

Central Coast STEM Education Collaborative  
Advisory Committee Meeting  
July 5, 2012

Attending: Host Patti Garrett, Julie Reil, Walt Reil, George Pudlo, Jamie Foster, Paula Vigneult, Delia Horwitz, Steve Kliwer, Tanja Kehler, John Keller and Pam Rickard.

**Action List:**

Steve & Walt	Host and facilitate the Aug 15 General Meeting
Steve	Announcement blast about the Aug 15 meeting.
Steve	Create draft budget report
Patti	Review draft budget report
John	Present the Proposed Organizational Structure at Aug 15 mtg.
John	Hire students to create draft brochure and present at Aug 15
John	Complete a Google Forum input form to capture member registration and voting
Steve	Announcement blast about the member registration and voting procedure
Paul Murphy	Short presentation about June 27 US STEM Summit in Dallas
Suzanne Oliver	Presentation at Aug 15 mtg. about Oct 12 Forum to be held at UCSB

1. "CCSTEM SLO Organizational Structure Workgroup Recommendations 7.5.2012", which was developed at the July 2, 2012 Organization Structure Working Group meeting. Delia and Paula provided the write up.

This proposed organizational structure was presented by John. It was reviewed and some changes were made before it was approved by the Advisory Committee.

It will be presented by John at the August 15, 2012 CCSTEM general meeting for review and approval by the meeting attendees.

If approved, input will be needed from SLO and SB members regarding the CCSTEM Governing Board, since it will be composed of members from each county. Suggestions will be needed for members of the "VIP" Advisory Group. It was suggested to use a nominating process for the CCSTEM SLO Governing Board. John suggested the election be accomplished via a Google forum. John will complete a Google Forum input form to capture member registration and voting. Steve was asked to send an email to the membership notifying them of the proposed organizational structure, asking them to register as voting members, and requesting nominations for the CCSTEM SLO Governing Board.

Members can register as individuals or as organizations.

Organizations will need to name a representative and provide the representative's contact information.

2. The following items were proposed for the August 15<sup>th</sup> General Meeting Agenda:
  - a. The proposed Organizational Structure by John Keller
  - b. Time for pop ups/sharing, which will include working group reports
  - c. Present a draft of a CCSTEM brochure by John Keller
  - d. A presentation about the Texas STEM Conference by Paul Murphy
  - e. A video about out-of-school time involving OST students, or a presentation about STEM architecture, etc.
  - f. A presentation by Suzanne Oliver on the October 12<sup>th</sup> CCSTEM Annual Forum that will be at UCSB.
3. A document titled "Proposed Resolutions" was presented by Steve that lists the Fiscal Agent's Responsibilities, the Power to disburse Funds and Collaboration Soup. It was reviewed and some changes were suggested. Item no. 2 under the "Power to disburse Funds" was eliminated. (see below for final resolutions)
4. It was suggested that the budget in the CSLNet Grant be broken down into more detailed line items, and that a format be developed so the Fiscal Agent can report on receipts and expenditures to the Advisory Committee on a monthly basis. Patti offered to act as Treasurer and to help Steve create a monthly reporting document.
5. SLO CCSTEM schedule:
  - July 25<sup>th</sup>—Advisory Committee Meeting—CANCELLED
  - August 15<sup>th</sup>—General Meeting at PG&E Energy Ed. Ctr., Time TBD
  - Sept. 4<sup>th</sup>—Nominations Due for CCSTEM SLO Governing Board
  - Sept. 12<sup>th</sup>—Advisory Committee Meeting
  - Sept. 14<sup>th</sup>-28<sup>th</sup>—Voting period for CCSTEM SLO Governing Board
  - Oct. 10<sup>th</sup>—Advisory Committee Meeting
  - Oct. 12<sup>th</sup>—CCSTEM Annual Forum at UCSB
6. Tanya gave Steve (the new lead of the SLO Communications Working Group) the manual and "keys" to the new CCSTEM website and Facebook and Twitter accounts developed by Brandon and Lindsey of the Cal Poly Public Relations class. Tanja is waiting for confirmation that Brandon has transferred the new website, currently hosted at jf2.com to our new hosting at PHP Fog and that the redirection of the CCSTEM.org domain name is complete. Once that is done, Steve will contact the Communications group with tasks to initiate in setting up and testing the site.

The following items were duly resolved at this meeting:

## **Fiscal Agent's Responsibilities**

The SLO Fiscal Agent for each grant:

- Receives the funds from the Grantor
- Ensures compliance with requirements of the grant and generally accepted accounting practices (GAAP)
- Disburses the funds as directed by the SLO Advisory Council or its representative
- Maintains appropriate accounting records
- Prepares reports (with the assistance of the SLO Advisory Council) as required by the grant.

## **Power to disburse Funds**

The SLO Coordinator is empowered to direct the fiscal agent to disburse funds and enter contracts for ongoing payments for services or materials as long as the funds were specifically allocated within the grant proposal's budget.

Otherwise, the Coordinator will submit the proposed expenditure to the Advisory Council for approval.

In all cases, the expense must be in the best interest of CCSTEM and within the scope of the grant from which it is paid.

## **Collaboration Soup**

The SLO CCSTEM Advisory Council directs our fiscal agent to retain the services of Collaboration Soup on a monthly basis using funds from the CSLNet grant not to exceed a total of \$1500.

Such services may include (but are not limited to) meeting facilitation support, phone and internet support, and consultation/training.

Julie Reil