fair, Inc.
Board of Directors Meeting
April 9, 2005
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), Carol Denning (Colorado Dental Association), Bonnie Hames (NREL), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair, Inc.), Robert Morrow (Colorado Dental Association), Jody Oaks (San Luis Valley Regional Science Fair, Inc.), Ryan Patterson (CU Boulder), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Elemer Bernath – Historian.

Members Absent: Paul Cheng (Lockheed Martin Astronautics), David Clark (US Department of Commerce/NOAA), Trudy Forsyth (NREL), Dean Holzkamp (Colorado Medical Society Education Foundation), Stephanie Hooker (US Department of Commerce/NIST), A. Bill Kieger (Colorado Medical Society Education Foundation), Vishy Lakshmanan (LSI Logic), Marie Mornis (Utility Engineering Corporation), Jan Nerger (Colorado State University), John Parker (Lockheed Martin Astronautics), Sherry Snyder (CU Boulder), Stephen Thompson (Colorado State University), Amy Weich (US Department of Commerce/NTIA) & Gary Wilson (IEEE/EOS).

- I. Meeting called to order by President D. Holm.
A quorum was present.
- II. Introductions and Installation of new BOD Members
There are four new board members, but none were present at the meeting. Hopefully they will be able to attend the fall meeting and will be introduced then. D. Holm will send a letter to them welcoming them to the CSSF, Inc. Board of Directors.
- III. Announcements and Additions to the Agenda
Under New Business, Marketing Committee, Place Awards and Awards Ceremony script were added.
- IV. Approval of January 15, 2005 Minutes
G. Holland moved to accept the minutes as presented. B. Hames seconded, motion passed.
- V.
 - A. Treasurer's Report
Presented by S. Bartlett. A copy of this report is on file. At this time, it looks like there is \$15,000 available, but now is when the larger bills start coming in. We might have to tap into the reserve money this year, but not by much. C. Butler now has the \$2,500 check from the Colorado Dental Association. We sold \$495 in tour tickets and \$180 in t-shirt sales. B. Morrow moved to accept the Treasurer's Report as presented. A. Bedard seconded, motion passed.

There were two additional expenses that should have had BOD approval – the CSEF Alumni Awards of \$25 each. B. Morrow moved to approve these award payments. B. Hames seconded, motion passed.

- B. Finance Report
T. Forsyth was not present at the meeting. L. Adam's ISEF airfare is okay to pay as it is in the budget. There will be a \$1,000 El Pomar grant coming in May. CFC is up by about \$300 this year. Agilent is up to \$2,500 from \$1,000 in previous years. ICAT is a new sponsor this year. No money has come from Safe Sites at this time. M. Bemski will look into it. There is also no money from Kodak yet. CSMATE received a \$17,700 grant from Intel to do two more workshops this summer, in Lamar and Sterling.
- C. Publicity Committee Report
D. Clark was not present at the meeting. There will be a discussion at the September meeting about the Pioneers of Science Award. A. Bedard report that there was an article in the Boulder Camera about the CSEF. C. Butler reported that there was an article in the Fort Collins Coloradoan on Thursday.
- D. Outreach Committee Report
Presented by J. Parker. J. Parker reported that Comcast attended the Denver Metro RSF and made a video and then showed the video on the Weather Channel. Perhaps we should see if they can do something like that for CSEF.
- E. Regional Fair Support Committee Report
Presented by A. Bedard. No report at this time.
- F. Grant Committee Report
Presented by S. Bartlett. No report at this time.
- G. CSEF Director's Report
Presented by C. Butler. C. Butler sent out 19 El Pomar grant requests and is receiving one in May from Poudre High School. Cliff Fletcher of Brush, CO has offered to help expand the slide show for the Awards Ceremony. One of the judges is from HP and thought it might be possible that HP could donate a laptop computer to the CSEF. The Colorado Mineral Society created its own 50th Anniversary pin as they are the only organization that has been giving special awards for that entire time.
- H. 50th Anniversary Committee Report
Presented by B. Morrow. There was a lot of interest in the display table. The panel discussion was great and we need to think about continuing this in the future. We need to get a smaller banner for the podium. The stage lights were a great idea. We need to keep the CSEF Alumni Awards.

VI. Old Business

- A. Audit Committee Report
Presented by G. Holland. Nothing major has been found to this point. It is about 2/3 of the way done – B. Hames needs to finish her section.
- B. ISEF 2008 Report
Presented by C. Butler. A letter was finally received from Don Harless of Science Service and Denver will not be getting the 2008 ISEF. The problem was that when C. Butler and J. Stevens met with the Denver Visitor's Bureau in December, everything was fine and all of the rooms needed were being held. Then a month later when Science Service tried to finalize the contract, everything changed and we could have the space we had asked for. J. Stevens has sent a letter to Governor Owens and Mayor Hickenlooper. D. Holm has already talked to CSU reps about the situation.

VII. New Business

A. Marketing Committee

This committee will use the powerpoint presentation that has already been created and use some of the Annual Report to create a marketing tool for CSEF.

B. Place Awards

One of the Categories in the Junior Division skipped 3rd Place and gave 2 Honorable Mentions. It was suggested at the Advisory Council meeting that you do not give an Honorable Mention if 3rd Place is not awarded. There is not a policy regarding this at this time. S. Bartlett moved that the Grand Awards Judging Coordinator instruct the judges that if an Honorable Mention is given, that there must be a 1st, 2nd and 3rd Place awarded as well. C. Denning seconded. Discussion was held on making sure all three places for teams were awarded, but it was decided to hold this discussion at a later time. B. Morrow called the question, motion passed. G. Holland will update the judging policy.

C. CSEF Director Contract/Recording Secretary Contract

Executive Session was held. A motion was passed to award C. Butler a \$1,500 bonus and to increase her monthly wages by \$50 for 2005/2006. A motion was passed to continue L. Adam's contract as is with \$100 per meeting plus travel expenses.

D. Finance Committee

All felt that the Finance Committee job was dumped on T. Forsyth unfairly, so C. Butler will take over sending out the packets to sponsors. M. Bemski, C. Denning and R. Patterson will also help with that committee work.

E. Nomination Committee Appointment

The Nomination Committee will be comprised of J. Oaks (chair), A. Bedard and C. Denning.

F. Next Meeting – September 2005 – date to be determined.

XVIII Adjournment