

STEM Advisory Meeting

March 29, 2012

5:30 – 7:30 pm

We developed the following agenda.

I. Roles and relationship of Advisory Council and Endeavor

A. This is a partnership of various agencies

1. Endeavor became the lead for the Planning Grant, but others could step forward to lead other grants. Planning Grant is a restricted grant encumbered for CCSTEM. At first SLOCOE was going to be the lead. In other regions, non-profits have been leads.

a. UCSB Council – differentiate between the fiscal agent and the project lead. UCSB facilitates the convening of groups, but have different leads at the meetings; this is dynamic. Don't have bylaws; have understandings.

b. P-16 Council – lots of partners. Grant received by P-16, with support from partners, helped to develop Greenhound Academy. SLOCOE was the fiscal agent. Greenhound Academy attracted other grants.

2. Fiscal Agent – administers the funds like a banker (John); doesn't lead. Edmund's concerns – what are the ramifications of the Advisory Council "hiring" Steve, but Endeavor paying his salary? Steve read a definition of a fiscal agent, and a discussion ensued. Steve needs to know when he is working as Coordinator and when he is working for Endeavor.

3. What is the role/function of the Advisory Council?

a. What's the common agenda?

b. How do we leverage activities?

c. What are the different parts of the backbone?

d. CCSTEM is the authority. Steve shared a handout of agreements and questions regarding CCSTEM and the partners' roles and responsibilities.

4. Concerns/Considerations

a. Walt – if we are going to have press releases, should come from the collaborative, not Endeavor or Cal Poly, etc.

b. Edmund – It would be powerful to have the various partners have press releases.

c. Steve – We first need to establish definitions and roles of Advisory Council and CCSTEM Collaborative.

d. John – Maybe CCSTEM puts together the press release and distributes it to the partners for use in their press releases.

e. Steve – Who makes the decisions? We need to clarify the role of the Advisory Council. Edmund – Endeavor would never do anything the Advisory Council didn't want to do.

5. What kind of organization is CCSTEM?

Our name says “Collaborative”. Our Mission statement says “Network”. CSLNet says Alliance. We are all of these, not any one. However, we are not a legally defined entity such as a corporation, LLC, partnership, Foundation, nor 501(c)3 non-profit.

a. an alliance of CSLNet, but our own organization/collaborative; a collaborative member of CSLNet

b. How will decisions be made? Is the Advisory Council the Executive Committee?

1) How does Santa Barbara fit into this idea – Santa Barbara Coordinator (maybe others) serves on Advisory Council/Executive Committee?

2) Maybe Advisory Council develops policies to guide the Coordinator in making decisions.

c. Who will keep track of the grant funds? Endeavor. Who will write the required reports for CSLNet? All of the partners in CCSTEM will help do this work. Financial report drafted by Endeavor. Partners write narrative. Endeavor will put parts together for CCSTEM to review before submission.

II. It was agreed that Endeavour is acting as the Fiscal Agent for the CSLNet grant. The Fiscal agent is responsible for compliance with Grant and legal rules. The first fiscal reports required by CSLNet are due on November 15, 2012 and will consist of two kinds: Narrative and Financial.

Endeavour will provide the Financial reports to the Advisory Council who will then draft the narrative reports.

III. Steve offered a series of statements that everyone agreed were true.

1. We all want the CCSTEM Collaborative to succeed.
2. CCSTEM is not an arm of SLOCoE, CESaME, Endeavour, or any other individual organization but instead a collaboration of all.
3. The Central Coast STEM Collaborative (CCSTEM) inherently depends upon active collaboration of its members and stakeholders.
4. CCSTEM is not a legally defined entity such as a corporation, LLC, partnerships, foundation, or 501(c)3. We have called ourselves an organization, network, alliance, collaborative...
(Defn: Organization - a group of persons organized for some end or work; association: a nonprofit organization.)
5. The original shared concept for the structure of CCSTEM was to start off as flat, simple, open, and as inclusive as possible but with the understanding that a more defined structure would be necessary as the organization grew.

6. Many types of decisions are needed to steer or direct the collaborative efforts of CCSTEM:
Policies: branding, media contacts, inviting members, newsletters, calendar
Meeting Venues, dates, facilitation
Disbursement of funds

IV. Direction for the Coordinator position – address this item at the next Advisory Meeting

V. Different name for Advisory Council – this needs to be discussed/approved at a general meeting.

VI. Press Release

A. Suggestion that press releases have the CCSTEM Collaborative logo (not a partner's logo). However, partners don't need to have all the same information – maybe just two shared paragraphs. The group reviewed some draft press releases to agree upon the common content:

1) Agreed to use CCSTEM Collaborative logo and a description of the collaborative. The Planning Grant begins in June. Interested parties should contact... Include CCSTEM website.

2) Revisions included a focus on the Collaborative, not any partner as a lead agency. For example, Endeavor could say it is the fiscal agent and also mention their contributions to the Collaborative.

3) Every organization will share draft of own press release by Wednesday, 4/4. Then, everyone releases theirs next Friday, 4/6.

VII. Possible grants

A. Patti shared information about a Department of the Navy (Science and Technology) grant for K-12 and higher institutions.

B. John shared that a NOAA grant will also be available soon for informal educators. Webinar is coming up. Require at least 3 aquaria.

Next Steps:

1. Determine agenda for the next General Meeting on May 9th.
2. Next Advisory Meeting – **Wednesday, 4/25, 4:30 pm**, at SLOCOE. Santa Barbara will teleconference. Then, the next Advisory meeting is scheduled for June 13th.
3. Create a committee to organize next STEM Forum; we agreed to have it hosted at UCSB; capacity of 300. Purpose is to build SLO and SB coalition. Jane and Patti will organize the teleconference.

Action List:

Steve Re-draft CCSTEM Press release as template for others and distribute by Friday, 3/30/2012

Steve Distribute a draft copy of the Coordinator Job Description for discussion

Rita Type out (these) meeting notes and send to Steve

Steve Add to, distribute, and post (these) meeting notes

Edmund, John, Patti, and Jane Coordinated release of press releases by Friday, 4/6/2012

Jane and Patti Organize the teleconference for the Planning Committee for the Oct Forum at UCSB

Patti Reserve SLOCoE meeting room for Apr 25, 4:30-6:30pm, Advisory Council with teleconference

Tanja Draft agenda for May 9 General Mtg.

Tanja Reserve Creekside Brewing for June 13 Advisory Mtg.