



**Florida Foundation for Future Scientists**  
**Agenda**  
**RSEF Directors and FFFS Board of Directors Annual**  
**Fall Meeting, Renaissance Hotel, Orlando, FL**  
**August 26, 2016**

1. Call to Order and Opening Remarks Bill Herschleb, Chair
  - Fall 2015 Minutes Maia McGuire
  - Spring 2016 Minutes Bill Vernetson
  - Treasurer's Report/SSEF 2016 Bill Herschleb
  - 2016 Financial Report
  - Report on FFFS Property
  
2. Adjunct Programs – *(include written report)*
  - FL Delegation 2016 Intel SEF Statistics Report Pat Zalo
  - Intel Science Talent Search/Seiman's Westinghouse Pat Zalo
  - BroadCom MASTERS Nancy Besley
  - FDOE - Office of STEM
  - Florida Association of Science Teachers (FAST) Conference Nancy Besley  
*October 20-22 at Double Tree Orlando - Universal*  
<https://fastscience.wildapricot.org/>  
*Apply for Classroom and Travel Grants – must be a FAST member*
  - Florida Junior Academy of Science (FJAS) Pat Zalo
  - Science Matters/NSTA Marsha Winegarner/Jane Hart
  - Bingham Environmental Education Foundation Paul Becht
  - CPET – UF Mary Jo Koroly
  - Other Adjuncts, announcements
  
3. SSEF FINAL Committee Reports for 2016*(written reports included)*
  - 2016 Scientific Review Final Report Sharon Suits
  - Logistics/ Display and Safety 2016 Final Report Kim Rex
  - Public Review of Projects Kim Rex
  - JASON & Student Mixer Nancy Besley
  - Judging 2016 Final Report Bill Herschleb
  - Shoptalks 2016 Final Report Jacqua Ballas
  - Photography Susan Cole
  - Awards Pat Zalo
  
4. Future Fairs
  - 62nd State Science and Engineering Fair of Florida March 28 – 30, 2017, The Lakeland Center
  - Tentative* 63<sup>rd</sup> State Science and Engineering Fair of Florida March 27 – 29, 2018
  - Pending* 64<sup>th</sup> and 65<sup>th</sup> State Science and Engineering Fair of Florida – Ocean Center, Daytona Beach
  
5. New Business and Board Resolutions
  - Nominations for New BOD Members  
*(Must have a nomination letter on file)*
  - FFFS BOD Members- Class of 2020
  - FUNDING the SSEF
  - FFFS Board Resolutions
  - Other.....

Chairman's Comments and Summary

# Minutes, August 26, 2017

## 1. Call to Order and Opening Remarks

The meeting was called to order at 2:56 pm by Bill Herschleb.

Bill expressed how much he appreciates all that the FFFS board and science fair directors do to enrich the lives of the students of Florida. Without these efforts, many of these youth would not be able to have the experiences that they do.

Attendees were asked to review the minutes from the fall 2015 and spring 2016 board meetings. Tom Dann made a motion to approve the fall and spring meeting minutes and the motion was seconded by Sue Cole. The motion passed with a unanimous vote.

Bill Vernetson was present to give the Treasurer's Report. Income was \$222,000; expenses were \$ Financial report for the 2012 SSEF is provided.

Motion to approve treasurer's report: Sue Cole, Second Karen Malesky. Motion carried unanimously.

The board has been advised to hold on to the piece of property in LaBelle, FL for the time being.

## 2. Adjunct Programs:

**2012 Intel ISEF Statistics Report**—provided by Pat Zalo. In 2016, Florida had the third highest number of place awards. These numbers are important when obtaining state support for the state science and engineering fair.

**Broadcom MASTERS** (national competition for Middle School students): Nancy Besley announced that the semi-finalist list comes out next week. Last year, Florida received a \$500 award from Broadcom for having a high percentage of applicants.

**FAST**—Nancy announced that there is always a shortage of applications for the outstanding teacher/education awards—due Oct.1. There are also classroom and travel awards available (applications due Sept 12). Conference will be in Orlando, Oct 20-22, 2016.

**FJAS**—The next FJAS competition will be March 11, 2017 at Florida Polytechnic. Students have the opportunity to present their research at the AAAS conference. Interested people should check the website at [www.floridaacademyofsciences.org](http://www.floridaacademyofsciences.org). Students who compete at FJAS have a significant advantage at SSEF over those students who have not participated in FJAS. FJAS is for any student in grades 6-12.

**Bingham Environmental Education Foundation/Center for Precollegiate Education and Training** (Mary Jo Koroly)-150 teachers have gone through CPET this year. CPET has a variety of programs available for teachers—some allow teachers to spend a week on campus and get hands-on experience on topics including medicine, water, biotechnology, plants.... Student programs: 7-week SSTP had 90 students this year. Thanks to teachers for telling students about these opportunities. There is a 2-week biotech

program for rising high school juniors. Science Quest is a 1-week program for rising sophomores. STEAM Quest is for rising sophomores or juniors. Teacher internship program (12 teachers)—for alumni of general teacher programs. Teachers work in pairs in a lab and develop curricula to address science education standards.

BEEF—has wonderful opportunities for teachers. Mary Jo invites teachers to contact her with interests/needs.

**Embry Riddle dual enrollment** (Paul Beck)-Aerospace institute is supporting STEM education—HS students can get up to 21 college credits. A number of the students who take these courses have been involved with science fair.

### **3. Committee Reports (presented as written documents only)**

#### **SRC (Sharon Suits)**

- Nancy thanked everyone, especially the core group.
- We had another successful 1-day SRC meeting in spring—we had a great group of volunteers this year and that was really appreciated. We sent out more deficiency reports than ever.
- Paperwork from 834 projects was submitted for review by over 80 volunteers
- 260 violation forms were issued, up from 237 last year
- 62 of the projects were judged as PFTQ compared to 47 last year.
- Fire team members discussed all violations with regional directors and copies of the deficiency notification forms were given to be distributed to the student researchers.
- At the fair site SRC, 9 volunteers interviewed 191 students and reviewed their paperwork modifications.
- 15 pre-fair FTQs did not compete at the fair due to severe and irreparable violations.
  - 1 project did not meet requirements of a continuation project
  - 3 senior micro projects were BSL2 projects conducted in BSL1 labs
  - 1 PHBA project was conducted at home
  - 3 projects lacked appropriate QS/DS supervision
  - 3 middle school students conducted BSL2 projects
  - 1 human subjects project presented with inappropriate survey questions (for minors)
  - 1 human subjects project had no prior IRB approval
  - 1 project dealt with improper disposal of motor oil
- All but four students interviewed on site were able to be cleared to compete.

#### **Logistics, Display & Safety & Public Review (Danny Thomas and Kim Rex)**

- Seventeen volunteers plus Kim and Danny comprised the D&S team
- 801 projects set up. Five call backs done before opening ceremony.
  - 4 table to floor issues (including the very first project set up!)
  - We had three oversized boards that we considered substantial
    - One fairly major size violation – a young man requested a floor, and had quite a

bit of difficulty keeping the airplane model. He brought the allowable volume. We had to place a four foot table in the blank space next to him to keep him from going outside of his allotted space.

- Another project was significantly oversized in width. This person had to spend several hours rebuilding the project to get it into compliance. (She also had water and illegal battery on the project.)
- One student had a chair as the focus of the project, and the chair was literally outside of the allowed volume. The student had to significantly redesign the project to move into compliance. This board also had some significant issue with acknowledgements. I would like to recognize the fair director for patiently working with this student correcting the issues.
- Some students removed continuation form or 1C form after clearing D&S
- Some table cards disappeared and reappeared
- 6 projects set up in wrong place
- Several project cards disappeared and reappeared
- 11 glass frames (picture frames used to display abstracts etc.)
- Removed stacks of unapproved abstracts
- Brand names displayed on boards—this was a major issue this year. Some were able to be overlooked, some were asked to cover brands with tape, at least one had to make a radical change to the board’s header.
- We had to cover several sets of pictures that were not allowed to be displayed (organs, animals, people)
- 5 call backs
  - 2 were forms removed (abstracts, form 7)
  - 2 out of compliance with volume
  - 1 covered pictures

### **Shop Talks** (Jaqua Ballas)

3 Shop Talk sessions. Gem mining field trip that comes to your school—hands-on demonstration! 26 people attended that session. SRC (33 people attended this session). Scaffolding of the scientific process using mini- boards (Jacqua Ballas; 30 participants in this session).

### **Photography** (Sue Cole)

- 9 photographers took about 5,720 photos.
- Sue thanked Danny for logistics. There were problems in the 100 area (against the wall)—Sue requested slightly wider aisle space in some areas. Danny indicated that this has already been addressed for next year.
- Volunteers to help “shepherd” students during the awards ceremony would be appreciated! Volunteers need to be present at 6 pm. There will be 4 photo stations; anticipating taking another 2500 photos tonight. There are new backdrops.
- Bill thanked Sue for her volunteer efforts. Bill reminded members that the photography is a

huge fundraiser for FSSEF.

#### **Place & Grand Awards** (Nancy Besley for Joyce Bervaldi)

- About 44% of the students this year are getting place awards.

#### **Special Awards/Opportunities/Scholarships** (Pat Zalo)

- Pat thanked Nancy Besley for all her preliminary work with the special awards—without that effort, special awards would not be able to be wrapped up in the tight time available.
- Approximately 60 volunteers judged 250 special awards worth \$18,000 in cash or cash cards plus other awards.
- Pat requested that regional directors encourage students (this year's high school juniors) to apply for the National Youth Science camp opportunity next year. There are rarely enough applicants for this opportunity—there are 2 opportunities, plus 2 alternates.
- There were applications for every scholarship, and all were awarded—some HS juniors applied for scholarships that are only eligible to HS seniors. Students should only apply for school-specific scholarships if they intend on attending that school.

#### **Judging** (Bill Herschleb)

- Judges are adjusting to the names
- 45 no-show judges—only had to ask 9 judges to move from one category to another.
- Approx. 335 total judges (category and special awards)
- First round went smoothly; reminders were given at half-way point, 30 minutes remaining and 15 minutes remaining. Thanks to J.P. Keener for helping fill in where needed.
- Round 2 results were submitted starting at 4:13 pm. Last results from round 2 came in at 5:10 pm.
- Final (round 3) judging was completed by 6:25 pm.
- Judges commented on the high quality of the projects this year.

#### **JASON** (Nancy Besley)

- There were 24 applicants (11th and 12th graders) this year. Six were selected. speakers were fabulous this year

#### **4. Future Fairs**

We will be in Lakeland for the next two years:

- 62nd SSEF                      March 28 – 30, 2017, The Lakeland Center
- *Tentative* 63<sup>rd</sup> SSEF      March 27 – 29, 2018

Nancy has been visiting Daytona Ocean Center—facility is large; dates are being discussed. The Chamber of Commerce has said they will help with recruiting judges. Next fall we might meet in Daytona to allow everyone to see the location. Potential mixer at Daytona Speedway. Daytona Museum of Arts & Science could also be involved (?)

## **5. New Business and Board Resolutions**

### **FUNDING the SSEF**

The funding for the 2017 SSEF is very favorable. Bill and Nancy made several trips to Tallahassee and the state science and engineering fair is currently budgeted to receive \$72,000 from the Dept .of Education and \$250,000 the Florida Department of Agriculture and Consumer Services. The FFFS is now reaching out to private industry to try and secure additional funds, with which to establish an endowment fund. The revenue of the endowment fund would then be available to support the state science and engineering fair. An existing proposal (developed by FFFS in 1998) to establish an endowment fund has been tweaked to create three documents (resolution, bylaws change, policies and procedures) to be used to create the FFFS Sustainability Fund. These documents were emailed to the FFFS BOD. Sue Cole has reviewed the documents and suggested some minor wording modifications, but those modifications do not change the intent of the documents.

**RESOLUTION 1:** After consideration by the current Members of the Board, the following resolution was adopted by unanimous affirmative vote of the Members.

### **RESOLUTION TO CREATE AN ENDOWMENT FUND**

August 26, 2016

**WHEREAS** an Endowment fund will permanently increase the financial resources available for the State Science and Engineering Fair and the educational programs of the FFFS; and

**WHEREAS** it is the desire of the FFFS volunteer and staff leadership to encourage, receive and administer gifts to an Endowment fund;

**THEREFORE LET IT BE RESOLVED** that the Board of Directors approves and establishes on the records of the Florida Foundation for Future Scientists an Endowment fund to be known as the FFFS Sustainability Fund. This fund shall have two components: 1) a Board-restricted fund containing monies directed by the Board, and 2) a donor-restricted fund containing gifts to be used for purposes determined by the donor.

**BE IT FURTHER RESOLVED** that the purpose of the fund is to support the general purposes of the Florida Foundation for Future Scientists. Unless otherwise directed by the donor, once any gift is placed in the Fund, all of the principal of the gift will be retained and only the income expended. Income may be paid out annually.

**BE IT FURTHER RESOLVED** that the Florida Foundation for Future Scientists approves and establishes a permanent committee to be known as the FFFS Sustainability Fund Committee whose purpose shall be to oversee the management of this Endowment fund, with specific

responsibilities enumerated in the FFFS bylaws.

**BE IT FURTHER RESOLVED** that this resolution may be amended from time to time by the Board of Directors of the Florida foundation for Future Scientists. Furthermore, the invasion of the principal of the fund will only be considered in an extreme emergency, and must be approved by a three-fourths affirmative vote of the Board of Directors.

Tom Dann made a motion for the resolution to create a Sustainability Fund. Second by Bill Vernetson. Motion passed unanimously.

#### **POLICIES AND PROCEDURES FOR THE FFFS SUSTAINABILITY FUND COMMITTEE**

**Purpose:** The purpose of the FFFS Sustainability Fund Committee is to add long-term financial stability to the Florida Foundation for Future Scientists. This will be accomplished by broadening the funding base and by enriching its ability to respond to current and future needs which cannot be met solely through annual funding.

Through the development of a planned giving program and the management of the FFFS Sustainability Fund, additional revenues will be provided to the general fund to enhance FFFS's capacity to fulfill its mission: *To foster and encourage Florida's talented young people to pursue careers in science, engineering, and research.*

**FFFS Sustainability Fund Principal and Distribution of Income:** The principal within the FFFS Sustainability Fund by definition shall remain intact. Invasion of the principal, as determined under these policies and procedures, will only be considered in an extreme emergency and must be approved by three-fourths affirmative vote of the Board of Directors of the FFFS. Annual budget shortfalls will not constitute an extreme emergency.

Within 30 days of the end of each fiscal year, income generated by the principal of the FFFS Sustainability Fund, if such realized income is generated, may be transferred to the operating budget of the FFFS to assist in meeting programmatic needs. Notwithstanding the foregoing, the FFFS Sustainability Fund Committee, with the approval of the Officers of the Board of Directors, may elect to allocate a certain portion of realized capital appreciation to income in any one year. Any capital appreciation not allocated to income shall become part of the principal to be handled in accordance with the provisions of the above paragraph.

**Donor Protection:** The interest of the donor shall come before that of the FFFS. No program, agreement, trust, contract or commitment shall be urged upon any donor or prospective donor which would benefit the FFFS at the expense of the donor's interests and welfare. In addition, all prospective donors will be encouraged to seek the advice of their own legal advisors when making deferred gifts or when considering matters relating to tax and estate planning, Staff shall not recommend specific professionals or encourage the use of one professional over another.

**Confidentiality:** All information obtained from or about donors or prospects shall be held in strict confidence. Neither the name, amount, or conditions of any gift shall be publicized without the written

approval of the donor or the donor's representative.

**Legal Administration:** The FFFS will seek professional counsel in the exploration and execution of all planned gifts. Deferred giving agreements will only be entered into with the advice of legal counsel.

**Solicitation:** Only those individuals designated by the FFFS Sustainability Fund Committee are authorized to solicit deferred gifts or outright gifts to the FFFS. However, all representatives of the FFFS are encouraged to discuss the FFFS Sustainability Fund with individuals they feel may be interested, with any formal solicitation being made by authorized individuals. Care will be taken to arrange solicitation for gifts in such a manner so that it does not have a negative impact on annual FFFS funding.

**Promotional Policy:** FFFS Sustainability Fund promotions shall be in good taste, dignified, and consistent with FFFS philosophy. All printed material for general distribution shall be reviewed by the following prior to the approval of the FFFS Officers of the Board of Directors:

- A. FFFS Sustainability Fund Committee
- B. FFFS Staff
- C. Legal Counsel

**Trustee:** The FFFS shall not serve as personal representative or guardian for any donor or potential donor.

**Restrictions:**

- A. All bequests and gifts, including restricted funds, are subject to the bylaws, rules, and regulations of the FFFS and the policies and procedures of the FFFS Sustainability Fund.
- B. The FFFS Sustainability Fund Committee will not determine the value for tax purposes and any assets transferred to it by donors.
- C. The FFFS Sustainability Fund Committee will take necessary steps to assure that any gift is cost effective for the FFFS. Care will be taken to ensure that any gift to the FFFS is from a bona fide source.
- D. No gift to the FFFS Sustainability Fund shall be accepted until approved by the Officers of the FFFS Board of Directors.

**Investments:** The FFFS Sustainability Fund Committee will retain and compensate professional investment counsel and/or management. It shall be the responsibility of the Sustainability Fund Committee to establish, review, and update as needed an investment policy statement detailing long and short-term investment objectives, positions on investment risk, asset allocation criteria, and other such guidelines within which the investment manager can formulate investment decisions. The FFFS Sustainability Fund Committee shall generally not make specific investment decisions, but rather will review the performance of professional investment advisor(s) on a regular, periodic basis, but not less than twice each year. The Sustainability Fund Committee shall inform the FFFS Board of Directors on a semi-annual basis with respect to the financial status of investments and other balances.

**Types of funds:** All monies and assets given under the auspices of the FFFS Sustainability Fund, shall include but not be limited to the following:



- A. Board Restricted Funds:** This includes funds, the income of which is available for distribution. Use of income generated from this fund will be allocated based on documented needs in accordance with the policies and guidelines of the Sustainability Fund.
- B. Donor Restricted Funds:** Donor Designated Funds include funds, of which the income and/or principal is available for distribution, with respect to which donors, and/or their designees have the privilege of making recommendations for distribution.

**Gifts to be Developed and Guidelines for the Acceptance of Gifts:** Unless otherwise decided by the FFFS Board of Directors, gifts will be accepted under the following guidelines on a case by case basis:

- A. Outright Gift:** Outright Gifts of any amount will be accepted. Care should be taken to ensure that lifetime gifts are not to replace contributions to annual FFFS funding.
- B. Bequest:** Unrestricted bequests will be placed in the Board Restricted fund. Restricted bequests will be placed appropriately in the Donor Designated Fund.
- C. Charitable Trusts:** Charitable Trusts will be administered in accordance with the provisions of the individual trusts.
- D. Life Insurance Proceeds:** Proceeds from a life insurance contract will be placed in accordance with the provisions of such contract.
- E. Additional Gift Planning Options:** The FFFS Sustainability Fund Committee seeks to satisfy the charitable giving needs of all of its donors, and is willing to explore alternative gift planning options which will satisfy those needs. Such options might include but are not limited to variations of the above, gift annuities, pooled income funds, real estate and life estate gifts, and will be considered on a case by case basis. However, as with all gifts, an affirmative recommendation by the FFFS Sustainability Fund Committee and approval by the Officers of the Board of Directors of the FFFS before a planned gift can be accepted.
- F. Right of Refusal:** The FFFS Sustainability Fund Committee reserves the right to decline any gift which does not further the mission or goals of the FFFS or which would result in the incurrence of excessive expense or administrative efforts.

**Conflict of Interest:** A FFFS Sustainability Fund Committee or subcommittee member who has a conflict of interest on any matter before the committee shall withdraw from the meeting following the presentation and during consideration of the proposal.

**Annual Report:** The FFFS Sustainability Fund Committee shall furnish a consolidated annual report of all principal and income, together with a statement of assets on hand, and their book and market value for each fund, in addition to new donors to the FFFS Board of Directors no later than forty-five (45) days following the end of each fiscal year for all fund activities of the previous fiscal year. This shall be in addition to the semi-annual financial statements provided to the Officers of the FFFS.

**Other Considerations:** In the event of a conflict with FFFS bylaws, such bylaws will prevail over these policies and procedures.

**Finder's Fees or Commissions:** The FFFS Sustainability Fund Committee will pay no fee or commission

to any person or agency as consideration for directing a gift to the FFFS Sustainability Fund.

**Amendments:** Unless otherwise noted, amendments to this document are to be recommended by a majority vote of the FFFS Sustainability Fund Committee and approved by the FFFS Board of Directors.

Tom Dann made a motion to adopt the policy and procedures document for the Sustainability Fund. Second by Bill Vernetson. Motion passed unanimously.

## **(By-Laws) ARTICLE V - COMMITTEES**

### **Section 1: FFFS SUSTAINABILITY FUND COMMITTEE**

In accordance with board resolution, The FFFS Sustainability Fund Committee shall oversee the management of the Endowment fund known as the FFFS Sustainability Fund.

The FFFS Sustainability Fund Committee shall be staffed by the Executive Director and shall be composed of not less than five (5) nor more than eight (8) voting members. Members of the FFFS Sustainability Fund Committee shall be appointed for four-year terms concurrent with her/his FFFS Board of Directors term. Members may be appointed to subsequent terms upon agreement of the FFFS Board of Directors. The FFFS Treasurer shall serve as an ex officio, non-voting member of the FFFS Sustainability Fund Committee. The FFFS Board Chair shall annually appoint, subject to the approval by the Board of Directors, one member of the committee to serve as Chairperson,

The FFFS Sustainability Fund Committee may establish subcommittees it may deem necessary for the successful execution of its objectives, and shall establish policies and procedures to guide its operations, as long as these policies and procedures do not conflict with the bylaws of the FFFS.

The FFFS Sustainability Fund Committee shall be accountable to the FFFS Board of Directors and governed by the by-laws of the FFFS the policies and procedures document entitled Policies and Procedures for the FFFS Sustainability Fund Committee.

Joe Scott made a motion to amend the FFFS bylaws to establish a Sustainability Fund Committee. Tom Dann seconded. Motion passed unanimously.

## **FFFS Board Annual Resolutions**

Nominations for New BOD Members (*Must have a nomination letter on file*)

Nominations have been submitted for five new BOD members: Renae Allen, Charlotte Emerson (UF College of Agriculture and Life Sciences), Marna Fox, Jason Wikman, Vijaya Mylavara

**RESOLUTION 1:** After consideration by the current Members of the Board, the following resolution was adopted by the unanimous affirmative vote of the Members:

Pat Zalo made a motion to accept the nominated members as new members to the FFFS Board of

Directors. Mary Jo Koroly seconded. Motion passed unanimously.

### **FFFS BOD Members- Class of 2020**

**RESOLUTION 2:** After consideration by the current Members of the Board, the following resolution was adopted by the unanimous affirmative vote of the Members:

**RESOLVED, the members hereby ratify and approve the following members of the Board of Directors who will serve until 2020, or until their successors are duly elected and seated:**

1. Sue Cole, Executive Committee
2. Tom Baird
3. Tom Dann
4. Bill Herschleb, FFFS Chairperson
5. Debb Robinson
6. John Trescott
7. Renae Allen
8. Charlotte Emerson
9. Marna Fox
10. Vijaya Mylavara
11. Jason Wikman

Motion to ratify: Sue Cole, Paul Beck seconded. Motion approved unanimously.

**RESOLUTION 3:** Resolution: After consideration of the current members of the board by the Members, the following resolution was adopted by the unanimous affirmative vote of the Members.

**RESOLVED, the Members of the Board hereby ratify and approve all lawful actions taken by the Board and Officers during the past year.**

Motion by Sue Cole, second by Karen Malesky. The motion passed unanimously.

- Other.....

Karen Malesky reported that this past spring, we lost Betty Abbott. Karen attended her celebration of life service.

Sue Cole made motion to adjourn, seconded by Kim Rex. Meeting adjourned at 3:40 pm.