

CCSTEM Advisory Meeting Minutes  
September 12, 2012  
SLOCOE  
5:00 – 7:00 pm

Attendees: Edmund Burke [edmundburke@spaceinformationlabs.com](mailto:edmundburke@spaceinformationlabs.com)  
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Tom Stevens [thomas.stevens@us.af.mil](mailto:thomas.stevens@us.af.mil) (AF STEM Center)  
Lily  
CCSTEM South Coordinator

Action List (what we did and need to do)

- A. Established mini-grant subcommittee that will make a recommendation to board regarding awarding mini-grants.
- B. Provided additional funding for Forum
- C. Election dates were adjusted; John will continue with process
- D. Jamie/Steve/Walt will determine how to send info (about voting) to comprehensive STEM e-mail list and determine approval process for email content
- E. Lily will send Forum press release to Steve and Jeff; bill CCSTEM for \$3,000 for Forum; work out invoicing SLOCOE and CESaME; check on Bank of Montecito regarding grants
- F. Jeff will contact media regarding Forum; continue developing collegial network.
- G. Steve will tally votes and announce and notify winners of election for board; will prepare regular reports that will also support requirements of CSLNet grant.
- H. Tom/Walt will add Air Force STEM Collaborative website to CCSTEM website.
- I. Send grant opportunities to Edmund/Fundraising Working Group.
- J. Support Tom with info. regarding Air Force providing resources for local STEM programs/events.
- K. CCSTEM working groups and other members, including CCSTEM South, need to send newsletter input to: [Julie.Reil@ccstem.org](mailto:Julie.Reil@ccstem.org).
- L. Walt suggested we provide student scholarships; need to visit principals to advocate for STEM

M. All members asked to promote Forum/Delia suggested adding CCSTEM website address to Flyer.

#### I. Introduction

Steve welcomed the group and provided a brief update on the progress we are making. Everyone introduced himself or herself. Lily, from UCSB and the Gevirtz School introduced herself via video conference. Steve reviewed the agenda.

#### II. STEM-in-the-Classroom Group

Jeff shared some of the group's agreements – meeting monthly and bringing others into the group for networking purposes. The group aims to be a conduit for education, with future website involvement. Jeff has had successful grant experience. John suggested that this group might serve as a resource for informing the Math-Science Project proposals that are being developed at Cal Poly and UCSB.

#### III. Consent Agenda

A. Budget Report – Steve sent out a budget report to everyone. He asked for feedback, and the group approved the format of the report. Walt suggested Steve prepare a Coordinator's Report, which would be a written list of accomplishments, which will help fulfill a CSLNet grant requirement.

B. Mini-Grants – Patti shared that there are \$7,500 available. Three mini-grant applications have been submitted for a total of \$5,000. Patti requested help with refining the mini-grant process. Lily will inform SB schools of the mini-grant program.

Motion – to form a mini-grant reviewing subcommittee to review the applications and revise the process. John suggested that the subcommittee report their work and decisions to the new Board to approve awards before they are announced. John and Jeff agreed to join Patti and Steve on this subcommittee. The motion was approved.

#### IV. Fund Raising Group

Edmund reported on the activities of the Fund Raising Group. Endeavour Institute submitted a CCSTEM collective impact grant to the Santa Barbara Foundation. Cal Poly also submitted a CESaME Power of Discovery grant application through CSLNET to support after school programs; the grant could possibly yield \$170,000 over three years. Edmund reminded the group that some of the grants we apply for are to support the collaborative, while others are meant to support STEM activities. He also shared a list of grants prepared by Wendy Wendt, our CCSTEM Grant Consultant, that the group was reviewing, including some available through Wells Fargo Bank, American Honda Foundation, Office of Naval Research, and the National Science Foundation. Edmund invited others to join the group and to forward any information on available grants. Delia mentioned that the Bank of Montecito offers community grants, which Lily will pass on to CCSTEM South. He distributed minutes from

the August 7<sup>th</sup> CCSTEM Grants and Fundraising Meeting. He suggested that large lead grant applicants collaborate with other groups to improve the possibility of success. Please contact Edmund if you would like to join the group.

#### V. USAF STEM Initiative

Tom Stevens, engineer at Vandenberg Air Force, and Air Force STEM Center coordinator, shared his background and interest in working with us. The Air Force has received some funding to support STEM. Tom said that there are some financial resources available through October 2013. The Air Force wants to partner with local efforts instead of beginning new efforts. Tom is gathering information about possible K-12 partnerships, maybe beginning in Lompoc because of their proximity to Vandenberg. Lily will check into having Tom involved in the forum.

#### VI. Online Registration System

John reported that we have 38 individual members and 21 organizations officially registered as members. Survey Monkey continues to accept new member registrations. Eighteen individuals have been nominated for the new Board. Confirmation e-mails were sent to the nominees.

Motion – to require nominee confirmations be submitted by Monday, 9/17.

Ballots will be issued on Wednesday, 9/19. Voting would still close on 9/28.

Motion approved.

It was suggested that nominees be told to hold the 10/3 Advisory Council meeting date in case they are elected so that they may attend. Steve will tally and announce the results. The top 10 vote winners will appoint up to 5 more members to balance the stakeholder groups on the board.

#### VII. Forum – October 12

Lily shared the Forum draft budget totaling \$9,237 and requested assistance with funding tech support (\$641), food (\$950 to \$4,466), and parking (\$350 to \$400). The Advisory Council agreed to move \$1,500 from the CCSTEM website development budget to the Forum (in addition to the \$1,500 that has already been budgeted). Patti (SLOCOE) and John (CESaME) said that they might have additional funding (possibly for Tech Support, Parking and Printing). Lily will work out the fiscal procedures with her organization.

Members were encouraged to share the Forum flyer. Steve mentioned the possibility of coordinating travel for people in the north who have registered. John suggested we issue some press releases and would like a copy from UCSB if they have already developed one.

#### VIII. STEM Summit, San Diego, Oct. 14-16

Who & How – <http://www.castemsummit.com/>

Steve reported that CSLNET will cover registration costs for 10 people (it was suggested this include 5 from SLO and 5 from SB), but this does not include hotel and travel. Lily and a colleague, Sue Johnson, have registered and may be able to get reimbursed for their registration costs. Steve, John and Patti are

attending from CCSTEM North.

IX. Website – <http://ccstem.org>

Jamie shared that our website is up and running. Our contact tab has links now for people to contact us. Some sections are more developed than others, but we are growing the website. We need feedback – What’s missing? Anything confusing?

Walt shared that he has added many resources, but continues to work on this. He offered some feedback – Should we include pictures and bios for Board members? How will we do “email blasts”? What can/should be posted in terms of group work minutes, etc.? He needs information on local resources.

X. Newsletters and e-mail Announcements

Julie provided an update. She shared that newsletters will probably come out on a monthly basis. She shared the information needed when submitting article information. She asked for contributions of information from CCSTEM members and wants to connect with and receive input from schools, PTA’s, school clubs and non-profit STEM education groups. The Communications working group is working on the e-mail blast system.

XI. Social Media

Rita shared that she met with Amber Correa, who manages the Facebook page for CESaME (per John’s reference) and learned several ideas for how to attract viewers to our CCSTEM Facebook page.

XII. Closing – Action List (what we did and need to do) – See above.

NEXT MEETING: October 3, 2012, 5-7 pm, SLOCOE