

# CCSTEM Board Meeting MINUTES

December 16, 2013

SLO County Office of Education, 5:30-7:30PM

## Present:

John Keller, Pam Rickard, Patti Garrett, Dawn Hinchman, Steve Kliewer, Seth Bush, George Pudlo, Anne Marie Bergen, Mark Rehfield

### Opening

John Keller welcomed all Board members and guests; introductions were made.

Minutes from the October meeting were reviewed and approved by the Board. Minutes will be updated in future to include an ACTION ITEM list for Board members to reference.

### Business Items

The Board discussed the approval to open a Coast National Bank checking account for CCSTEM. Dawn Hinchman moved to have three co-signers on the CCSTEM business checking account: John Keller, Patricia Garrett, and Julie Reil. The motion was seconded by Seth Bush and unanimously approved by the Board.

John announced to the Board that the website fee for hosting the CCSTEM site has now been transferred to Cal Poly's TQP fund.

Board reviewed current members to date. Dawn moved to remove from the Board: Bryan Rebar, Tanja Latimer and Paul Turnbull because all three have moved from the area. Motion was seconded by Steve and approved by the Board.

CCSTEM-North Board meetings for the coming 2014 year have been changed to Thursdays with new times for the next two months. New meeting dates are: January 23 and February 20, in the SLOCOE training room from 6-8pm. The Board will revisit the remaining meeting dates at the next board meeting.

The CCSTEM list serve has been created and Sarah will be sending out a "test" message to all Board members. In future please utilize the list serve (one email address) when emailing CCSTEM business to ensure that all members get the information.

### CSLNet Items

The Board discussed the CSLNet-STEM Summit being held on February 3 & 4 in \_\_\_\_\_. John shared the proposal he has submitted to CSLNet. All Board members who are planning to attend the Summit are invited to join the presentation.

CCSTEM was given 4 free tickets for the STEM Summit. The Board discussed who to send to the event and decided to send: Steve Kliewer, Patti Garrett and Kimberly McGrath. Additionally, John Keller, Michelle Magnusson (SBCOE), Dawn Hinchman, Anne Marie Bergen and Linda Pierce will be attending.

John announced that the CSLNet Ventura office has closed with a loss of 4 staff members. CSLNet will now operate entirely out of their San Francisco office.

### **CCSTEM Events/Updates**

Board discussed the CCSTEM Spring STEM Symposium tentatively planned for March/April 2014. John proposed hosting a forum in Santa Maria focused on Common Core, drawing from educators and experts in multiple counties. Seth has a potential infrastructure in place via the CCSP (Central Coast Science Project) Super STEM Science Saturday that could serve as the Symposium event for CCSTEM. Seth will update the board once the grant is officially awarded and will also discuss the possibility with the other CCSP project directors for their approval. Pending approval from all parties, the Board will plan to move forward with a joint CCSTEM/CCSP/Hancock/PIE forum in May, 2014.

Dawn shared a “Science After Dark” update with the Board. Science After Dark has brought in \$945 in revenue to date, and has the next two dates scheduled for January 8 and February 12, 2014. Dawn encouraged members of the board to spread the word and to “like” their Facebook page. The Board briefly discussed ways to allocate the revenue from Science After Dark and will continue the discussion at the January board meeting.

John updated the board regarding SLO Mini-Maker Faire. Cal Poly is now coordinating and fiscally managing the event, scheduled for May 10, 2014, with a planning committee of 4 Cal Poly faculty and 8 community members. The open call for presenters is set for January 10, 2014. The Mini-Maker Faire needs to raise \$1,000 in order to open a Cal Poly Foundation account. The board discussed the possibility of using a portion of the Science After Dark funds to seed this account. No decision was finalized by the board on this point.

### **Partners in Education**

The Board discussed how to move forward with Partners in Education (PIE) in Santa Maria. CCSTEM is supporting the development of PIE in Santa Maria with the intention of bringing PIE to San Luis Obispo. We need to continue to work with Michelle to recruit and promote PIE.

### **Additional Discussion:**

The Board reviewed the various focuses of CCSTEM:

PIE—Free

Mini-Maker Faire—needs funding

Science After Dark—generates funding

## Spring CCSTEM Forum—needs funding

The decision was made to schedule a budget portion in board meetings on a quarterly basis. The budget portion would include the Treasurer's report, an opportunity for members to bring forth budget items for consideration, time to project incoming revenue and discuss ways to spend and allocate funds.

### **ACTION ITEMS:**

- 1. Add to January agenda: Adding new CCSTEM members—Sarah**
- 2. Follow up with CCSTEM-South regarding free Summit registrations—Sarah**
- 3. Discuss coordinating Super STEM Saturday/CCSTEM Forum with Lola & Grace—Seth**
- 4. Confirm May 10 date for a STEM Forum at Alan Hancock venue—John**
- 5. Forward information on Science Nights to CCSTEM Board—Seth**
- 6. Schedule Science After Dark Committee Meeting in January—Dawn**
- 7. Add CCSTEM Budget/Money discussion to January Board meeting agenda—Sarah**
- 8. Add a link on CCSTEM website that links to Science After Dark—Sarah/Jamie**
- 9. Finalize CCSTEM whitepaper—Wendy, Patti & Tracey**
- 10. Contact Tanja, Paul & Bryan to communicate resignations from CCSTEM Board—John**

**CCSTEM Board Voting Members:**

ANNE MARIE BERGEN  
DAWN HINCHMAN  
GEORGE PUDLO  
WALT REIL

SETH BUSH  
JOHN KELLER  
PAM RICKARD  
AMY SHIELDS

PATTI GARRETT  
STEVE KLIEWER  
JULIE REIL  
TOM STEVENS

**Executive Committee Members:**

JOHN KELLER           Chairman  
JULIE REIL            Treasurer  
PATTI GARRETT       Recording Secretary

**Coordination Support:**

SARAH HEGG           CCSTEM North Administrative Support Coordinator  
LILLY GARCIA         CCSTEM South Coordinator

**Proposed Upcoming Meetings and Events**

(please see CCSTEM Event calendar for latest information):

Dec 21           LEGO Club, Exploration Station, 11:30 am-1:30 pm  
Jan 8            Science After Dark, "180 Degrees of Science", Baker Center, Cal Poly, 6:30 pm  
Jan 10           Endeavor Collaborative Workshop 2, Vandenberg MS, 8 am-3 pm  
Jan 23           CCSTEM Board Mtg.; SLOCOE, 6-8 pm  
Jan 28           STEM Focus Group Meeting, Coffee Bean, Pismo Beach, 5-7 pm  
Feb 12           Science After Dark, "The Science of Chocolate", Café Roma, SLO, 6:30 pm  
Feb 20           CCSTEM Board Mtg.; SLOCOE, 6-8 pm  
Feb 18           STEM Focus Meeting 3, Coffee Bean, Pismo, 5-7 pm  
Mar 7            Endeavor Collaborative workshop 3  
Mar 12           Science After Dark, "A Day in the Life of a Rattlesnake", SLO Children's Museum, 6 pm  
Mar 17           CCSTEM Board Mtg.; SLOCOE, 5:30-7:30 pm

(Board and General Meetings are scheduled on the 3<sup>rd</sup> Monday of each month)

**NEXT CCSTEM Board Meeting: January 23, 2014, 6-8 pm**