

CCSTEM Collaborative Board Meeting Minutes
April 15, 2013
SLOCOE
5:30 – 7:30 pm

Attendees:

Present?	Board Member?	Name
No	X	Anne Marie Bergen
No	X	Seth Bush
Yes	X	Rita M. Delkeskamp
Yes	X	Patti Garrett
Yes	X	Dawn Hinchman
Yes	X	John Keller
Yes	X	Tanja Latimer
Yes	X	George Pudlo
No	X	Bryan Rebar
Yes	X	Julie Reil
Yes	X	Walt Reil
No	X	Pam Rickard
No	X	Tom Stevens
No	X	Paul Turnbull
Yes	Ex-Officio	Steve Kliewer
No	South Coordinator	Lilly Garcia
Yes	Guest/Lucia Mar Teacher	Greg Gracia
Yes	Guest/facilitator	Delia Horwitz
Yes	Guest/Cuesta College	Derrick Lavoie

Action List: (Who is doing what)

- A. John Keller will set up a meeting with Santa Barbara’s Partners in Education.
- B. Julie Reil and Walt Reil will send a letter to local PTAs and school principals and arrange for speaking with the 24th District PTA.
- C. All Board members need to read the proposed CSLNet Letter of Agreement with Regional Networks and be prepared to discuss and vote at the next meeting.
- D. Julie Reil will submit paperwork for our Unincorporated Association status and open a bank checking account.
- E. Seth Bush needs to give information to Wendy Wendt on Family Science Nights for inclusion in the PG&E grant application.

Motion/Resolution: (specific request for Board decision)

- A. John Keller moved and everyone agreed that we could identify “leaders” for each of the four current foci/objectives areas: Various leaders for 1) Events and 2) Developing our Clearinghouse; John volunteered to lead 3) Partners in Education; George volunteered to lead 4) Asset Mapping. See following notes.
- B. Everyone approved the CSLNet grant disbursement plan presented by Steve Kliewer. See narrative below for details.
- C. CCSTEM Status – Julie Reil moved and everyone agreed to establish CCSTEM as

an Unincorporated Association, to get a Tax ID # to receive donations, to establish a bank account, and to seek sponsorship from SLO Community Foundation or Cal Poly or UCSB or whoever, to be able to accept tax-deductible donations and to have liability insurance coverage. Organizations hosting events that CCSTEM participates in would assume liability for events.

- D. George Pudlo moved to approve the CCSTEM Budget and Actuals dated 4/15/13 that relates to the CSLNet grant presented by Julie. All approved.
- E. The Board approved Paul Turnbull's resignation, the change in role of Steve Kliewer from Coordinator to Board Member at the end of the CSLNet grant period, and Rita Delkeskamp's resignation as of June 30, 2013.

Narrative: (provides information)

- A. Introductions – Patti Garrett welcomed everyone, and everyone introduced themselves. Derrick Lavoie was our guest and spoke about the Cuesta Sustainability Resource Center.
- B. Clarify strategies and priority actions – Delia Horwitz lead the group through a review of our CCSTEM vision, mission, and goals. The idea of an event to provide community outreach, for which we might be able to access \$1,000 from CSLNet to provide “breakfast” was discussed. The funds might also be used for literature at Chamber of Commerce, Rotary or Lion's events. There was also discussion about possible future actions and events, as they relate to supporting our goals.

CENTRAL COAST STEM COLLABORATIVE (CCSTEM)

Vision

An educated society collaboratively engaged in an innovative culture of STEM learning in which people of all backgrounds productively contribute to our sustainable future.

Mission

Central Coast STEM Collaborative is a network of families, educators, business professionals, and other community stakeholders invested in science, technology, engineering, and mathematics (STEM) education and achievement. We are committed to enhancing and promoting STEM learning and developing career readiness by fostering the collective impact of local, state, and national affiliates.

Goals

1. Fund proposals
2. Facilitate STEM events (hosted by organizations with liability insurance)
3. Educator professional development
4. Connect and build effective STEM relationships (government/schools/businesses/other providers)
5. Be a recognized, respected, and valued collaborative
6. Be a visible resource to support increased and quality STEM activities.

Current Focus (developed in March 2013): Connect individuals and organizations on the Central Coast with STEM resources.

1. **Events** – our own and joining existing events. (*Various event leaders*)
2. **Continuing developing our clearing house**/directory of events/activities/resources/

professional development/networking/publicizing/materials. (*Walt Reil and other Various leaders*)

3. **Researching Santa Barbara's Partners in Education program** – learn their existing structures. (*John Keller*)
4. **Asset Mapping:** Research San Diego alliance's and Silicon Valley alliance's asset mapping models; work force needs analysis (*George Pudlo*)
5. **Funding** – identify funding resources.

Narrative (Continued):

C. Action Items:

1. CSLNet grant

- i. Summary of 3/28/13 Network Dialogue meeting with CSLNet – John shared that CSLNet considers our collaborative a good model—meeting monthly, not too heavy, involvement in out-of-school programs, mini makers faire, Balloon Fest, Pub Science, etc.
- ii. Plan to complete final report, which will be the final CSLNet grant report and our year-end report—Patti will act as the lead; the Board agreed that Patti would contact Wendy to help with the report. The due date is TBD—it may be May 19th or May 30th, in light of the grant extension.
- iii. Future CSLNet LOA – Everyone will read the proposed LOA and be prepared to discuss it at the next meeting.

2. PG&E Grant Proposal Status – Patti reported that SLOCOE will take the lead for this grant that will focus on: a) K-8 Math Festivals, b) K-8 Family Science Nights, and c) CCSTEM's 2013 Annual Forum.

3. Status of other grants: SLO City for publicity/marketing by Mary Verdun for "Science After Dark" Presents Pub Science and Cal Poly ACS \$500 for Family Science Nights. Dawn reported that there are grant opportunities with So. Cal. Gas and SB Bank and Trust for specific uses.

4. CCSTEM's "Story" – The group revisited the purpose of this project – to provide a "white paper" for grant applications, to provide an "elevator speech" we can use when handing out CCSTEM flyers, to provide a PowerPoint for presentations. Walt sent a draft of a white paper to Dawn and Wendy, but will also send it to the entire board.

D. Event updates:

1. Mini Makers Faire, 5/11, Mission Plaza – John reported that there are 36 entries, Cal Poly students are helping with running the event, and the SLO Museum is taking the lead.

2. Balloon Fest, 4/20 – Steve provided information: Tobin James Winery, beginning at 7am, with launches from 7:45-10:00 am and lunch at noon.

3. Pub Science, 4/24 @ Steynberg Gallery – Dawn provided information. Doors open at 6:00 pm and the discussion is at 6:30 pm.

E. Non-Profit Status – Julie provided a summary of the meeting with Barry VanderKelen of the SLO Community Foundation. There was discussion about status options that would allow us to collect tax-deductible donations and provide liability insurance coverage.

F. Cuesta Sustainability Resource Center – Derrick Lavoie provided an update on this project. Power companies are providing \$600,000 (and hopefully other grant funds) to maintain this program for 20 years. Mission focus areas are a) P-16 curriculum, b) community partnerships, and c) workforce training. P-16 focus area will begin with Carissa Plains Elementary School and expand to the rest of the Atascadero School District, then to all North County school districts, and finally to SLO County school districts. The Board expressed interest in future collaboration in activities with this group, such as the October 5th Energy Awareness Event Day.

F. Business topics

1. The Minutes from March 18, 2013 were approved.
2. Steve asked the Board to ratify the plan for the final grant expenditures, as described as follows:

CSLNet grant disbursement plan revised

As of 4.9.2013

Of the \$6312 remaining of the \$50,000 grant, we have resolved the following allocations and actions. (All changes are incorporated into the attached Budget spreadsheet)

CSLNet (Chris Roe and Michael Medema) have been petitioned to authorize us to extend the grant period by one month till April 30, 2013 and to pay “retainers” for essential services in advance.

Upon confirmation from CSLNet we will disburse the remaining funds as follows:

1. \$1000 to Endeavour Institute for accounting services through Apr 30, 2013.
 2. \$700 retainer to Collaboration Soup
 3. \$2535 retainer to Wendy Wendt (grant writer)
 4. \$1992 to SLOCOE to be disbursed as directed for “Exploration of sustainability options”. This includes \$195 to maintain crucial website functions through Aug 2014 and \$1797 to obtain 501(c)3 status to be held in abeyance awaiting board decision following special meeting on April 11th. If a decision to spend funds to apply for 501(c)(3) nonprofit status is declined by the board, these funds would be rolled into other sustainability options, such as grant writing.
 5. \$85 for Marketing (Buttons)
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3. Approve Treasurer’s Report - Julie Reil presented the CCSTEM Budget and Actuals report dated 4/15/13 relating to the CSLNet grant. She will communicate to Steve Kliewer the following change: Spend \$35 on the application for California Unincorporated Association status and the unknown cost of opening a bank checking account, then apply the balance of the item “501(c)3 status and 1 year of liability insurance” to grant writing.
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4. Board members
 - i. Accept Paul Turnbull’s resignation – accepted.
 - ii. Change Steve Kliewer’s board member status from ex-officio to official board member at the end of the CSLNet grant period – agreed.
 - iii. Rita’s resignation as of June 30, 2013 and her replacement – resignation accepted and replacement pending.

5. Future meetings: John will send a Doodle for a May Board meeting and will contact Anne Marie about the May 20th general meeting. We may want to revisit the original working groups and create new working groups at the general meeting. A joint North/South CCSTEM executive board meeting will be held April 25th at 9:00 a.m. in Solvang.
6. Close – everyone shared closing comments.

Request: (ask for assistance, ideas, or input) –We may need to schedule Board meetings for August and November.

NEXT BOARD MEETING: May Board meeting date: TBD.

Rita Delkeskamp and Julie Reil