

Colorado State Science Fair, Inc.
Board of Directors Meeting
September 16, 2006
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 (Canberra Industries), Carol Denning (Colorado Dental Association), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair, Inc.), Doug Hooker (US Department of Energy/NREL), Keith Kasunic (IEEE/LEOS), Dan Kowal (US Department of Commerce/NOAA), Linda Lung (NREL), Robert Morrow (Colorado Dental Association), Amanda Parker (John & Betty Parker), John Parker (Lockheed Martin), Larry Sveum (San Luis Valley Regional Science Fair, Inc.), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary.

Members Absent: Dave Barton (Agilent Technologies), John Bennett (CU Boulder), Elemer Bernath, 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), Jan Nerger (Colorado State University), Ryan Patterson (CU Boulder), Brian Scriber (ICAT Managers), Stephen Thompson (Colorado State University), Amy Weich (US Department of Commerce/NTIA) & Paul Wojtaszek (Canberra Industries).

- I. Meeting called to order by President D. Holm.
A quorum was present.
- II. Introductions and Installation of new BOD Members
Doug Hooker from the US Department of Energy will be the second representative for NREL. L. Lung moved to accept D. Hooker as a new board member. S. Bartlett seconded, motion passed.
- III. Announcements and Additions to the Agenda
New Business agenda items should include Dealing with Controversial Projects, Special Invitations to the November meeting, and Recognition of Bonnie Hames and Gary Wilson. M. Bemski moved to accept the agenda with these additions. S. Bartlett seconded, motion passed.
- IV. Approval of April 8, 2006 Minutes
Corrections to the minutes include adding Dave Clark as the second to Jody Oaks' resignation and changing Koval to Kowal. J. Parker moved to accept the minutes as amended. S. Bartlett seconded, motion passed.
- V. Annual Report
Presented by C. Butler. NOAA will still print the Annual Report and the posters as their in-kind contribution, but C. Butler has been handling putting the report together for some time now and will send out a draft to the board for comments.

VI. Treasurer's Report

Presented by S. Bartlett. A copy of this report is on file. The bottom line is that the fair was underspent by about \$1,000 this year. This was due to several things: there were 2 Kodak contributions in this year's sponsorships to make up for missing last year; C. Butler's check did not get cashed in time to make this report; \$300 in awards are not cashed yet and \$300 in thank yous have not been paid out yet.

G. Holland moved to accept the Treasurer's Report as presented. B. Morrow seconded, motion passed.

VII. Budget Report

Presented by C. Butler. A copy of the 2006/2007 Budget is on file. This budget includes award money for a new category if that item is approved by the board, increases in C. Butler's wages, not having to buy medals this year, and not getting the matching funds from Lockheed until January of 2007.

Discussion question answers

- Yes, we can usually count on the same amount from each of the sponsors listed and increases are encouraged.
- The Teacher of the Year Award money comes from Lockheed Martin.
- CFC money comes in the spring and the application packet is due in April. D. Clark said he would continue to submit that for us.

J. Parker moved to accept the increase of \$50/month for C. Butler as CSEF Director and a salary of \$100/meeting for L. Adams as Recording Secretary. C. Denning seconded, motion passed.

B. Morrow moved to accept the budget as presented. J. Parker seconded, motion passed.

VIII. Finance Report

C. Butler will get the packets together and send out to the past contributors. Judges could be another source of sponsorships. About half of the Grand Awards Judges are from companies that are not sponsors at this time. G. Holland and C. Butler will work on getting information out to the judges about possibilities of their companies giving money to the CSEF.

IX. Publicity Committee Report

This committee needs a new BOD member to be chair. D. Clark gave C. Butler a file with all of his press releases and contacts. A. Bedard would like to get a media person to attend the next BOD meeting. C. Butler will look into the new K-12 Education Reporter at the Coloradoan. L. Lung will check on NREL's public relations office. J. Parker will check into Lockheed Martin's public relations office as well to see if anyone there can help with sending out press releases.

X. Regional Fair Support Committee Report

Presented by A. Bedard. A. Bedard is going to invite some outside people to the next meeting (Jared Polis and a group from CU Boulder) and perhaps at the beginning of the meeting, we can review what CSEF does, what these people do and how they might be able to help out the CSEF.

B. Morrow asked if a letter was ever written to the Ordway School Board regarding the Ward Middle School teacher who was told she couldn't do science fair any more. At this time, the teacher has said that she can't do science fair in the classroom, but can do it as a club. C. Butler will check with her to see if there is anything the BOD can do for her at this time. D. Kowal asked if CSEF had a lawyer available for advise. L. Adams will call CANPO to see if they have any legal service they can offer.

XI. Grant Committee Report

Presented by S. Bartlett. This committee will not be active until there is a need for writing significant grants.

XII. CSEF Director's Report

Presented by C. Butler. A copy of this report is on file.

- Colorado has 16 students as Semifinalist in the DCYSC. All but three of the CSEF Nominees completed their nomination packet.
- The Colorado Science Teacher's Convention will be November 16 & 17 at the Denver Merchandise Mart. C. Butler, L. Adams and S. Bartlett will attend. NREL will also be in attendance.
- C. Butler is traveling to Washington, DC for the Intel ISEF Advisory Council meeting as she is the chair of the Recommendations Committee for ISEF. She will bring up the 5 high schools/50 students rule for affiliating with ISEF.
- The teacher workshop held in Alamosa in July was very successful.
- There are two new RFDs – Sandy Cruz for Western and Sue Kamal for Longs Peak.
- Agilent Technologies is funding the creation of a new web site where teachers and students will be able to go to get help (using Small-Scale Science techniques) on their research projects.
- The Awards Ceremony can't be held at the church this year due to it being Easter weekend. C. Butler will work on getting the high school in Loveland again for this year.
- The statistics for the CSEF and ISEF were handed out.

XIV. Nomination Committee Report

Presented by L. Sveum. The nominations for BOD Officers are:

President – Mike Bemski from Canberra Industries

Vice President – Keith Kasunic from IEEE/LEOS

Secretary – Carol Denning from Colorado Dental Association

Treasurer – Sam Bartlett from Colorado Engineering Council

There were no further nominations from the floor. B. Morrow moved to accept the slate of officers by acclamation. J. Parker seconded, motion passed.

XVI. Old Business

XVII. New Business

A. Election of Officers for 2006/2007

Taken care of in the Nomination Committee Report

B. Contracts for C. Butler & L. Adams

Taken care of during the Budget Report

C. Standing Committee Memberships

Presented by C. Butler. A copy of this report is on file. L. Lung offered to be the chair of the Publicity Committee if we can find a media type person to also be on it.

- D. Speaker(s) for 2007 CSEF
Dr. Thompson, Professor of Chemistry and Director of CSMATE would like to be the guest speaker this year. His likely topic will be alternative fuels.
- E. Pioneers of Science Awards
S. Bartlett passed around the sign-up sheet for BOD members to sponsor an award. It was decided that more than one award in some categories could be sponsored by different BOD members.
- F. Proposed Category Changes for 2007 CSEF
Presented by C. Butler. A copy of the proposed changes was handed out. There are no definitions at this time, just examples taken from the subcategory listed ISEF uses.
- The new suggested category would be Energy & Transportation as it would pull out some of the strange projects that sometimes get lumped into Chemistry or Physics and even Engineering. Other changes include changing Botany to Plant Sciences and Zoology to Animal Sciences. ISEF now has 17 categories where they split Engineering into two. Changes are to be reviewed and comments sent back to C. Butler before the next meeting so changes can be voted on at the November meeting.
- G. Special Awards Acceptance Policy
Presented by G. Holland. The policy has not yet been modified, but will be done for the next meeting. The intent is to make sure Team Honorable Mentions are done during the Team Awards and that teams are not give an Honorable Mention during the Individual Category Awards.
- H. Grand Award Policy
C. Butler presented the sample shirts sent by Nate of Pro Sports in Sterling. This discussion will be tabled until the November Advisory Council meeting.
- I. Guidelines for Photographers
Tabled until the November meeting. C. Butler will have the Advisory Council go through all of the Volunteer Job Descriptions for re-writing.
- J. Regional Science Fair Allocations
Presented by C. Butler. The Pikes Peak RSF is the largest regional science fair, so should have a larger number to send to CSEF. It is proposed that their allocation be increased to 35 projects. B. Morrow moved to accept the changes to the RSF Allocations Policy. A. Bedard seconded, motion passed.
- K. New Historian
B. Morrow would like to work with E. Bernath on the historical part of CSEF. Discussion tabled until E. Bernath's feelings on this can be explored.
- L. Foundation Account at CSU
Presented by C. Butler. There are two accounts at CSU under CSEF's name. One is a general funds account where the money from the College of Natural Sciences, College of Engineering and Provost's Office is transferred for use to run the CSEF. The second is an account that was started with the funds Intel gave CSMATE in 2002 to run some Inquiry Teacher Workshops around the state. This is a savings account through the CSU Foundation. This is where the money from J. Parker was deposited and where the matching funds from Lockheed will go. C. Butler manages these accounts as part of her job at CSMATE.

- M. Endowment Funds From H. Calvin Fisher
Presented by C. Butler. Cal Fisher was a CSEF Director in the '70's. He passed away in July of this year and has left Colorado State Science Fair \$10,000. This money is suppose to be held in an endowment account and only the interest be spent on publicity for CSEF and the students. If we want this money to be managed by CSU Foundation (although it really is well below the normal amount that CSU manages in endowments), then there needs to be such a motion passed and reflected in the official minutes that that is what we want to do. The endowment money is to be spent according to the wishes of a three person committee (the current CSEF Director, Russell Stoner and Sam Sushan). G. Holland will contact R. Stoner and see if he knows how to get a hold of Sam. C. Butler will look into what kind of fees CSU would require for managing the account and present that at the next meeting before the BOD decides on whether to have CSU Foundation manage the fund.
- N. Workbooks to be Purchased for Teachers
C. Butler passed around copies of books that were given to participants of the Inquiry Workshops. The sites of the La Junta and Pueblo workshops were chosen because of the shifting boundaries for those two regions. The Lamar and Alamosa workshops were chosen due to the request of the RFDs in those areas.
- O. Awards Ceremony
Taken care of in the CSEF Director's Report.
- P. Audit Committee Appointment
The policy states that there needs to be at least three people on the committee. Two people who have been on the committee in the past are no longer on the board. B. Morrow offered to ask his accountant to review the books again as it has been several years since an outside audit has been done. D. Kowal offered to review the Quicken part of the books. D. Hooker will also help.
- Q. Dealing with Controversial Projects
Presented by A. Bedard and M. Bemski. It seems that some times, students choose their projects based on the reaction they might get from the media. A. Bedard will scan an article that he has and send it to the BOD. A. Bedard, J. Parker and D. Holm will work together on this issue to perhaps create an official position for CSEF. Science Service states that if the project is not scientific, it is not allowed to compete.
- R. Special Invitations to the Next Meeting
Taken care of in the Regional Fair Support Committee Report.
- S. Recognition of BOD Members
Gary Wilson, Paul Cheng and Bonnie Hames needs to do a special recognition at the Awards Ceremony for these people for their contributions to CSEF. Plaques will be designed for them and pictures will be added to the slide show.
- T. Next Meeting
The next meeting will be in Fort Collins, CO at Colorado State University in the offices of CSMATE. The Advisory Council Meeting will be at 9 AM followed by the BOD meeting.

Colorado State Science Fair, Inc.
Board of Directors Meeting
November 4, 2006
Minutes

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

Members Present: Sam Bartlett (Colorado Engineering Council), Mike Bemski (Canberra Industries), Elemer Bernath, Carol Denning (Colorado Dental Association), David Holm (San Luis Valley Regional Science Fair, Inc.), Doug Hooker (US Department of Energy/NREL), Keith Kasunic (IEEE/LEOS), A. Bill Kieger (Colorado Medical Society Education Foundation), Dan Kowal (US Department of Commerce/NOAA), Linda Lung (NREL), Robert Morrow (Colorado Dental Association), Larry Sveum (San Luis Valley Regional Science Fair, Inc.), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, and guest Jody Oaks.

Members Absent: Dave Barton (Agilent Technologies), Al Bedard (US Department of Commerce/NOAA), John Bennett (CU Boulder), Gina Holland (Colorado Engineering Council), Dean Holzkamp (Colorado Medical Society Education Foundation), Stephanie Hooker (US Department of Commerce/NIST), Vishy Lakshmanan (LSI Logic), Jan Nerger (Colorado State University), Amanda Parker (John & Betty Parker), John Parker (Lockheed Martin), Ryan Patterson (CU Boulder), Brian Scriber (ICAT Managers), Stephen Thompson (Colorado State University), Amy Weich (US Department of Commerce/NTIA) & Paul Wojtaszek (Canberra Industries).

- I. Meeting called to order by President M. Bemski.
A quorum was present.
- II. Introductions and Installation of new BOD Members
- III. Announcements and Additions to the Agenda
Old Business agenda additions included Scientific Review Committee, ISEF Affiliation and Pioneers of Science Awards. New Business agenda additions included Policy on Home Schools, BOD Contact Information on the Web Site, and BOD Survey.

D. Holm moved to accept the agenda with the additions. C. Denning seconded, motion passed.

B. Morrow announced that the National Forensics Convention will be in Denver in 2 ½ years.
- IV. Approval of September 16, 2006, 2006 Minutes
Corrections to the minutes include changing K. Kasunic to being present at the meeting and D. Hooker's address should read Sumac Street. S. Bartlett moved to accept the minutes with the stated corrections. B. Morrow seconded, motion passed.
- V. Annual Report
The Board needs to appoint someone to help with the Annual Report. C. Butler will continue to put it together. NOAA has printed this last year's report.
- VI. Treasurer's Report
Presented by S. Bartlett. A copy of the report is on file. The Quicken file crashed, but by the next meeting he hopes to have it up and running again. The income is about standard for this time of year.

D. Holm moved to accept the Treasurer's Report as presented. L. Lung seconded, motion passed.

VII. Finance Report

Presented by M. Bemski & C. Butler. A copy of the report is on file. C. Butler passed out a copy of the list of contributors at this time. B. Keiger is going to contact the Hach Foundation to see if they will reconsider sponsoring CSEF again as he has a family connection. A list of organizations that were approached for funding was also passed out.

Other fundraising options were discussed:

G. Holland is going to stress in her letter to the judges that their companies can be more involved financially.

A letter to the parents of the top winners to become sponsors could also be sent out with a note asking if we could contact their company for sponsorship.

VIII. Publicity Committee Report

L. Lung has agreed to chair this committee if she can get some help from either NREL or another company to make the media contacts.

IX. Regional Fair Support Committee Report

Presented by M. Bemski for A. Bedard. We need to check on Lockheed's sponsorship of the Teacher of the Year Award for this year. A. Bedard is going to stay on the board for at least another year and he will be in charge of the award again. L. Adams asked that if past nominated teachers are going to be considered again for the award, that their paperwork be updated each year. The web site will be updated to include this information as well.

X. Grant Committee Report

Presented by S. Bartlett. This committee will not be active until there is a need for writing significant grants.

XI. CSEF Director's Report

Presented by C. Butler. A copy of this report is on file.

- Two Colorado students were Finalists at the Discovery Young Scientist Challenge in Washington, DC in October.
- The 5 High Schools/50 Students guideline for affiliation with Science Service is going to be reviewed and there will be an update at the next meeting.
- C. Butler, L. Adams, and S. Bartlett are going to attend the Colorado Science Teachers Convention on the 17th of November.

XII. Old Business

A. Dealing With Controversial Projects

A. Bedard is not present, but had sent an article for the Board to read. C. Butler will try sending it out again as the version A. Bedard sent did not go through.

B. Special Invitees to Next Meeting

A. Bedard had an idea of inviting special people to attend the CSEF BOD meetings, will table until January.

C. Recognition of Bonnie Hames, Gary Wilson & Paul Cheng

Plaques will be order for each and photos will be included in the Awards Ceremony power point presentation if possible.

- D. Special Awards Acceptance Policy
Presented by S. Bartlett. This policy is to make it possible for the BOD to accept or not accept special awards based on the criteria that a funding sponsor gives for the award.

D. Holm moved to accept the policy with a couple of small corrections. L. Lung seconded, motion passed.

- E. CSU Endowment Fund – Fisher Bequest
Presented by C. Butler. Of the interest that is earned, CSU would charge 1.5% for administrative fees, 4 – 5% would be available to spend and the rest would be added to the principle for reinvestment. There would be roughly \$450 to spend each year.

- F. Proposed Changes to Category Policy
Presented by C. Butler. Changes to the presented category descriptions included leaving Space Sciences with Earth Sciences and moving all references back to that category. Put solar under Energy and Transportation and adding horticulture to Plant Sciences. D. Holm suggested that we notify ISEF on some of the subcategories they should have in their listings.

B. Morrow moved to accept the policy with the stated changes. D. Holm seconded, motion passed.

- G. Proposed Changes to Grand Awards Policy
Presented by G. Holland. This needs to be revisited in January with more revisions to wording.

- H. Awards Ceremony Venue
Presented by C. Butler. The Awards Ceremony will be held at Fort Collins High School this year. Drawbacks are that it only seats a little over 700 people and we will have to work around the band shell that will be in place at that time and we can't get in to the building until 5 PM. It will however, only cost about \$300.

- I. Ward Middle School
Presented by C. Butler. C. Butler has not heard from the teacher at this school, but does know that she can do science fair as an after school club, but not in the classroom.

- J. Pioneers of Science
Presented by S. Bartlett. There are double sponsorships on some of the categories, but if they are large enough, we will go ahead and give multiple awards.

XIII. New Business

- A. Colorado Science Teacher's Convention
Taken care of in the CSEF Director's Report.

- B. Speaker for the 2007 CSEF
Dr. Stephen Thompson will talk about alternative fuels.

- C. Historian
E. Bernath is still willing to act as CSEF Historian. B. Morrow will assist E. Bernath in these duties.

- D. Home School Policy
D. Holm will chair committee to create a policy on home school students and their participation in regional and state science fairs. C. Denning and L. Adams will assist. Policy will be presented at the January meeting.
- E. Contact Information for BOD Members on the Web Site
The consensus of the BOD was to not have contact information on the web site that the general public can access.
- F. BOD Survey
M. Bemski would like the BOD to create a long range plan by doing a survey of the board members and where they feel CSEF should be heading. M. Bemski will design a tool to survey the BOD. D. Holm suggested that all of the board members could help and ideas should be sent to M. Bemski and D. Holm.
- G. Next Meeting
The next meeting will be in Golden, CO at the National Renewable Energy Laboratory Visitor's Center on January 13, 2007.

Colorado State Science Fair, Inc.
Board of Directors Meeting
January 20, 2007
Minutes

The meeting was held at NREL in Golden, CO.

Members Present: Sam Bartlett (Colorado Engineering Council), Mike Bemski (Canberra Industries), Elemer Bernath, Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair, Inc.), Keith Kasunic (IEEE/LEOS), A. Bill Kieger (Colorado Medical Society Education Foundation), Linda Lung (NREL), Robert Morrow (Colorado Dental Association), Carol Morrow (Colorado Dental Association), Amanda Parker (John & Betty Parker), Ryan Patterson (CU Boulder), Larry Sveum (San Luis Valley Regional Science Fair, Inc.), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary.

Members Absent: Dave Barton (Agilent Technologies), Al Bedard (US Department of Commerce/NOAA), John Bennett (CU Boulder), Dean Holzkamp (Colorado Medical Society Education Foundation), Doug Hooker (US Department of Energy/NREL), Stephanie Hooker (US Department of Commerce/NIST), Dan Kowal (US Department of Commerce/NOAA), Jan Nerger (Colorado State University), John Parker (Lockheed Martin), Brian Scriber (ICAT Managers), Stephen Thompson (Colorado State University), Amy Weich (US Department of Commerce/NTIA) & Paul Wojtaszek (Canberra Industries).

- I. Meeting called to order by President M. Bemski.
A quorum was present.
- II. Introductions
- III. Announcements and Additions to the Agenda
Old Business agenda additions included Policy on Home Schools, Controversial Projects, Special Guests, and BOD Survey. New Business agenda additions included 5th Grader Participation, and Weather.
 - E. Bernath reiterated his request for bringing old CSEF to the fair for inclusion in the archives.
 - L. Adams handed out a flyer for judging at ISEF this year.
 - M. Bemski asked if anyone had any contact with Hank Brown or Bill Ritter.
- IV. Approval of November 4, 2006 Minutes
 - L. Sveum moved to accept the minutes as presented. A. Bedard seconded, motion passed.
- V. Annual Report
The Board needs to appoint someone to help with the Annual Report. C. Butler will continue to put it together. NOAA has printed this last year's report.
- VI. Treasurer's Report
Presented by S. Bartlett. A copy of the report is on file. The IRS Form 990 is complete. The Quicken files are almost back together. Income has included \$2,500 from Qwest and \$3,000 from CSU Provost's Office.
 - D. Holm moved to accept the Treasurer's Report as presented. B. Morrow seconded, motion passed.

- VII. Finance Report
Presented by M. Bemski & C. Butler. A copy of the report is on file. C. Butler passed out a copy of the list of contributors at this time. The Qwest monies were a grant that they hand delivered. R. Patterson is going to contact the CU College of Engineering and Applied Sciences about their contribution. M. Bemski reminded the BOD that if anyone knows someone that would be a great board member, to let him or C. Butler know.
- VIII. Publicity Committee Report
Presented by L. Lung. She has met with D. Clark and gotten a better feel for the tasks. The media people for the regional fairs needs to be updated.
- IX. Regional Fair Support Committee Report
Presented by A. Bedard. The due date for the TOY award is March 1. We need to publicize this award more – how? D. Holm suggested that a reminder to the RFD's be sent again.
- X. Grant Committee Report
This needs to be taken off the agenda, as it is inactive at this point.
- XI. CSEF Director's Report
Presented by C. Butler. A copy of this report is on file.
- Colorado has two semi-finalists for the Intel Science Talent Search.
 - Need to figure out how Special Awards judges can get access to the abstracts.
 - Will be meeting with the people at Fort Collins High School about the awards ceremony.
 - Volunteer sign-up sheet was passed around.
 - There is a need for a Grand Awards Announcer at the Awards Ceremony.
- XII. Old Business
- A. CSU Endowment Fund – Fisher Bequest (update)
Presented by C. Butler – there has been no word from the attorney as of late. G. Holland has Russ Stoner's phone number to give to C. Butler so contact can be made about the trustees of the endowment.
- B. Proposed Changes to Grand Awards Policy
A copy of the proposed changes had been sent electronically. D. Holm moved to accept the changes as presented. S. Bartlett seconded, motion passed.
- C. Awards Ceremony Venue (update)
Presented by C. Butler. We are set to hold the ceremony at Fort Collins High School and C. Butler will be meeting with the theater people soon to take a look at the venue.
- D. Home School Policy
Presented by D. Holm. A copy of the policy is on file. This will be tabled and revisited at the September meeting.
- E. CSEF Planning Survey
Presented by M. Bemski. A survey will be e-mailed to each board member requesting their input on various issues of the organization.

- F. Dealing With Controversial Projects
 - A. Bedard handed out articles for the BOD members to read and requested that any articles that people might find on this subject be sent to him and he will create a file. The reason for this is that there may be a need in the future for a policy on these types of projects.
- G. Special Invitees to Next Meeting
 - A. Bedard would like to see people like Jared Polis, NCAR, CYESS outreach group and WICHE invited to a board meeting.

XIII. New Business

- A. Weather
 - A. Bedard can get a more accurate forecast for people and a note can be added to the web site informing people that the fair will be held, rain or shine.
- B. 5th Grade Participation in CSEF
 - There is a 5th grader who is doing a project with a 6th grader in a rural school and the question has arisen as to what to do if this project is recommended to advance to state? We do not allow 8th graders to participate with high school students. Our policy states that only 6th through 12th grade students are eligible, therefore, the 5th grade student would not be allowed to attend. They can certainly work together at the regional level, but they cannot advance to CSEF. C. Butler will inform the regional fair director.
- C. Next Meeting
 - The next meeting will be in Fort Collins, CO at Colorado State University on April 7, 2007, following the CSEF.

Colorado State Science Fair, Inc.
Board of Directors Meeting
April 7, 2007
Minutes

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

Members Present: Sam Bartlett (Colorado Engineering Council), Dave Barton (Agilent Technologies), Al Bedard (US Department of Commerce/NOAA), Mike Bemski (Safe Sites of Colorado), Gina Holland (Colorado Engineering Council), David Holm (San Luis Valley Regional Science Fair, Inc.), Doug Hooker (NREL), Keith Kasunic (IEEE-LEOS), Dan Kowal (US Department of Commerce/NOAA), Linda Lung (NREL), Bill Meersman (Lockheed Martin), Carol Morrow (Colorado Dental Association), Robert Morrow (Colorado Dental Association), John Parker (John Edward Parker Trust), Ryan Patterson (University of Colorado – Boulder), Courtney Butler – CSEF Director, Lucy Adams – Recording Secretary, Elemer Bernath – Historian, Richard Juday – Guest.

Members Absent: John Bennett (CU Boulder), Elemer Bernath (Historian), Dean Holzkamp (Colorado Medical Society Education Foundation), Stephanie Hooker (US Department of Commerce/NIST), A. Bill Kieger (Colorado Medical Society Education Foundation), Jan Nerger (Colorado State University), Amanda Parker (John Edward Parker Trust), Brian Scriber (ICAT Managers), Larry Sveum (San Luis Valley Regional Science Fair), Stephen Thompson (Colorado State University), Amy Weich (US Department of Commerce/NTIA) & Paul Wojtaszek (Canberra Industries).

I. Meeting called to order by President M. Bemski.
A quorum was present.

II. Introductions

III. Announcements and Additions to the Agenda
No announcements or additions to the agenda were made.

IV. Approval of January 20, 2007 Minutes
The minutes should read Jared Polis, and CIRES at CU. G. Holland moved to accept the minutes with corrections. J. Parker seconded, motion passed.

V. Reports

A. Treasurer's Report

Presented by S. Bartlett. A copy of this report is on file. There were a couple of errors noted in the report where awards were changed and checks had to be rewritten at the last minute, but those will be corrected with the next bank statement. Overall, the expenditure budget was at \$56,000 with actual expenditures at \$45,000 at this point. Registration fees and in-kind contributions need to be entered into the file

J. Parker moved to accept the Treasurer's Report as presented. B. Morrow seconded, motion passed.

B. Finance Report

Presented by S. Bartlett. The total Sponsorship dollar amount went over our projected budget by \$1,000. CSU has increased their support from the CNS dean's office and the provost by \$1,000 each year for three years. J. Neger is working on getting the College of Engineering to do the same. A grant was awarded by Qwest and they may come on board with BOD members next year. We have not received money from CU Boulder yet, Kodak did not contribute this year, but hopes to be back next year and Seagate Technology increased their contribution to \$2,500. Decisioneering, Inc. was bought out by a new company, so we don't know if they will be contributors anymore. And NIST has come back with \$750 contribution this year.

C. Publicity Committee Report

Presented by L. Lung. It is very difficult to get anyone to travel up to Fort Collins to cover the fair. We need to get a video person to take some video clips and take them to the Metro area stations so they can use them as is. This is something we should consider doing for next year, perhaps Lockheed can sponsor this activity.

C. Butler had a call from someone at NBC on Tuesday or Wednesday of this week, asking about the fair, but not sure where this got to.

L. Adams contacted Channel 9 about one of their people being an announcer at the Awards Ceremony and that did not work out, but not because they weren't interested. Perhaps we need to start earlier in the year to make sure they can clear their schedules to come up.

D. Regional Fair Support Committee Report

Presented by A. Bedard. L. Adams has asked that a current resume be added to the requirements of the nomination packet. In general, the selection committee felt this year was very hard to select.

C. Butler is working on submitting a grant that will work with schools in East Central and San Juan Basin on Small-Scale Science and science fair research.

E. CSEF Director's Report

Presented by C. Butler. Tours were a big problem again this year. Volunteer tour guides did not show up, even the some of the people giving the tours did not show up. Reminders were sent out the week of CSEF and things still did not run smoothly. Perhaps next year, we should double-up on the number of tour guides per session, get student's cell phone numbers. Societies that we can tap to help with this include the Honors students and the women's engineering group.

C. Butler has a meeting with a group from Denver about possible grant funding for doing some professional development.

If we have to use a small venue again for the Awards Ceremony, we will have to limit the number of people who can attend. The capacity of Fort Collins HS is only 725, but we ran it as fast as we could and the slide show went very well.

The trash in the ballrooms was not picked up on Thursday or Friday, causing trouble for Saturday's pizza party. We also need to announce to the kids to pick up their trash before they leave on Thursday after judging.

The pizza party set-up was much better this year, we should keep it and the Display & Safety over towards the middle of the ballrooms, rather than by the entry way.

C. Butler visited three fairs this spring, Denver Metro, San Luis Valley and Longs Peak. J. Oaks will no longer be a member of the state SRC due to a personal conflict. C. Butler will contact some of the previous members to see if they would be able to come back to the committee. D. Steward will also look into finding more members.

VI. Old Business

A. CSU Endowment Fund – Fisher Bequest

Presented by C. Butler. C. Butler has the check from the Fisher endowment, but it was made out to CSU, instead of CSEF. The lawyer has been contacted about getting a replacement made out to CSEF instead. Now the group Dr. Fisher named in his will needs to figure out what to do with the money.

B. CSEF Planning Survey

Presented by M. Bemski. The survey is ready and will be sent out on next Monday. Responses are to be returned to M. Bemski.

VII. New Business

A. Acquisition of New Laptop & Printer for CSEF

The equipment Courtney uses right now belongs to CSMATE and it works, but she could use a faster computer and better printer that can also cop and scan. We are looking at spending around \$1,000 for these purchases. The computer will need to have Microsoft Office with Access on it.

B. Contracts for 2007/2008 (CSEF Director & Recording Secretary)

C. Morrow moved that the CSEF Director's contract salary be increased from \$800/month to \$850/month and a \$1,500 bonus be paid for this year's CSEF. She also moved that L. Adams be reappointed as the recording secretary and increase her contract salary to \$125/meeting and a \$300 bonus be paid for this year's work. In addition, a \$300 gift certificate to a favorite restaurant for C.

Butler's family be purchased as a thank-you to the support and help. J. Parker seconded, motion passed.

D. Holm moved that we also purchase a \$50 gift card for Sheila & Buster Weahkee for their outstanding assistance at this year's CSEF. B. Morrow seconded, motion passed.

C. Nomination Committee Appointment

The nomination committee will be L. Sveum (chair), J. Parker, and A. Bedard.

D. Special Awards Approval

There were several new special awards that S. Bartlett and C. Butler provisionally approved for this year's CSEF that the board needs to approve in order for them to continue as Special Awards Organizations.

1. Syracuse Pulp and Paper Foundation – This organization gives a scholarship at the Intel ISEF and they have decided to give state level science fairs a \$17,000 scholarship.
2. MWH Americas, Inc. – S. Bartlett tried to investigate what this company was about, but couldn't find much out about them. We may want to get more information before letting them participate next year.
3. The International Society for Optical Engineering – This organization also gives awards at the Intel ISEF and are now including awards at the state level for affiliated fairs.
4. The Society for Advancement of Chicanos and Native Americans in Science – This organization came from Aaron Reyes, RFD from Arkansas Valley. S. Bartlett personally sponsored the award this year. Next year, he will contact the campus chapter to get their involvement.
5. The Eppler Family – Barry Eppler is a former BOD member and a long time grand awards judge. He is just now returning to the area and has asked to continue giving this special award from his family.
6. The American Statistical Association – This is an award that we need to add as it gives a different criteria than normal.

E. Next Meeting – September 15, 2007 at the Colorado Dental Society building.

VIII. Adjournment