

CCSTEM Collaborative Board Meeting Minutes
May 13, 2013
San Luis Coastal Unified School District, Room F-3
5:30 – 7:30 pm

Attendees:

Present?	Board Member?	Name
Yes	X	Anne Marie Bergen
Yes	X	Seth Bush
Yes	X	Rita M. Delkeskamp
No	X	Patti Garrett
Yes	X	Dawn Hinchman
Yes	X	John Keller
No	X	Tanja Latimer
Yes	X	George Pudlo
No	X	Bryan Rebar
Yes	X	Julie Reil
Yes	X	Walt Reil
Yes	X	Pam Rickard
Yes	X	Tom Stevens
No	Ex-Officio	Steve Kliewer
No	South Coordinator	Lilly Garcia
Yes	Guest- PG&E, Cal Poly	Natalie Schaefer
Yes	Guest	Amy Shields

Action List: (Who is doing what)

1. John will check with Lilly and CCSTEM South to see if they are interested in being part of our Unincorporated Association.
2. Julie/John will follow-up with Steve Kliewer to get needed details about the mini-grant recipients, to include in our year-end report.
3. Any members who have additional comments on the year-end report should forward them to Wendy Wendt.
4. Julie/Wendy will incorporate suggestions made for revising the CCSTEM “White Paper,” i.e. include successful events already achieved, information about how to join CCSTEM, CCSTEM goals, use bold and bullets to highlight key messages quickly, include “why we need CCSTEM”
5. Tom will forward volunteer invitation information about Central Coast Science Fair to CCSTEM Board members.
6. Amy will provide a paragraph biography for Walt to post on the website.

Motion/Resolution: (specific request for Board decision)

1. Seth Bush moved to have Wendy finalize the year-end report for submission to CSLNet. The motion was seconded and approved.
2. Seth Bush moved to finalize the Letter of Agreement with CSLNet. The motion was seconded and approved.

3. Rita Delkeskamp moved to elect Amy Shields as a Board Member. The motion was seconded and approved.
4. Julie Reil moved to have Sarah Hegg from Cal Poly provide administrative support to CCSTEM. The motion was seconded and approved.
5. Pam Richard moved to reimburse Dawn Hinchman \$15 for Pub Science expenses for pens and pencils for feedback sheets. The motion was seconded and approved.

Narrative: (provides information)

<p>1. Introductions - John welcomed everyone and shared that Bryan Rebar will be leaving the Board in June for a job at the University of Oregon. Everyone introduced themselves.</p>
<p>2. Review Minutes from April 15, 2013 – Members reviewed the minutes, which were approved as written.</p>
<p>3. Business Update</p> <ol style="list-style-type: none"> a. Unincorporated Association Status – Julie shared a draft of Articles of Association for CCSTEM and prepared an application (for John and Patti to carefully review) to submit to the State to request a Tax ID number. After some discussion regarding the participation of South CCSTEM, John will follow up with Lilly to see if they are interested in being part of our Unincorporated Association. b. Approve Treasurer’s Report--Budget/Actuals Report - Julie presented a report showing CCSTEM currently has \$40. At the meeting, she received \$145 from the April 24th Pub Science event. Patti Garrett will report in the future on the funds SLOCOE is administering from the CSLNet grant. c. CCSTEM North-South Update – John provided a summary of the April 25th meeting in Solvang between John, Patti, Julie, Lilly and Gale Morrison, the temporary Dean of the School of Education and the head of the P-20 Council. CCSTEM South is supportive of our action items, i.e. providing information for our website, events (including the 2013 annual forum at Hancock), pursuing “Partners in Education,” asset mapping, etc.
<p>4. CSLNet Items</p> <ol style="list-style-type: none"> a. CSLNet Grant and Year End Report Overview – Members reviewed the draft. We reviewed the various comments/questions identified. Group wanted to add the word “Collaborative” to the logo. Details about the mini-grant recipients need to be confirmed with Steve Kliever. John recorded notes from the group and will get them to Wendy b. Report Discussion and Ratification – A motion passed to ratify the report, pending Wendy’s final work on it. c. CSLNet LOA Overview – Members reviewed the Letter of Agreement proposed by CSLNet. CCSTEM would be the Regional Network, with the P-20 Council and CCSTEM North identified as the entities.

- d. CSLNet LOA Discussion and Ratification – A motion passed to have John adjust the LOA, by adding afore-mentioned Regional Network and entities information. He will bring it to the next Board meeting for final review and signatures.
- e. **CSLNet Regional Meeting**, May 29-30: Need Representative – John is not able to attend this meeting and asked for a member to volunteer to attend the Regional Meeting, represent us, and report back. The meeting is in San Francisco, and funding is available to cover travel costs.

5. CCSTEM Organizational Structure

- a. **Administrative support** from Sarah Hegg at Cal Poly – John reviewed his proposal to have Sarah provide 2-4 hours/week of administrative support for CCSTEM. She would attend Board meetings and help facilitate communications and paperwork. She would be funded out of Cal Poly’s Teacher Quality Program (TQP) grant for at least 6 months. A motion passed to have Sarah provide administrative support.
- b. Transition to share coordination- Although Sarah will assist us, Board members still need to volunteer to share the duties of coordinating the meetings.
- c. Rita: **Nomination: Amy Shields**, Elementary Director of Learning and Achievement for SLCUSD – a motion passed to have Amy Shields join CCSTEM as a Board Member.
- d. August and November **Board Meeting Dates** – An August 12th Board meeting was added; it is one week before the August 19th General Meeting. A November board meeting may be scheduled in the future.
- e. **Monthly newsletters?** Thanks Walt and Julie for May!!! – There was discussion about how often to send out newsletters/e-mail blasts. It was suggested that monthly might be best, with extra ones if needed to provide information about upcoming events. Walt requested details for future articles and welcomes P.R.-quality promotional invitations to events, etc.

6. Fund Raising

- a. **PG&E Grant** Proposal Update – Wendy submitted our PG & E application for \$5,000 to support Family Science Nights. Seth is helping to coordinate these events, and shared how these have worked in the past. Seth suggested that as Board members we could support these activities where they are occurring and help to initiate somewhere they don’t currently exist.
- b. Other grants and funding opportunities (SLO City, Cal Poly ACS) – Dawn shared information about the SLO City grant to support publicity for Science After Dark. She mentioned that funding could probably be requested for the 2014 Mini-Maker Faire (third tier of funding - \$10-12,000). Seth shared that ACS provided a little bit of funding to support Pub Science/Science After Dark, and shared information about possible presenters.
- c. **CCSTEM Whitepaper** – Walt and Julie shared a draft. Members provided input regarding content and format. Julie will forward the draft and comments to Wendy.

7. Upcoming **May 20 General Meeting**

- a. Review Agenda and Logistics – Anne Marie reported that Dan Neff, the Principal at New Tech High, is expecting us. He and some students will provide a tour from 5:00-5:30 pm, with the meeting following from 5:30-7:00 p.m. The agenda was discussed, including mini-presentations (Balloon Fest, Pub Science, Mini-Maker Faire), open mike (Seth will facilitate), etc. Dan Neff and some students will speak about New Tech High and Michael Garrett will speak on “Do the Math”.

8. **CCSTEM Events**

- a. Balloon Fest Summary – John provided highlights from the successful day.
- b. Pub Science Summary – “Science of Milk” was a great success. Dawn reported 41 people attended, which is a 20% increase from the last one. Steynberg Gallery was the location and would be a good location for another Pub Science event. Dawn requested \$15 reimbursement for pens and pencils for feedback forms; a motion passed to reimburse Dawn in the amount of \$15.
- c. Pub Science Night: May 22, Limbless Reptiles, upstairs in Mo’s Tavern – Small reptiles in cages/enclosures will be available for attendees to view, but not handle.
- d. Mini-Maker Faire Summary – It was awesome and ran smoothly. Jamie took great pictures. This was a project of a Cal Poly class. Conversations regarding how the proceeds will be processed will follow.
- e. Central Coast Science Fair: May 31 and June 1 – Tom shared information about this upcoming “Vandenberg Outreach” event. About 130 students will participate, with a focus on the scientific process. The fair will include some demonstrations, i.e. CSI-type work and a robotics team. It will take place at Vandenberg Middle School. Tom invited CCSTEM members to come to the auditorium at 6:30 p.m. June 1st to view the science projects, then listen to the speakers, including a Colonel from Vandenberg, at 7:00 p.m. Seth volunteered to coordinate getting Cal Poly students involved.
- f. CCSTEM Forum at Hancock: 11 October? – postponed until next meeting. We may need to change the date.
- g. Energy Event at Cuesta College: October 5? – postponed until next meeting
- h. Mini-[Philadelphia Science Festival](#)? – postponed until next meeting
- i. Other?

9. Close – Members shared possible future topics, i.e. updates on work groups, other nominations, etc. Appreciation for everyone’s work and good discussions was shared.

NEXT BOARD MEETING: June 17th, SLOCOE, 5:30-7:30 pm

Rita Delkeskamp and Julie Reil