

Minutes September 13, 2014 Colorado State Science Fair, Inc. Board of Directors Meeting  
Colorado School of Mines, Golden, CO

Members Present: Sam Bartlett, Mike Bemski, Russ Chadwick, Gwyneth Glissmann, Nancy Glissmann, Dan Kowal, Bob Morrow, Dolly Morrow, Jody Oaks, Ed Scholz, Brian Scriber, Larry Sveum, Peter Teasdale, Courtney Butler – Executive Director, Monica Brown – CSEF Assistant Director, Floyd Oaks - guest

Introductions & Verification of a Quorum – yes there is a quorum

Installation of New Board Members – it was decided to wait on installing Robert Carney when either he or the other representative from Bayswater is present.

Announcements & Additions to the Agenda

- Kai Kloepfer recently won a \$50,000 grant from the Smart Tech for Firearms Challenge
- Added Special CSEF License Plates under New Business.

Approval of July 12, 2014 Minutes

- Corrections
  - Mike Bemski was the person who seconded the motion to adjourn the meeting, not Russ Chadwick;
  - Jody Oaks should be listed as attending the meeting;
  - Need to spell out SSP;
  - Need to add “Awards” after Pioneers of Science under the discussion on the 60<sup>th</sup> Anniversary.

Mike Bemski moved to accept the July minutes with the above corrections. Gwyneth Glissmann seconded, motion passed.

Dan Kowal mentioned that we really need to get the minutes no more than a week or two after the meeting and add an action items section. This will help with remembering things in context of the meeting while it is fresh.

Mike Bemski suggested we move Lucy Adams to an Assistant to the Executive Director position (would need a job description) and have the elected Secretary take the minutes at the meetings.

**Action Item:** Mike Bemski will talk with Lucy Adams about this potential change in duties and ask her to write up a job description in consultation with Courtney Butler, the Executive Director. This will be an action item at the next board meeting.

## **REPORTS:**

Finance Committee Report – tabled – this committee needs a new chair and the group either needs time during a regular board of directors meeting to meet or to schedule a virtual meeting at another time to discuss the progress with the Strategic Plan.

Science Fair Committee Report – tabled – David Holm not present – this committee needs time during a regular board of directors meeting to meet or to schedule a virtual meeting at another time to discuss the progress with the Strategic Plan.

Treasurer's Year End Report – presented by Dan Kowal and Courtney Butler and on file

- Dan reviewed the account balances for the past few years as a comparison: 2014 - \$49,836; 2013 - \$40,596; 2012 - \$39,006; 2011 - \$37,914.
- There needs to be a discussion on what we should do with leftover funds at the end of each year and even where we deposit different types of monies given to the organization.
- The board needs advice as far as what is prudent for a nonprofit like ours.
- Do we need a more substantial audit of the books than just an internal audit?
- What are the top priorities for using/getting additional funding?
- The organization needs a stable base of supporters.
- It was asked how much income we had received from Amazon Smiles so far.

Larry Sveum moved to accept the Treasurer's Report as presented. Mike Bemski seconded, motion passed.

**Action Item:** Brian Scriber has a CPA friend who might be interested in helping out with an audit. He will contact her and ask if she is interested and how much it would cost.

**Action Item:** Courtney Butler will look into how much income we have received from Amazon Smiles so far.

CSEF Director's Report – presented by Courtney Butler and on file

- Web site is continuously being updated.
- Intel ISEF is giving fewer, but larger special awards.
- Logan Collins received a trip to attend the Nobel Award Ceremonies in Sweden in December.
- We should do a press release that highlights the percentage of awards that Colorado students are winning at ISEF as compared to other states – especially those that bring higher numbers of students. Should include a comparison of state population as well.

**Action Item:** Courtney Butler will work on putting this type of press release together to have at the 60<sup>th</sup> anniversary Reception.

Alumni Committee Report – presented by Gwyneth Glissmann

- Katlin Hornig has some connection to finding CSEF Alumni who are in college right now.
- Gwyneth is taking this semester off from classes, so will be able to devote more time to this project.

**Action Item:** Gwyneth Glissmann will connect with Katlin Hornig to explore connecting with more alumni.

Grand Award Coordination Report – presented by Nancy Glissmann

- Nancy would like to have people send her contacts at different companies so she can recruit more judges.
- It was discussed what categories were more difficult to recruit for – Behavioral, energy & Transportation, Math & Computer Sciences and Plant Sciences were the top of that list.
- Out of about 400 direct mailing requests for judges, only about ¼ sign up in any given year. So to increase our number of judges to what is needed for 400 projects, we need to approach about 1000 people.

**Action Item:** Courtney Butler will send Nancy Glissmann a list of the sponsor contacts.

Special Award Coordination – presented by Sam Bartlett

- We are up to about 75 organizations, but not all of them participate in any given year.
- The board policy currently states that each organization can only give out 4 awards – Sam is going to informally ignore that this year in order to encourage more special awards.
- With the increase in projects, it is important that we increase the number of Special Awards to keep the 65% of projects entered winning awards.
- We also need to diversify the categories that special awards are given. We have very few in Animal Sciences, Behavioral & Social Sciences, Mathematics, Plant Sciences and Medicine & Health.

Scientific Review Committee Report – presented by Courtney Butler

- With the increase in the number of projects, we need at least 2 more committee members.
- New board member Peter Teasdale is going to join.
- Mr. York (grand awards judge at both CSEF and ISEF) might be interested in joining.

**Action Item:** Courtney Butler will send the SRC membership form to Peter for completion and official vote by the board of directors per policy.

**Action Item:** Brian Scriber will contact Mr. York about his possible interest in joining the committee.

**Action Item:** Courtney Butler will send board members a description of committee duties and the membership form to help with recruitment.

Nomination Committee Report – presented by Larry Sveum

- Larry had originally thought that this was Russ's second year as president, so had contacted Brian Scriber about becoming President and Dolly Morrow about being Vice President, but since 2014 was Russ's first year, the slate of officers from the Nomination Committee is as follows:
  - President – Russ Chadwick
  - Vice President – Brian Scriber
  - Secretary – Ryan Patterson
  - Treasurer – Dan Kowal

Parent Advocacy Committee Report – tabled – Johnny Valdez not present

Action Item: Sam Bartlett will continue to work on contacting Johnny to find out his status.

## **OLD BUSINESS**

MOU with CSU (update) – presented by Courtney Butler - no change at this time

DPS Support (update) – presented by Sam Bartlett – no change at this time

**Action Item:** Sam Bartlett will have a conversation with Jennifer Hellier, Regional Fair Director of the Denver Metro RSF as it seems she is doing a lot of work in this area already.

Middle School Rulebook/Guidebook (update) – presented by Courtney Butler – no change at this time

**Action Item:** Courtney Butler will have a draft to review by the end of this science fair year.

60<sup>th</sup> Anniversary Reception – presented by Courtney Butler

- It was suggested that the Executive Director also speak at the reception.
- Need to have a handout to give to attendees for recruiting judges and special awards.

**Action Item:** Courtney Butler will send out a reminder email to those who haven't responded yet.

**Action Item:** All board members will RSVP and send Courtney Butler the name of their guest(s).

**Action Item:** Courtney Butler will work on a flier for judge and special award recruitment.

Guest Speaker 2015 (update) – presented by Mike Bemski

- The president of Bayswater is confirmed, he has rearranged his schedule to attend.

**Action Item:** Courtney Butler needs to work with Meagan to get a title, write-up and photo for the program and web site.

## **NEW BUSINESS**

Election of Officers – presented by Larry Sveum

Sam Bartlett moved to close the nominations. Bob Morrow seconded, motion passed.

Sam Bartlett moved to accept the slate of officers by acclamation. Nancy Glissmann seconded, motion passed.

Budget Approval for 2015 – presented by Dan Kowal and Courtney Butler

- There was a question regarding the budget amount for the official photos. This has been an in-kind contribution from US Department of Commerce/NTIA which included staff time to print, sort and mail the photos. They are no longer going to be sponsoring the CSEF, so the number in the budget is not realistic. It was discussed that we move to setting up a depository on-line where parents can download and print their own photos. This will not affect the way the Award Ceremony photos are handled where parents can order an official photo.
- Seagate is duplicated in the detailed budget under sponsorships and one needs to be removed.

Sam Bartlett moved to accept the 2015 Budget with the correction to Seagate. Dolly Morrow seconded, motion passed.

**Action Item:** Courtney Butler will correct the budget and send to the board.

Proposed Changes to the Sponsorship/Contribution Policy – presented by Courtney Butler and on file

- The social media section needs to be better defined, such as a minimum number and at the board's discretion. We should have a template to send to all sponsors as an example of the messages that will be sent out.
- Brian Scriber suggested that we keep the Gold level sponsorships in the Award Ceremony program and look at increasing the number of pages for that document if need be due to the possible increase in the number of sponsors and contributors.
- If we add pages to the Award Ceremony Program, we would need to do so in increments of 4.
- We need to look at more ways to differentiate between Platinum and Diamond sponsors.

Sam Bartlett moved to accept the changes, with the exception of keeping the benefit of printing the logo in the Award Ceremony Program for the Gold Sponsors. Brian Scriber seconded, motion passed.

**Action Item:** Courtney Butler will update this policy and send a new version to the board.

**Action Item:** Nancy Glissmann with Courtney Butler will create an example Facebook posting that we can send to sponsors who request it.

Proposed Changes to the Regional Science Fair Project Allocation Policy – presented by Courtney Butler

- Some discussion from the morning meeting included possibly giving priority of slots to those regional fairs who are affiliated with the Intel ISEF.
- Overall, the RFDs in attendance were happy with the policy.
- There will always be flexibility in giving regions additional spots if need be – this just needs to be communicated through the CSEF Director.

Larry Sveum moved to accept the policy as presented. Nancy Glissmann seconded, motion passed.

**Action Item:** Courtney Butler will update this policy and send a new version to the board.

2015 Regional Science Fair Adoption – tabled – Sam Bartlett not ready at this time

Pioneers of Science Awards – presented by Sam Bartlett

- There was a concern presented by Mike Bemski that by only giving out \$30 for these awards, we are not following our own special awards policy that all awards given must be valued at \$50 or more.
- The question was posed as to whether we needed to write a policy that outlines board sponsored special awards or include them in the current policy.
- Is this award doing what we hope it would? How many of the students receiving this award are returning to the CSEF the next year?
- This will be an item of discussion and action at the next board meeting.

**Action Item:** Courtney Butler will put together language to add to the Special Award policy to include board sponsored awards – with definitions and criteria.

**Action Item:** Courtney Butler will complete the data analysis on Pioneers of Science past winners to see what the return rate is.

Annual Report – presented by Courtney Butler

- Last year's report was sent out as a template for this year's report in case there were any ideas on changing it. There were none.

**Action Item:** Courtney Butler will complete the draft for 2014 and send it out to the board for comment before the next meeting.

Audit Committee Appointment – Ed Scholz & Peter Teasdale volunteered to be on this committee

**Action Item:** Courtney Butler needs to put the books for last year and then discuss with the committee how to get the materials to them.

**Action Item:** Peter Teasdale & Ed Scholz will work to get the internal audit done by the October 28<sup>th</sup> meeting in order to give it to a CPA for an external audit.

CSEF Special License Plates – presented by Mike Bemski

- In order to get a special license plate made, you need 3,000 signatures on a petition and commitments of about that many to buy the plates.
- The plates would be an additional \$50 the first year and \$25 for every year after that for renewals and none of that would come to the CSEF.
- You also need someone in the state legislature to help get it approved.
- Our pool right now would be judges, possibly regional fairs, parents and alumni, but not sure if we would be able to get that many signatures.

**Action Item:** Mike Bemski is going to find out if the signatures need to be hard copy or if electronic signatures would work for the petition.

Brian Scriber moved to adjourn the meeting. Dan Kowal seconded, motion passed.

Next Meetings:

October 28, 2014 Meeting & 60<sup>th</sup> Anniversary Reception at CSU

January 10, 2015 Board Meetings at Dinosaur Ridge

April 11, 2015 Board & Advisory Council Meetings at CSU

Minutes October 28, 2014 Colorado State Science Fair, Inc. Board of Directors  
Colorado State University, Fort Collins, CO

Members Present: Sam Bartlett, Mike Bemski, Russ Chadwick, Gwyneth Glissmann, Nancy Glissmann, Katlin Hornig, Dan Kowal, Bob Morrow, Dolly Morrow, Ed Scholz, Brian Scriber, Larry Sveum, Courtney Butler – CSEF Director, Monica Brown – CSEF Assistant Director, Doug Steward – SRC Chair, Lucy Adams – SLV Regional Fair Director, Judy Prester - Volunteer

Introductions & Verification of a Quorum – yes there is a quorum

Installation of New Board Members – neither Megan Miller, nor Robert Carney are present – installation tabled until January meeting.

Announcements & Additions to the Agenda

- Under New Business - Survey of Regional Fair Directors

Approval of September 13, 2014 Minutes

Larry Sveum moved to accept the September minutes as presented. Dolly Morrow seconded, motion passed.

## **REPORTS**

Finance Committee – tabled - we will schedule time for the committee to meet and choose a new chair at the January meeting.

Science Fair Committee – tabled – we will schedule time for the committee to meet at the January meeting.

Treasurer's Report – presented by Dan Kowal and Courtney Butler and on file

- From the Account Balance Report, compared to this same time last year, we have \$10,000 more in the checking account; \$8,000 more in the CSU account; and \$6,000 more in the savings account.
- Income however, is down slightly from last year, but expenses are down from last year as well.
- Halliburton has put support of the CSEF on their December meeting agenda. This came from a grand awards judge contact.
- CU Boulder is listed twice on the current budget.

**Action Item:** Courtney Butler needs to fix the current budget and resend to the board.

**Action Item:** Courtney Butler needs to contact SparkFun to find out if they are going to provide the Inventors kits for the regional fair directors again this year.

Sam Bartlett moved to accept the Treasurer's Report as presented. Larry Sveum seconded, motion passed.



CSEF Director's Report – presented by Courtney Butler and on file

- The Education & Outreach Center along with the CSEF will have a booth at the Colorado Science Convention on November 21<sup>st</sup>.
- Colorado had one Broadcom MASTERS finalist – Liam Young from Colorado Springs, CO who took 2<sup>nd</sup> Place overall in the Junior Division at last year's CSEF.
- We have two new regional fair directors – Valerie Reifschneider for Southeast and Sandra Corbitt for San Juan Basin.
- The University of Northern Colorado is submitting a grant to the National Science Foundation that will be studying the impact of out-of-school STEM research experiences on high school students' attitudes, knowledge and academic choices with science fair being a big component of the study. They have asked for a letter of support from the CSEF Director, which was sent around.
- We have gotten approval for the Colorado Gives web site, we just need to get the link put on the home page, replacing the PayPal link.
- The Combined Federal Campaign will have a global search capability starting with the 2015 campaign where people all over the country can search for and give to any organization, regardless of their location. This will mean we only have to submit one application, instead of 3 separate ones to cover the entire state of Colorado.

Alumni Team Report – Presented by Gwyneth Glissmann – no report at this time

**Action Item:** Gwyneth Glissmann will connect with Katlin Hornig to brainstorm some ideas for connecting with alumni.

Grand Awards Coordination Report – Presented by Nancy Glissmann

- An email will be sent out soon asking current judges to sign up early and asking to send Nancy contacts of potential new judges. This is so we can see where we stand on the number of judges early in the year.
- Nancy will be updating the registration dates for the Grand Awards Judges and sending that information to Courtney in order to update the web site soon.
- Nancy would like to let the judges into the exhibit hall earlier so all judges in a category can at least look at all of the projects in the category before interviews begin.
- We will need to keep the judges lunch out longer to accommodate this change.

Special Awards Coordination Report – Presented by Sam Bartlett

- Met with the associate dean of the College of Engineering at CSU today. The dean of the college will be at the reception and is interested in giving scholarships.
- Tried to set up meeting with associate dean of the College of Agricultural Sciences at CSU, but she was unavailable.

SRC Report – presented by Doug Steward

- Issues that we had at last year's CSEF:
  - Misidentified risk by the adult sponsors was by far the worst problem. The sponsor doesn't always understand the risks associated with different types of projects. There were 51 projects where risks were not properly identified.
  - Incomplete procedures from students was the next biggest problem.

- Doug has offered to talk with all of the regional SRC members – only one has taken him up on that offer.
- It was asked if we as a fair have any liability when students do not follow the safety guidelines at the school level. The answer is no, we don't even know if they are going to make it to the CSEF until months after the project starts. The Adult Sponsor, parents, mentors, designated supervisors, and schools hold that liability.
- We do have liability if something were to happen at the CSEF, but we do not allow chemical or dangerous demonstrations to be done at the CSEF. And we do have liability insurance for accidents (like a project falling on someone).
- It would be nice if we could have someone explain the process that the SRC goes through for reviewing the projects to the judges on that Thursday. Perhaps Doug can help with this – a question/answer period during lunch?

**Action Item:** Nancy will get a list of questions that judges have had about the paperwork and review process to Doug.

Parent Advocacy Committee Report – tabled – Johnny Valdez not present

**Action Item:** Sam Bartlett will continue to work on contacting Johnny to find out his status.

Audit Committee Report – Presented by Ed Scholz

- The audit was completed since the last meeting with one person doing a reconciliation of the accounts (Quicken vs. statements) and the other person looking at income and expenses (criteria and allocation)
- There were several questions that the team had that were sent to Dan and Courtney and all were responded to by Courtney.
- Of the 10 findings, 9 were taken care of and resolved.
- It is the opinion of the audit committee that the financial risk of the CSSF is low.

**Action Item:** Dan Kowal will make a pdf file of the audit report and send it out the all of the board members for approval at the next meeting.

**Action Item:** Dan Kowal will meet with a potential CPA who works specifically with nonprofits and who might be able to do an audit of our books, but we need to know what kind of audit we want to have done. A non-disclosure audit would state that the financial statements do not contain the necessary disclosures. A full audit would include footnote disclosures.

**Action Item:** Both Dan Kowal and Sam Bartlett will look into what is actually required by the IRS or other government agencies for a nonprofit of our size.

MOU with CSU (update) – presented by Courtney Butler - no change at this time

DPS Support (update) – presented by Sam Bartlett – no change at this time

**Action Item:** Sam Bartlett will have a conversation with Jennifer Hellier, Regional Fair Director of the Denver Metro RSF as it seems she is doing a lot of work in this area already.

Middle School Rulebook/Guidebook (update) – presented by Courtney Butler – no change at this time

**Action Item:** Courtney Butler will have a draft to review by the end of this science fair year.

Pioneers of Science Award – presented by Sam Bartlett

- A sheet was sent around for people to sign-up on.
- A question about how a board member might be able to judge for an award in a different category than the one they would like due to someone else already taking that slot? Sam has others who can judge for their award if that particular judge doesn't have time.

Regional Science Fair adoption – presented by Sam Bartlett

- The purpose of this is to have board members contact regional fair directors, see what they might need help on from the state level and for the board member to attend the regional fair as a volunteer.
- A sheet was sent around for people to sign-up on.

**Action Item:** Courtney Butler will get Sam Bartlett the list of current fair directors and fair dates for 2015.

60<sup>th</sup> Anniversary Reception – presented by Courtney Butler

- The reception will begin at 7 p.m. in the Grey rock Room of the LSC.
- Remarks will begin at 7:30 p.m. with Courtney giving a short welcome, Russ giving a brief history of the CSEF, Dr. Rick Miranda (CSU Provost) talking about the ties to CSU and Courtney giving some indication of the future of the CSEF.
- We will have a self-guided tour of the new space at the LSC at around 8 p.m.

Review of Action Items:

- CSEF License Plates (Mike Bemski) – we don't necessarily have the "fire power" to do this at this time
- Facebook Template (Nancy Glissmann & Courtney Butler) – we still need to work on a template for this to show sponsors what we can do for them with social media
- Proposed SRC Member – Mr York (Brian Scriber) – we had 5 other grand award judges volunteer to help, so we should be okay without Mr. York, but will keep in mind just in case
- It was discussed where we should discuss action items – during the minutes presentation or separately in old business – nothing was determined.

## **NEW BUSINESS**

Proposed Changes to the Special Awards Program Policy – presented by Sam Bartlett

- Should the Pioneers of Science awards the board gives stay at \$30 or be changed to \$50 to align with our own policy?

Brian Scriber moved to accept the proposed changes to the Special Awards Program Policy with the change of making the Pioneers of science awards \$50 and the caveat that we contact those

who have already signed up to let them know we have increased the amount of the award and coming up with a way to bridge the difference if they can't pay the additional \$20 this year. Nancy Glissmann seconded, motion passed.

**Action Item:** Sam Bartlett will contact everyone who has currently signed up to sponsor an award and let them know about the change in the award amount and bring a suggestion on how to bridge the difference if someone can't pay this year to the next board meeting.

New SRC Members – presented by Doug Steward and Courtney Butler  
Bob Morrow moved to accept all 5 new SRC members. Mike Bemski seconded, motion passed.

Official Photos – presented by Courtney Butler

- For the past 15, the US Department of Commerce/NTIA has printed copies of the photos taken on Thursday of the students at their projects and sent a copy to each student, the regional fair director and the CSEF Director. NTIA will no longer be supporting the CSEF in this way. Amy is going to continue volunteering though.
- The question is, should we continue sending out the photos or just post them on the web site and have them available for people to download and for us to use just have them on the web site and no longer send them to people. We would still print a copy for the CSEF Director for the official photo albums. It was decided not to print and send the photos anymore.

Regional Science Fair Survey – presented by Lucy Adams

- Lucy would like to find out how alike and how different each of the 13 regional science fairs are. She would like to create and send out a survey that would gather the following information:
  - Name of the fair
  - Address of the fair
  - Date of the fair
  - When it was established
  - Number of students they plan for
  - How many students do it as a class assignment
  - Are they a 501(c)3 on their own or under another organization
  - When did they affiliate with SSP
  - What categories do they offer
  - How many judges do they have
  - What awards do they give out
  - What is their budget and where does it come from
  - Do they have a board of directors and how are they chosen
  - How many board members do they have
  - Who are their SRC members
  - Is the director's job part of another assignment
  - How many hours a week does the fair director work on the fair
  - Is it a full time or part time position
  - Does the fair director get any compensation for the job
  - Do they have any assistants and are they paid

- How many students move on to the CSEF and who pays for their registration and travel
- How many from the fair attend ISEF – students, adults, etc.
- Who pays for the ISEF trip for each of the different kinds of people
- Do they have a conflict of interest policy for judges
- Not sure how this might be sent out at this point. Nancy Glissmann suggested a free survey site – SurveyGizmo.
- What would we do with the information that we collect? It was suggested we could use it for the Science Fair Committee and their outreach efforts.
- We should try to have the information before people start attending the regional science fairs this spring.

#### Recording Secretary

- Russ Chadwick has talked to Lucy Adams about this and resolved the issue.
- Lucy doesn't want a new title or compensation for some ambiguous job – the original intent was for her to train the new CSEF Director when Courtney was hired.
- Lucy would just like for the issue to be dropped.

Sam Bartlett moved that the board express its deepest thanks to Lucy for all of the work she has done over the years. Mike Bemski seconded, motion passed.

Doug Steward moved to adjourn the meeting. Brian Scriber seconded, motion passed.

Minutes November 17, 2014, Colorado State Science Fair, Inc. Board of Directors  
Special Meeting via Teleconference to Consider Motion on External Audit

Members Present: Mike Bemski, Russ Chadwick, Dan Kowal, Ed Scholz, Brian Scriber, Ryan Patterson, Peter Erard, and Courtney Butler – CSEF Director.

Meeting commenced ~ 7:00 p.m.

Roll Call & Verification of a Quorum – yes there is a quorum.

Note: The following is not a word for word transcript of the conversations, by an overall idea of what was said and by whom.

**NEW BUSINESS**

Brian Scriber proposed the following motion for discussion and a vote:

*The board authorizes the Officers of the CSEF to seek out a Certified Public Accountant for the purposes of completing an audit of the CSEF finances as soon as possible. Therefore, the board also authorizes an expenditure not to exceed \$5000.00 for the purpose of completing that audit, acknowledging that the Officers duty will be to keep this cost as low as possible.*

**Discussion:**

**Brian:** Between now and the January meeting, we have the opportunity to move forward in getting a full audit done. We have discussed looking into getting an outside audit during the past two board meetings. While his leads didn't work out, Dan pursued two CPS leads, but wasn't able to get everything lined up to vote on it during the October meeting.

Starting January 1<sup>st</sup>, most CPAs go into a very busy period until at least the middle of April, but most do not take on new work until after May. So we have an opportunity during the "down period" for CPAs and thought we would try to take advantage of this. It is estimated to cost somewhere around \$5,000 for a full audit. For those who have been involved in company audits, this seems to be the norm, and we may have found some CPAs who are willing to go lower than that.

We have had the internal audit done, a great job by Ed and Pete Teasdale, that's good for us, but doesn't necessarily cover everything we've agreed to in our polices, nor is sufficient to meet the needs of some of our sponsors to feel comfortable in donating to CSEF (This is where your money is going, how it will be used and be public about that). That's part of our job as Directors of the fair. We'll cover some options we've discussed via email over the past few days, and talk about the motion on the floor.

**Dan:** A couple of years ago via the efforts of Marty Cameron, former board member from Xcel Energy, we had a meeting with the Boettcher Foundation who reviewed with us the various forms of financial audits and merits of performing them to help your organization meet its long-term goals, how they serve the needs of prospective funders.

This may have spurred us on in obtaining a formal audit from a CPA that corresponds to the U.S. generally accepted auditing standards (GAAS).

These formal audits use a well-known template that cover:

- Statement of Financial Position
- Statement of Activities
- Statement of Cash Flows
- Notes to Financial Statement (describes the certain nature of funds, constraints attached to them if applicable)

There's a format, a language to these audits that foundations in particular will look at. In the email from Bob Morrow with regard to this motion, he wondered if we can use his accountant again, who is now retired, to perform this audit. For this reason, I had Courtney share with you all in an email today a digital copy of the one page audit report from the last time this review was done for our 2010 fiscal year. I also took the liberty to share this audit report with a CPA contact that I have to see if the format and language would pass muster with foundations and big donors who request to see audited financials.

The answer was simply, "no." There were some inaccuracies in there, the report needed to contain a specific format and language that follows the GAAS protocols that people are looking for in these audits.

There are some options for possible trimmed down audits, just an assessment of the numbers without full disclosures as noted earlier. However, a grant writer who works for a non-profit that one of our CPA contacts volunteers for told us that a full disclosure is the most recommended method preferred by foundations. As stated in my treasurer reports from earlier meetings, we are in a good financial position to cover up to \$5k for this type of activity.

We could put a delay on this per Sam's suggestion in an earlier email from today. We've had some bids put forth to us by CPA firms. But as Brian stated earlier, they would need to start December 1<sup>st</sup> in order to be done before their big season begins.

**Brian:** If we delay, we will be doing it after the science fair. So if we are interested in talking to sponsors this year who want to know if the books are audited according to GAAS principals, that's one thing we won't be able to do. More than likely we wouldn't get the audit done until after June.

**Russ:** If we do this type of audit, how long would it be good for? If we go after a foundation in two years, is this audit still valid? What's the lifetime of the audit?

**Dan:** The audit firms in their estimates have language in there about keeping our records on file for 3 years. So I think the general rule of thumb is 3 years, but we can look that up.

**Mike:** Our budget is about \$100k. \$5k or 5% seems like a lot.

**Brian:** We're looking at it for 3 years, it's closer to <2%.

**Mike:** Does a \$10M Company than spend \$100k for these audits?

**Russ/Brian:** They probably have their own CPAs. The cost could be the same regardless.

**Mike:** It still seems exorbitant to me. The real question is whether we want to do this or not. The other question is the other reason we're doing this that our prospects are better to get grants from foundations if we get this audit done. Historically, I don't think we've ever gone after these grants. What I don't want to see is that we go for this audit but don't really capitalize on it to get grants. Do we have the wherewithal to do that?

**Dan:** It's possible that we won't get our act together during the 1<sup>st</sup> year after the audit to capitalize on it. But with the longevity of using it for up to 3 years, we might. It's a motivator to leverage this tool. No doubt in order to reach our long-term goals, for example CSU has requested that we bring in \$20 - \$30k per year (w/ input from Courtney) in order for them to kick in support for the full time director, CSEF would have to go after foundations. Sam brought up a good point in an earlier email about having an organized plan first before going after the audit. That's definitely in line with your thinking.

**Mike:** It's definitely a carrot and a stick situation. It's a great idea to go after grants but we don't have the horsepower to go after them or even sponsors effectively. Want to see some evidence that we would make use of it.

**Peter:** That's definitely one job to do. Our internal audit serves a particular purpose and we try to be as open as we can, but we also have a fiduciary responsibility to the kids and all of our sponsors that we are spending our money wisely, that we can show that it's all accounted for. I like the idea of an external audit to show that. Our names are on the board of directors of CSEF, and are we willing to be completely open about that? I like the idea of a CPA doing an in-depth review and doing it every 3 years. Have the internal review during the interim and budget for the external after that - whatever the appropriate period is. It's not just nice to have.

**Dan:** That's a good point. We haven't had a good scrub of the books. Are there some things we can improve about our accounting practices? It will give us all, especially Courtney, some feedback on our practices - that we are right on track or not. We've only had the general statement through Bob's accountant that everything looks in order. One thing these CPA firms will do is take our digital records and evaluate them for accuracy; that is something that Bob's accountant wasn't able to do.

**Mike:** I'm torn. As a social responsibility, I think the money would be better spent elsewhere. I was fine with Bob's accountant vouching for the books. Not sure \$5k is worth the fiduciary responsibility for the kids to ensure the books are in good shape.



**Ryan:** There's a lot of information coming out lately with people making good points. I was there at the Boettcher presentation so I understand the need for a good audit for the potential of fundraising, but it is a lot of money. Will it be worth it?

**Dan:** Dolly Morrow had expressed in her email about a middle of the road strategy, perhaps lowering the threshold to \$3k, but not sure what the pain point would be for the CPA firms. To be candid, I think the best we would be able to do is a range between \$3k - \$4k.

**Ryan:** Have we every received feedback from a foundation that they refuse our grant because we didn't have this type of audit?

**Courtney:** We haven't really applied to those types of foundations, and I haven't done so because many of them, in their requirements, stated they needed this type of audit. So I haven't tried.

**Ryan:** So this would open up opportunities to apply.

**Courtney:** I think so, but I don't know the extent of it though. Going through an audit is painful based on my experience with CSU. I try to follow their accounting principles as best as possible. They are pretty stringent, so I don't think the CPAs would really find anything. Again, it's certainly worthwhile. As you pointed out, audits like in CSU's case, pointed out issues that we were able to address. See the value of it, but like Mike, see it's a lot of money.

**Brian:** That's why we're here because it is a big expenditure.

**Russ:** Is it true then that we can't apply to foundations if we don't do this audit?

**Courtney:** Not all foundations that require a full audit. However, we are getting to a level reaching the \$100k range that people are going to start looking for it. In the past our budget was so small it didn't matter. So now it's getting to be a bigger deal.

**Mike:** Ed, given that you've done the internal audit recently, do you think that was sufficient? What is your take on the full audit?

**Ed:** I'm not a CPA. All I did was make sure the checkbook was balanced and all expenses were accounted for going by the official records from bank accounts. There were only a few issues that Courtney was able to resolve. It was good to have multiple sets of eyes on these books for accuracy. Again, while the risk is low, it's not an official audit by a CPA, and we owe it to ourselves and sponsors, and we're trying to get a full time director, something CSU is trying to see as well. And if fact, if the audit would be good for 3 years, it's money well spent that gives us the ammunition to go after these grants. I'm in favor of it, but we should try to be as economical as possible in getting it done with the rigor we'd like to have.

**Peter:** Doing this audit for a maximum of \$5k and if it's good for 3 years, that's 1.6% of the budget over the 3 years. My biggest question is do we have the time right now to wait until May/June when the CPA could take on new work?

**Dan:** Comes down to if we want to go after deeper pockets for this year. We really haven't developed our strategy yet. Need to expand the sponsorships for sustainability.

**Courtney:** In our policy manual, the recommendation is to have an external audit every 3 years. It's not a requirement. Bob's accountant has satisfied it, but it was never full audit.

**Dan:** Right. It's not like in these full audits where the methods are explain of what/how was performed. This is the kind of information a foundation may want.

**Peter:** I'm in favor of an external audit, but the only caveat I would place would be to have a plan in place of potential sponsors to go after.

At this point Dan and Mike talked about the online foundation database that was provided by the past president, Carol Morrow, where a filtered list of foundations was generated in a report for CSEF to go after. This can be a starting point.

**Russ:** This year we have an expanded number of students at the Fair; big increase due to more space. This could be a new reason to go to foundations. We could use additional support for this.

**Dan:** Agreed. Can use this as part of the narrative like we did last year with the increased costs of hosting the fair offsite.

[As an aside, Courtney reported that CSEF just received its first donation through Colorado Gives, the Community Foundation, of \$500. There was much celebration!]

Should the motion be amended with this caveat as Peter stated?

**Brian:** I would rather see board members commit to talk to two companies. If we're talking about this being a big deal, then we should at least commit to talking to two large companies for sponsorships.

**Mike:** We haven't been good at that. Would companies really want to see n audit like this?

**Courtney:** It's mostly for companies that have foundations. Lockheed, our regular sponsor, shifted to a foundation over time. For a new foundation or large sponsor, they are looking for audited books.

**Mike:** I would back this thing 100% if indeed we would make the application to these foundations. Will we actually do this? I don't have the time for grant writing.

There was no further discussion.

**Motion:**

Brian read the motion as stated earlier in the minutes. Dan seconded it.

The Vote:

Brian Scriber: Aye

Russ Chadwick: Aye

Ed Scholz: Aye

Peter Erard: Aye

Mike Bemski: No

Dan Kowal: Aye

Ryan Patterson: Aye

Bob Morrow (via earlier email): No

Dolly Morrow (via earlier email): No\*

\*Based on Dolly's criterion that wasn't in the original motion. Hopefully we can keep it at her \$3k threshold, but couldn't speak for her during the meeting.

With 6 in favor, 3 against, the motion passes.

Action Item: Brian will report out to the rest of the members of the board once he receives minutes for Courtney – Dan will help.

**Post Discussion:**

**Ryan:** We need to track the progress of foundations we approach using the audited books.

The attendees were favorable of this approach, and Russ added that we create a list of potential foundations to approach and do an overall tracking. Dan and Mike will resurrect a list of potential funders.

Brian Scriber moved to adjourn the meeting. Dan Kowal seconded, motion passed.

Meeting adjourned at 7:50 p.m. MST.

Minutes January 10, 2015 Colorado State Science Fair, Inc. Board of Directors  
Dinosaur Ridge, Morrison, CO

Members Present: Lucy Adams, Sam Bartlett, Mike Bemski, Russ Chadwick, Gwyneth Glissmann, Nancy Glissmann, Pat Kendrick, Dan Kowal, Bob Morrow, Dolly Morrow, Ed Scholz, Brian Scriber, Larry Sveum, Dave Young, Courtney Butler – Executive Director,

Introductions & Verification of a Quorum – yes there is a quorum

Installation of New Board Members

- It was decided to wait on installing Robert Carney when either he or the other representative from Bayswater is present.
- Dave Young – IEEE Denver Section representative – is an electrical engineer and does an engineering camp for high school students and K-12 IEEE outreach in Denver
- Pat Kendrick – IEEE Denver Section representative – is an electrical engineer and patent attorney

Bob Morrow moved to accept the two representatives from IEEE Denver Section as new board members. Nancy Glissmann seconded, motion passed.

**Action Item:** Courtney Butler will have Monica Brown contact Dave Young about participating in the Friday presentations at CSEF.

Announcements & Additions to the Agenda

- Added the creation of another workstudy position under New Business.
- Added Hoosie Martin Foundation grant under New Business.
- Added updated t-shirt design to agenda based on when Penny Propst arrives.

Approval of October 28, 2014 Meeting Minutes

- Mike Bemski would like to see the statistics on the Pioneers of Science added to the next meeting minutes.

Larry Sveum moved to accept the October meeting minutes as presented, Dolly Morrow seconded, motion passed.

Action Item Review

- Nancy Glissmann was to get a list of questions that judges have had about paperwork and review process to Doug Steward – Courtney Butler is going to ask Jennifer Hellier if she would be willing to do the Q&A during the judges orientation instead of Doug as he is busy with Display & Safety and SRC things that morning.
- Sam Bartlett has not had any luck in contacting Johnny Valdez.
- Courtney Butler needs to send the new SparkFun contact to Sam Bartlett.
- Sam Bartlett was to contact everyone who had already signed up to sponsor a Pioneers of Science Award about the increase in the amount (\$50). This has been completed.
- Sam Bartlett was to contact Jennifer Hellier in regards to DPS participation. Sam and Courtney Butler talked to Patty Kinkaid, science coordinator for DPS at the Colorado Science Convention and things are going well for them, but we need to find out what the

numbers are of projects that move on to the Denver Metro Regional Science Fair from the DPS fair.

New Action Items:

**Action Item:** Courtney Butler needs to contact Jennifer Hellier about answering judges questions about SRC review process during judges orientation.

**Action Item:** Sam Bartlett needs to continue to trying to contact Johnny Valdez.

**Action Item:** Courtney Butler needs to send the current Special Award Organization database information to Sam Bartlett, including the new SparkFun contact.

**Action Item:** Sam Bartlett or Courtney Butler needs to contact Jennifer Hellier regarding the number of DPS students participating in the Denver Metro RSF the past few years.

**Action Item:** Courtney Butler needs to send photos and presentation information to Nancy Glissmann and Russ Chadwick for an NCAR presentation on February 12<sup>th</sup>.

Approval of November 17 Meeting Minutes

- There was a question regarding Dolly Morrow's vote based on criteria of her comments prior to the meeting – confirmed it was a no.
- The Colorado Nonprofit Association said that there is no law that an audit is required, it is a best practice and some grants require it.

Brian Scriber moved to accepted the November meeting minutes as presented. Ed Scholz seconded, motion passed.

Community First Foundation – presented by Mike Jackson,

- A nonprofit should consider starting an endowment only if they are fiscally mature, they have a yearly surplus, and are able to continue to raise the revenue needed to do their regular work. They should also have a 3-6 month reserve fund.
- Endowments are investments that can be set aside for the far future.
- It is not required that an organization use just the interest gained in a year on an endowment. They can set a prudent percentage (2 – 5%) that is independent of the market gains or losses to take out and use from the endowment.
- Organizations can also set a certain amount that is to go into the endowment each year (i.e.: 10% of a surplus).
- There are several types of endowment funds – memorial endowments; gift restricted endowments; planned endowment ask (this needs to be above and beyond the annual ask for that company – these are usually those who have been dedicated to the organization a long time.
- Must have \$25,000 in order to start an endowment with Community First Foundation.
- They are working on some incentives to encourage endowment growth once it has been started.
- It is a good idea to show the power of an endowment by spending 4-5% of the endowment each year.

- The cost of holding the endowment with Community First Foundation is 1% of the balance of the endowment. Fees are assessed monthly 1/12<sup>th</sup> of the 1% each month.
- Quarterly reports are sent out each year.
- The cost of investment oversight structure are paid for by Community First Foundation.
- Now is a good time to communicate legacy giving to constituents as the baby boomers reach that age.
- 2/3 of people who give to charities in their wills never tell them about it ahead of time.
- Charitable gift annuities only come back to the nonprofit after their death, but it helps the individual now. There are risks to the nonprofit in that the donor gets paid for life.
- Community First Foundation has references we could talk to about their experience with them. They also have campaign materials they can share.
- If we sign up with Community First Foundation, there is a legal agreement that is signed between CSSF and CFF. We basically gift the assets to CFF with the agreement that we get the proceeds from the investments. But for accounting purposes, the assets remain with the nonprofit, but are restricted assets.
- The assets would be protected from liability as we would not own the assets in case of a lawsuit.
- This is a perpetual agreement and would only be dissolved in the case the nonprofit goes out of business and CFF would help find another like organization to give the money to or in the rare case, the nonprofit comes upon a specific hardship, the agreement can be modified, but is usually not totally dissolved.
- The money is distributed once a year in December.

**Action Item:** Mike Jackson will send the board a sample agreement, references and distribution points.

T-shirt Design (update) – presented by Penny Propst

- Penny is willing to donate the jacket for Elemer Bernath if the board can pay for the embroidering – it will be cheaper if we use the same design as before.
- Updated design is better, but would like to see texture or a distinction for the hogbacks.
- Penny will get with Courtney Butler about the shirt colors.

**Action Items:** Penny Propst will look into a slight change to how the hogbacks are presented (perhaps removing the white accents) and send the new design to Sam, Courtney and Mike. Penny will also get with Courtney regarding t-shirt colors.

## **REPORTS:**

Finance Committee Report – presented by Dan Kowal

Members: Dan Kowal, Pat Kendrick, Russ Chadwick, Larry Sveum, Mike Bemski, Ed Scholz, Sam Bartlett (this meeting only)

- There was a discussion on the endowment presentation just given by the Community First Foundation.
- There was a discussion about the CSU MOU. The board needs to come up with roughly \$20K each year to pay a portion of Courtney's CSU salary and then the EOC would

match that and allow her to work up to 75% on CSEF outreach and coordination. But we need to have the money in hand in order to move forward with getting the MOU signed.

- There was a discussion about hiring another work study student to work on our fundraising goals.
- There needs to be a coordinated effort on fundraising – we need to know who is talking to whom?
- If it decided to move forward with Community First Foundation on the endowment, we have the \$10K+ Fisher money that we could use as a match to other gifts – say that the Fisher family is going to match other gifts (at what rate?) so that money would also end up in the endowment.
- At the end of this fiscal year, the board will look at what the surplus is and decide what to move into the endowment.
- We need to make sure to get the message out to everyone about our long term goals. We need to have materials ready now!

Sam Bartlett moved that the board investigate hiring an additional work study student to work on some of the long term goals established in the strategic plan using the existing Recording Secretary funds in the budget. Dan Kowal seconded.

Discussion:

- The work study would not need to have an understanding of fundraising.
- They would work on the database mining tasks.
- They would help create the solicitation materials, but not do the actual solicitations.
- They would do the background searching for addresses and information on potential donors.

Motion passed.

**Action Item:** Dan Kowal will compile a list of what the new work study student might work on based on the strategic plan.

**Action Item:** Dan Kowal will double check with Mike Jackson about the matching on starting an endowment with them – are they still doing that or is it moving to encouraging endowment growth?

Outreach/Science Fair Committee Report – presented by Courtney Butler

Members: Courtney Butler, Dolly Morrow, Bob Morrow, Gwyneth Glissmann, Nancy Glissmann, Dave Young

- There was a lengthy discussion about publicity.
- We would like to explore the possibility of becoming a member of CHSAA (Colorado High School Activities Association).
- We should highlight students from each of the regional fairs in the pre-CSEF press release – rather than the boring information of just dates.
- Perhaps we should approach TV stations, newspapers and radio stations about sponsoring some publicity as a special award.
- Can we get some CSEF alumni on with Steve Spangler when he talks about science fair projects to give a better view of them?
- We need to get the word out encouraging CSEF Finalists to post pictures on the CSEF web site during the event.

- We would like to target 9News for publicity.
- We should also include the amount of awards that will be handed out in the pre-CSEF press release.
- There was a discussion about the Middle School Rulebook – why is it needed? The Intel ISEF rulebook and guidelines are written at a college level and difficult for middle schoolers and their teachers to understand. The forms and requirements would be the same, but the accompanying text would be written at a lower level.
- We should send FAQ answers and resource links to science fair teachers each year.
- We need to revisit strategic plan #2.d.5 regarding a checklist for doing a science fair at the school level.
- We need to add google analytics to the web site so we can track usage.

**Action Item:** Gwyneth Glissmann will get with Katlin Hornig about contacting Steve Spangler.

**Action Item:** Courtney Butler will either find the science fair checklist she thinks she has or recreate it and get it out to teachers.

**Action Item:** Courtney Butler will get the code for Google analytics and add it to the CSEF web site.

**Action Item:** Bob Morrow will contact Kevin Torres about the possibility of 9News doing a story on CSEF.

**Action Item:** Courtney Butler will find out the requirements to becoming a member of CHSAA.

Treasurer's Report – presented by Dan Kowal and on file

- The accounts are pretty much at the same level as last year at this time.
- The checking account is up about \$6,000 from October.
- At this time last year, we had \$40k in income compared to \$26k this year. We need to start re-contacting sponsors about their commitment for this year.
- Expenses are at about \$20k (up from \$17k in October).
- At this time last year, expenses were at \$30k.
- Nancy Filbin from Middlemist, Crouch & Company has been doing the external audit and will be completed soon.
- There were additional questions that were sent to Courtney Butler for answering.
- A questionnaire will be sent to some board members (Dan Kowal, Courtney Butler, Ed Scholz, etc.).
- Nancy needs the reconciliation reports from Quicken in order to finish.
- Nancy asked about doing the 990 for us, but has backed off from insisting on doing it.
- The estimate for services was a little over \$3k and included doing the 990, so it might be less now that she isn't doing that.
- Nancy recommended that the Treasurer have access to the online bank records to reconcile the accounts each month.

Dave Young moved to accept the Treasurer's Report as presented. Bob Morrow seconded, motion passed.



**Action Item:** Courtney Butler will look into seeing if there are reconciliation reports from Quicken for the auditor.

**Action Item:** Dan Kowal and Courtney Butler will work on getting him signed up on the CSEF accounts so he can access the reports online.

**Action Item:** Courtney Butler will complete and submit the 990 for the 2013/2014 fiscal year by January 15<sup>th</sup>.

**Action Item:** Courtney Butler will fix the sponsor database note regarding IEEE Denver Section's sponsorship this year - \$1,500 instead of \$1,000.

CSEF Directors Report – presented by Courtney Butler and on file

- We have another new regional fair director in Northeast Colorado – Sonya Shaw, a parent of a CSEF Finalist from last year.
- I will be attending the Denver Metro, Longs Peak and San Luis Valley Regional Science Fairs this year.
- Ryan Patterson, Lucy Adams, Jody Oaks and I will be attending an Intel ISEF Display & Safety Committee meeting in Las Vegas on January 24<sup>th</sup>. We will have more information on the new ISEF categories at that time.
- One thing that is really urgent is getting this year's pin designed and ordered.

Alumni Team Report – presented by Gwyneth Glissmann

- She had a discussion at the October reception with Katlin Hornig. They want to create some incentives for alumni to stay in touch with CSEF (like university alumns). They will look at other alumni associations to see how they work.
- They would like to use the alumni as PR for the CSEF.
- We also need to tap into the parent network for PR.
- We can use Facebook network to contact people.

Grand Award Coordination Report – presented by Nancy Glissmann

- We currently have about 130 judges signed up
- We are shooting for 170/180 because there are typically 15% in no shows.

Special Awards Coordination – presented by Sam Bartlett

- He will be sending out the call letter for special awards soon.
- He will suggest they increase the number of awards and amount of awards to account for the increase in project this year.
- He will include information about endowment as well.

SRC Report – presented by Courtney Butler

- We have 6 teams of 2 to do the work this year, plus an extra member to be approved at this meeting in case someone backs out at the last minute.

Audit Committee Report – many board members indicated they did not received the final signed copy after the October meeting, so this item was tabled until the April meeting.

**OLD BUSINESS:**

MOU with CSU – was discussed during the Finance Committee Report

DPS Support – was discussed during the Action Items Review

Middle School Rulebook – still in progress – will have a draft for the July board meeting

Pioneers of Science – presented by Sam Bartlett

- All slots are signed up for.

**Action Item:** Sam Bartlett needs to get the list of scientists along with a biography and photo to Courtney Butler.

Regional Fair Adoption – presented by Sam Bartlett

- A completed list was sent around to sign up on.

External Audit – was discussed during the Treasurer's report

**NEW BUSINESS:**

Approval of New SRC Member – presented by Courtney Butler

- Steve Hiebert is a current Grand Award Judge (many years) and a retired wildlife biologist.
- Steve will be a floater to help out in reviews where needed.

Bob Morrow moved to accept Steve Hiebert as a new SRC member; Mike Bemski seconded, motion passed.

Change of ISEF Categories – presented by Courtney Butler

- This is just a starting point for discussing possibilities for next year.
- At the very least, we should redo our category descriptions to include all of the new ISEF categories.
- We could possibly add 1-2 categories and rename a couple of old categories.
- We will revisit this at the July board meeting.

Permanently Change to CSEF Meeting Schedule – presented by Courtney Butler

- We should move the Regional Fair Director's meeting from January to September, before the regular board meeting.
- We should keep the Advisory Council meeting in November prior to the regular board meeting.
- The January meeting would be a board only meeting.
- It was agreed that this made sense and will start next year.
- Dates of meetings will be decided at the April meeting.

60<sup>th</sup> Anniversary Discussion – no specific ideas were given other than make sure it is announced all over everything.

Regional Fair Directors Survey – presented by Lucy Adams

- Only 5 out of 13 RFDs completed the survey.
- Rural fairs might appreciate more interaction throughout the year than just help on the day of.
- Most fair directors have this as part of another job.
- Decisions seem to be made by parents for many fairs.

**Action Item:** Courtney Butler needs to look into CSPA scores vs. science fair participation again.

**Action Item:** Lucy Adams will see about phoning those regional directors who did not answer the survey to see if she can get them to either go online and complete the survey or answer the questions over the phone.

Hoosie Martin Foundation – presented by Russ Chadwick and Courtney Butler

- Russ got a phone call from the foundation saying they were sending us an invitation to apply for a grant from them and he forwarded it on to Courtney to follow up on.
- The foundation grants nonprofits tuition money to take an online grant writing course (90%).
- The nonprofit needs to match the grant with 10% (\$350) of the tuition money.
- 2 board members (one of which is the executive director) have to take the course.
- Courtney completed the initial application and then participated in a phone interview that is required in order to move on to the next steps of the grant process.
- The foundation is waiting to hear back to make sure CSEF will cover the 10% match.  
The EOC will pay the \$350 for Courtney and another board member to take the course.

**Action Item:** Courtney Butler will contact the Hoosie Martin Foundation and tell them, yes, we are willing to cover the 10% match required to move forward in the grant process.

Dave Young moved to adjourn the meeting. Lucy Adams seconded, motion passed.

Minutes April 11, 2015 Colorado State Science Fair, Inc. Board of Directors  
Colorado State University, Fort Collins, CO

Members Present: Sam Bartlett, Mike Bemski, Russ Chadwick, Gwyneth Glissmann, Nancy Glissmann, David Holm, Katlin Horning, Pat Kendrick, Dan Kowal, Dolly Morrow, Bob Morrow, Ryan Patterson, Brian Scriber, Larry Sveum, Peter Teasdale, Andrew Warnock, Dave Young, Courtney Butler – Executive Director, Doug Steward – Scientific Review Committee Chair, & Lucy Adams – Regional Fair Director

Introductions & Verification of a Quorum – yes there is a quorum

Installation of New Board Members

- It was decided to wait on installing Robert Carney when either he or the other representative from Bayswater is present.

Announcements & Additions to the Agenda - none

Approval of January 10, 2015 Meeting Minutes

Bob Morrow moved to accept the January meeting minutes as presented, Brian Scriber seconded, motion passed.

Action Item Review

- Monica's email to Dave Young about participating as a Friday presenter did not get through – will try for next year.
- Jennifer Hellier talked with judges about SRC review process during the Judge's Orientation on Thursday.
- Sam has not been able to contact Johnny Valdez. The last we heard from him was when he indicated he could visit the Western Colorado Regional Science Fair for Ryan.
- Courtney sent the current Special Award Organization database to Sam, including the new SparkFun contact.
- **Continued Action Item** - Sam or Courtney still needs to contact Jennifer Hellier regarding the number of DPS students participating in the Denver Metro Regional Science Fair.
- Courtney sent photos and CSEF information to Nancy and Russ for the NCAR presentation on February 24<sup>th</sup>, which went well.
- Mike Jackson sent the board a sample agreement, references and distribution points from his presentation about the Community First Foundation.
- Penny Propst reworked the t-shirt design and it came out great.
- **Continued Action Item** - Dan still needs to compile a list of what a 2<sup>nd</sup> work study student might work on based on the strategic plan.

- Dan checked with Community First Foundation about the endowment matching and they are not matching new endowments, but moving towards matching existing endowments in order to grow them.
- No contact with Steve Spangler was made.
- **Continued Action Item** - Courtney still needs to find the science fair checklist or recreate it to send out to teachers this coming fall.
- **Continued Action Item** - Courtney still needs to add the Google Analytics to the CSEF web site – Andrew said he can help with this.
- Kevin Torres is no longer with 9News and was not the right person to do a story on CSEF anyways.
- **Continued Action Item** - Courtney still needs to find out the requirements of becoming a member of CHSAA.
- Courtney was unable to find the reconciliation reports from Quicken for the auditor – we will need to start keeping those reports when we reconcile the accounts.
- Dan is now a signatory on the CSEF accounts.
- The 990 for 2014 was submitted by the January 15<sup>th</sup> deadline.
- The IEEE Denver Section sponsorship was changed in the sponsorship database to reflect the correct amount.
- Sam got a list of the scientists with a bio and photo to Courtney, but time did not permit doing a special certificate for the Pioneers of Science winners.
- **Continued Action Item** - Courtney still needs to find the CSAP scores vs. science fair participation document.
- **Continued Action Item** - Lucy got a few more surveys back, will do a report later.
- Hoosie Martin Foundation – the EOC paid the 10% match on behalf of the CSEF. Dolly got information about grant, wants input from the board on what exactly to write the grant for.

## Reports

### Treasurer's Report – presented by Dan Kowal:

- Account balances are about \$6,000 more than this time last year: ~\$89,000
- The PayPal account now includes the Colorado Gives donations
- Compared to last year at this time, we've pulled in ~\$2700 less, but more significant is the spread between what we budgeted and the current income. Last year at this time, the difference was \$24K, this year it's \$50K.
- A lot of registration fees haven't been deposited yet
- Didn't receive funds from GoDaddy or Halliburton
- Started to show income from Amazon Smile - ~\$7
- Expenses are in line with previous year, about \$1,000 more than last year, so about \$47,000

- Courtney filed 990 Tax returns in January
- Dan was added to checking account so that he can more easily pull in statements, etc.

Larry Sveum moved to accept the report Dave Young seconded, motion passed.

#### CSEF Director's report – presented by Courtney Butler

- Met with regional fairs directors, everybody thought things went well, just a few comments about judging problems but no more than usual.
- This year we had ~340 project, ~395 students attended, Courtney can now work out the max number of projects that can fit in the exhibit hall.
- Courtney thought awards ceremony went well, explained how the message from NASA came about.
- Booths this year, just CSU, Bayswater and Coloradans for Responsible Energy Development (new sponsor), they worked out well, low number of booths but at least a start.
- There were not enough chairs for students. Courtney asked for 400, but CSU didn't provide enough.
- Dan Kowal brought up the discussion of # of judges per student. Students should be judged at least 3 times by Grand Awards Judges, but sometimes judges forget to leave judging stickers. Dolly, Jennifer Hellier, Penny Propst, Fran Rew and Lucy Adams were monitoring this during judging.

#### Alumni Team Report – presented by Gwyneth Glissmann

- Announced they have excellent ideas, but need to get going on them now.
- **Continued Action Item** - Katlin said she has contacted alumni reach out groups at three universities, working on others. Once she has contacted several she'll have them all send out e-mails to contact alumni at the same time.

#### Grand Award Coordination Report – presented by Nancy Glissmann

- Would like form updated to require area of expertise for each judge, such that the form cannot be submitted without that information, as that information is required to properly place them.
- No complaints about food this year (to Nancy).
- Still questions and confusion about forms, such as parent forms and directions. No standout complaints that should push a change.
- One captain was MIA (still is), so the assistant captain took over and did a great job.
- **Agenda item for July Meeting:** Review ISEF categories, determine whether not we want to adopt them.

**Action Item** – Nancy needs to get Courtney the changes she would like to see on the Grand Awards Registration Form.

Special Awards Coordination Report – presented by Sam Bartlett

- North ballroom for special award judges is still too small. Hoping to at least get more tables and chairs next time.
- Everything went well this year
- Five new special awards this year: The Aquaponic Source, Vaughan Web Works, American Institute of Professional Geologists, CSU School of Biomedical Engineering, American Industrial Hygiene Association, Rocky Mountain Section
- 89 Organizations in database (may need cleaned up a bit), 79 participated
- Nancy mentioned we need more women engineering judges

SRC Report – presented by Doug Steward, Courtney Butler

- Overall went very well, except for tree FTQs:
  - Two were from misidentification of risks and hazards (were both from one teacher who seems to refuse to follow the rules)
  - The other was when Courtney checks paperwork, and found the adult sponsor was listed as the teacher, but was actually a research professor based on other paperwork. She then found that the student never actually worked with the research professor and had forged signatures and “made up” the project.
- SRC helped two projects make it into the fair that were at risk due to problems.
- Display and Safety went extremely well with no problems this year.

Parent Advisory Committee Report – Skipped as Johnny Valdez is not present

**Old Business**

MOU with CSU – Courtney Butler had no update

DPS Support – Sam Bartlett had no update.

Middle School Rulebooks/ Guidelines – presented by Courtney Butler

- **Agenda Item for July Meeting:** review draft of Middle School Rulebook/Guidelines

External Audit – presented by Dan Kowal

- Audit was performed by Middlemist Crouch & Company @ a cost of \$3800
  - Findings, recommendations, deficiencies were reviewed
  - We received a favorable report
  - Dan Kowal, Courtney Butler, & Ed Scholtz were questioned
  - The “neutral, consistent, and clear”
  - Deficiencies:
    - They would like to see the treasurer & other areas more segregated.

- They didn't like how we reconcile our costs with statements, but we use Quicken which doesn't make that as clear.
  - They like the structure and process that we have with our external audit committee
  - They like the briefings we do as part of the treasurer reports
  - They don't like the executive director's control and loose interaction with treasurer
  - They would like our bank statements to roll on the first of the month instead of in the middle of the month
  - They said we need to issue a 1099 to the executive director
  - Would like us to be more clear about in-kind contributions and what they mean
  - Make sure our 1099-EZ tax report is in congruency with our finance report
- On Mar. 9th, everybody should have received an email from Dan Kowal with attachments from CPA firm Middlemist Crouch whose services were under the \$5k threshold we set, and charged us \$3,800 for the auditing of last year's financials that included findings, recommendations and deficiencies. Courtney has hardcopies of their audit to keep on file and use if necessary, especially where grant applications require it.
- Dan Kowal reported that the auditors gave us a favorable report about where we stand, and their process involved a fairly extensive questionnaire process involving Dan Kowal, Courtney and Ed as a representative of our audit committee.
- Findings Report: Financial statement enclosures are neutral, consistent and clear.
- Deficiencies Report: Separation of duties, governance - didn't like how much control we give the director and more involvement from the Treasurer doing most of the financial handling or at least more oversight. Had an issue with financial statements and Dan thinks that came down to reconciliation reports of accounts that is a standard accounting practice, and we do it automatically in Quicken - Courtney and Dan have discussed, Dan has executed some reports in Quicken, but needs to figure out a procedure with Courtney to do these reconciliation reports perhaps on a quarterly basis, and then send to Dan to do his assessment and document.
- Recommendation Report: All about strengthening our internal controls.
  - Positives: Likes the structure/process of our internal financial audit committee - very impressed with Ed's and Peter's report. Like the Treasurer Report briefings we do here and budgeting process we do on an annual basis.
  - Negatives: Exec Director's control, and Dan's reliance on printouts to assess.
  - Recommend: More involvement of the Treasurer to monitor more diligently. They want more review of the financial firm statements, and Dan thinks we can step that up a bit as noted earlier.
  - Accounting Systems:
    - they noticed that FNB has a mid-month cutoff period per statement and wonder if the statements can go beginning to end - might be easier from an auditing perspective.
    - Need to issue a 1099 to the Executive Director by Jan 31st each year. The IRS could impose a penalty if we don't do this. Courtney and Dan need to work this out.



- Recommend reporting in-kind expenses in their own expense account so that it's readily apparent in the financials what type of in-kind donations were received.
- Make sure our 990-EZ tax form is in agreement with the audit report.

**Action Item** – Dan and Courtney need to create a Treasurer/Director process for reviewing the books.

## **New Business**

### **July Retreat**

- Lucy has organized in the past, but is not organizing for 2015. Looking for somebody to take over in 2015.
- Thoughts are to do it in Grand Junction.
  - Theresa Coons should be contacted about hosting it at the John McConnell Math & Science Fair
  - Sam will look into dinosaur related activities
  - Courtney will look into CSEF Alumni's (Andrew and Alex West's) winery in Palisade
- July 24<sup>th</sup> – 25<sup>th</sup> is the thought at this time

**Action Item** – Courtney and Andrew will contact Theresa Coons to see if the center can host the July meeting.

**Action Item** – Sam and Courtney will look into possible activities for the Friday before the July meeting.

### **Next Meetings**

- September 12<sup>th</sup>, 2015 @ Colorado School of Mines Library; will have the Regional Fair Director's Meeting in the morning
- November 7<sup>th</sup>, 2015 @ CSU, will have the Advisory Council Meeting in the morning
- January 9<sup>th</sup>, 2016 @ Dinosaur Ridge, this will be a board only meeting
- CSEF 2016: April 7<sup>th</sup> – 9<sup>th</sup>

**Action Item** – Mike will reserve the room at the CSM library for the September meeting.

### **Nomination Committee Appointment**

- No Action

### **Adjournment**

Pat Kendrick motioned to adjourn, several seconded

Minutes July 12, 2014 Colorado State Science Fair Board of Directors  
Great Sand Dunes National Park, Mosca, CO

Members present: Sam Bartlett, Mike Bemski, Russ Chadwick, Gwyneth Glissmann (via phone), Nancy Glissmann, Katlin Hornig, Dan Kowal, Bob Morrow, Dolly Morrow, Jody Oaks, Larry Sveum, Peter Teasdale, Lucy Adams - Recording Secretary and Courtney Butler (via phone) - CSEF Director

Introductions and Verification of a Quorum – yes there is a quorum

Installation of New Board Member – Peter Teasdale for Vaughan Web Works  
Nancy Glissmann moved to accept the new board member: Peter Teasdale (Vaughan Web Works). Bob Morrow seconded; motion passed.

Announcements and Additions to the Agenda – added 60<sup>th</sup> Anniversary Celebration under New Business

Approval of April 12, 2014 Minutes

- Under the discussion of the January Minutes, it should read that Mike Bemski would like to have a discussion about the 4<sup>th</sup> person going to ISEF.
- Under the Special Awards Report, it should read Colorado Biological Institute.

Sam Bartlett moved to accept the April minutes with the above corrections. Larry Sveum seconded, motion passed.

**REPORTS:**

Treasurer's Report – presented by Dan Kowal and Courtney Butler and on file

- General summary, all looking pretty good at this time. Expenses are at ~\$93,000 and income is at ~\$100,000.
- Vaughan Web Works has given their contribution for 2015 already and is deposited under this fiscal year.
- There is also \$1,000 from the Burt Foundation in Denver for 2015 that is deposited under this fiscal year.
- We have received \$1,000 from the Goodrich Foundation that Dolly and Courtney worked on for 2015.
- There was ~\$11,000 more in expenses due to holding the fair at the Hilton, but we managed to bring in ~\$22,000 in additional funding this year.
- Bob Morrow asked about the construction on the Lory Student Center – will it be done for 2015. We do have rooms reserved for April 2015 already.
- Some new expenses for this coming year will be new signs because the room numbers will be different and the rental for the ballrooms is going up from \$400/day to \$650/day.

Larry Sveum moved to accept the report as presented. Jody Oaks seconded, motion passed.

CSEF Directors Report – presented by Courtney Butler

- Russ Chadwick had thought that this year would be a total disaster being in a new space, but was totally amazed that all went smoothly.
- Sending lots of emails to parents and teachers helped get volunteers.

Alumni Team Report – presented by Gwyneth Glissmann

- There is not much done at this point, going to try searching through LinkedIn.
- Would like to connect alumni with students doing projects.

Grand Award Coordination Report – presented by Nancy Glissmann

- Need to add Student Advocate volunteers to sign-up list (cannot be a teacher or parent though).
- Need to get list of judges from each of the regional science fairs to compare with what judges sign up for at CSEF. Need to have name, category and division of what they judged.
- There was a problem with the Junior Division top of fair judging team – one judge left for about an hour for personal reasons and made that team late in getting their judging done.
- Will have the student survey done in September.
- Had an issue with a judge not respecting a student from the SLV regional fair – we think this is the same judge who had issues with Nancy Glissmann and Courtney Butler about the make-up of the Energy & Transportation category judges – needed a biologist to understand the algae biofuel projects.
- We should maybe have a list of characteristics that make a good science fair judge.

Special Awards Coordination Report – presented by Sam Bartlett

- Sam will make it a point to remind his judges to make judging a positive time for the students.

Scientific Review Committee – presented by Courtney Butler and Jody Oaks

- One project failed to qualified, had no prior approval for a pathogenic project.

Parent Advocacy Committee Report – Johnny Valdez not present, none given

## **OLD BUSINESS**

MOU – presented by Courtney Butler

- There is no change at this time and there might not be until we have the money in hand since there is that financial piece to it.

- Sam Bartlett thinks we should have a new conversation with the proper people at CSU.
- The fair needs to raise approximately \$20,000/year in additional funds to make this happen.
- Russ Chadwick asked what action item we should add to the agenda, it was decided postpone the conversation until September.

DPS – presented by Sam Bartlett

- Tabled until the September meeting.

Middle School Rulebook/Guidelines – presented by Courtney Butler

- The book is still in the planning stages – hope to get a draft done this fall.

Report on ISEF – presented by Courtney Butler, Lucy Adams and Jody Oaks

- It was a great fair, with long working hours for D&S committee members.
- Colorado had a Top of Category winner with Logan Collins in Microbiology – which gives us \$1,000 from Society for Science and the Public.

### **NEW BUSINESS:**

Discussion of Sponsor Benefits – presented by Courtney Butler and Russ Chadwick

- There should be a donation of \$10,000 for name on the back of the t-shirts and right now that would be Intel, CSU, and Bayswater.
- Need to give all sponsors the social media exposure at the Board’s discretion.

Nancy Glissmann moved to add logos at different sizes on t-shirt as criteria for platinum and diamond level sponsors, as well as offering social media exposure for all sponsors at the Board’s discretion. Sam Bartlett seconded, motion passed.

Discussion of the Fall Reception for CSEF Sponsors – presented by Russ Chadwick and Courtney Butler

- We need to take out the sponsor benefit of having a dinner, and only do this when funds will allow such.
- In order to fulfill this it is suggested that we have a reception this year for the contributors and potential new contributors.

Bob Morrow moved to eliminate in the benefits of contributors reference to a “donor dinner”.

Nancy Glissmann seconded, motion passed.

Bob Morrow moved to have a sponsor reception at the Lory Student Center for contributors in lieu of a dinner. Sam Bartlett seconded, motion passed.

Bob Morrow moved to have the reception October 28, 2014, and to allocate up to \$1,000 for the event. Dolly Morrow second, motion passed. Sam Bartlett abstained from the vote.

Budget for 2015 – presented by Dan Kowal and Courtney Butler and on file

- This is only a draft budget as the new room rates for the ballrooms at the LSC have not been sent out yet and the pizza party will be more expensive as it will need to be done by catering (unless another pizza place comes into the food court).
- Bob Morrow indicated that we really need to focus on funding to make the director full time.
- Dan Kowal believes it is time to put extra funds toward the MOU and getting a full time director.

Discussion of Bonuses to be Paid in FY2014 – closed session

- Director will receive a \$50/month raise and a \$500 bonus.
- Recording Secretary will receive a \$100 bonus and the stipend will stay the same.

Discussion of Financial Considerations

- A suggestion was to sign up for Amazon Smiles where CSEF can receive a percentage of sales made on amazon.com if people indicate our charity as their recipient.

Discussion of Future Directions Based on New Space Available in the LSC

- Since there will be an additional 1/3 of a ballroom for exhibits, a discussion with the regional fair directors will need to take place to find out how to allocate the potentially 100 new projects that can be accommodated at the CSEF.
- May need to adjust the times for grand awards judging due to the increase in project numbers.

Discussion of Possible Guest Speaker for 2015 CSEF

- Mike Bemski has contacted the president of Bayswater to speak and is hoping to hear back soon.
- If he can't do it, we need a back-up plan – alumni panel?

Discussion of 60<sup>th</sup> Anniversary

- Everything needs to indicate this is the 60<sup>th</sup> Anniversary (t-shirts, information to schools, public, etc.). Ideas should be sent to Courtney Butler.
- Perhaps we should do an alumni panel as one of the presentations on Friday?
- Possibly get some of the artifacts from the archives in the CSU Library? Courtney Butler will contact them.
- Pioneers of Science awards will either be all female scientists or all Colorado scientists.
- Need to advertise the reception as a celebration of the 60<sup>th</sup> Anniversary.
- Perhaps have cake at the pizza party with the CSEF logo?
- How do we honor Elemer?

#### Update Contact Information

- Courtney Butler will send out the list and ask everyone to send her corrections.

#### Upcoming CSEF Board of Directors Meetings:

September 6, 2014 – Board and Advisory Council Meetings at Colorado School of Mines in Golden, CO

October 28, 2014 – Board of Directors Meeting in Fort Collins, CO prior to the reception

January 10, 2015 – Board of Directors Meeting at Dinosaur Ridge in Morrison, CO

April 11, 2015 – Board and Advisory Council Meetings at CSU after the CSEF

Gwyneth Glissmann moved to adjourn the meeting. Mike Bemski seconded, motion passed.