

**CCSTEM Collaborative Board Meeting Minutes**  
**November 14, 2012**  
**SLOCOE**  
**5:30 – 7:30 pm**

Attendees:

Present?	Board Member?	Name	E-mail
no	X	Anne Marie Bergen	ambergen@calpoly.edu
no	X	Seth Bush	
yes	X	Rita M. Delkeskamp	rdelkeskamp@slcusd.org
yes	X	Patti Garrett	pgarrett@slocoe.org
yes	X	John Keller	jmkeller@calpoly.edu
yes	X	Tanja Latimer	tanjalatimer@me.com
no	X	Bryan Rebar	brebar@calpoly.edu
yes	X	Walt Reil	walter.reil@hotmail.com
yes	X	Pam Rickard	RickardBiology@gmail.com
yes	X	Tom Stevens	thomas.stevens@us.af.mil
no	X	Paul Turnbull	pturnbull@syvuhsd.org
no	Ex-Officio	Steve Kliewer	Coord-north@ccstem.org
yes		Edmund Burke	edmundburke@spaceinformationlabs.com
yes	So. Coord.	Lily Garcia	

**Action List:** (Who is doing what?)

A. John Keller will check with missing Board members to determine whether our Board meetings should be held on Mondays or Wednesdays from November through February. We may need to adjust the meeting dates quarterly in consideration of Board member conflicts.

B. Lily will speak with Steve about setting quarterly North and South joint meetings, with the first one after December 6<sup>th</sup>. The first meeting will take place in Solvang, and the Coordinators will set the agenda.

C. John will e-mail the contact names and phone numbers of the mini-grant recipients who have not submitted their contracts to Edmund so that he can follow-up with them by phone.

D. Lily will send the North organization list to John so that it can be included in our CSLNet Planning Grant t 5-Month Report.

E. After the final changes to the 5-month report are made, John will send it to Edmund so that he can submit it by November 15<sup>th</sup>.

**Motion/Resolution:** (specific request for Board decision)

A. Governing Board Nominations – The following people were nominated as additional Governing Board Members: Dawn Hinchman (Community), Tanja Kehler (Informal Education), George Pudlo (Business), and Julie Reil (Community). Walt

motioned to accept the nominations. John seconded the motion. All approved. Participation from the nominees (who were not present) will be confirmed.

B. The following Board members were nominated for the executive committee: John Keller for Chair, Julie Reil for Finance, and Patti Garrett for Recording. Rita made the motion to accept the nominees as named. Pam seconded the motion. All approved.

C. The Board discussed the minimum number of meetings a Board member could miss without relinquishing her/his Board member status. The Board agreed that members must attend at least 10 of 12 meetings.

D. The Board discussed and unanimously voted to increase the budget contribution for the Annual Forum from \$3,000 to \$4,500.

E. The Board agreed to transfer \$1,675 from the travel item of the budget to the Forum budget line.

F. The Board agreed to reimburse Pam Rickard for mileage to the San Diego CSLNet Summit at a rate of \$0.55 per mile. She needs to submit to the Endeavour Institute a request for reimbursement and attach a Google/Mapquest print out of miles traveled.

G. The Board approved the CSLNet Planning Grant 5-Month Report with the changes that were discussed.

**Narrative:** (provide information)

1 and 2. Introductions/Overview of Meeting – John Keller welcomed all those present, and we determined that introductions were not necessary.

3. Governing Board Details and Logistics – John provided an overview of our structure, and the group briefly reviewed the CCSTEM SLO Organization handout that John had provided. In terms of procedures, the group discussed the number of CCSTEM SLO Board meetings, and the minimum number of meetings that a Board member could miss before relinquishing her/his position. The Board discussed nominations for additional Governing Board Members, the selection of an executive committee, and the election of representatives to CCSTEM Board (not to be confused with SLO Board). The Board discussed a possible meeting calendar of quarterly meetings for the CCSTEM Board.

4. CCSTEM Vision and Objectives – John facilitated a discussion about developing yearly objectives that could be shared during general meetings.

5. CSLNet Planning Grant Budget Items – Lily reported that the Second Annual STEM Forum costs actually came in under budget. Resolutions were made to revise the CC STEM budget.

6. CSLNet Planning Grant 5-Month Report – John distributed some copies of the report. The group discussed feedback received on the draft, making final changes, and getting the final draft to Edmund for submission.

7. Mini-grants – Tom shared a summary of the revisions to the Mini-Grant process; the revised process has been posted to our website. Five applications still need to be reviewed. A new grant review committee was formed: John, Pam, Patti, and Tanja. Contacts whose grants were previously approved, but who have not responded to the contract that was e-mailed, will be contacted by telephone in case the e-mail message was caught in a system's filter.

8. Fund-raising Update – Edmund reported that our Honda Foundation grant was submitted, and we should hear results in January or February. Another grant will be submitted to the new “Santa Barbara Foundation” (being purchased by another entity). It was clarified that Wendi Wendt can assist with grant writing if two or more CCSTEM organizations collaborate on a grant.

10. Additional Items – Walt shared that three Board members will be attending the PG&E tour on Saturday, 11/17/12.

**Request:** (ask for assistance, ideas, or input)

**NEXT MEETING:** December 12, 2012, 5:30-7:30 pm, SLOCOE