**Oregon Coast STEM Hub Leadership Council Meeting**

April 21, 2017 10am – 3pm

Yachats Commons

Attending: Cait Goodwin, Dawn Granger, Libba Sager, Lisa Phipps, Kerry Carlin-Morgan, Kristi Foster, Kyle Cole, Mark Jeffery, Maryann Bozz, Ruth McDonald, Shamus Gamache, Shelby Walker, Stacia Fletcher, Tenneal Wetherell, Tracy Crews

**Welcome and Introductions**

Review and accept minutes of last LC meeting Jan 20

*Lisa motioned to accept, Maryann second, minutes approved*

The STEM Hub has been busy recently! - Stacia

* OCSH hosted and organized April 6-7 STEM Hub Convening in Newport.
* First Community Meeting held April 18 in Newport.

**Pertinent Decisions from the Last Meeting in January**

* GF was approved, final electronic version was emailed to LC and is posted on website
* Each LC member will designate a Delegate. Emails to LC, Delegates will be cc’d. All Delegates are invited to the August meeting to bring everyone together. Next meeting Aug 18
* Chair – Shelby, Vice Chair – Lisa
* LC terms assigned (see minutes from last meeting) – member’s participation revisited at the end of his/her term
  + Kyle is 1 year, Mark is 2 years
* Quarterly meetings conflict with OCCC LC members. At the Aug LC the group will revisit the schedule.

**Community Meeting Overview**

* Cait gave overview on how the Community Meetings are being advertised and promoted.
  + Cait will continue to promote to media, liaisons, database contacts and through website and social media
  + Cait will send out reminders to people who RSVPd
  + Local Contacts should continue to recruit and invite locals. Local Contacts in charge of providing food.
  + We will email those who attended/registered/expressed interest after the meeting to thank them for coming and share the PPT
* Stacia ran through the Agenda for the Community Meeting template
  + Tracy gave a run through the Community Meeting PPT. This PPT will be posted on the website following all the meetings.
  + LC members review the datawalk of the posters and read some of the comments left at the April 18 meeting
* Next meetings
  + Facilitation will be provided by Backbone staff members
  + Hosts welcome everyone, LC members thank people for their participation
  + Food – Can the agenda be modified to accommodate regional differences? Yes. Lisa will communicate changes with backbone staff.

**BREAK**

**Executive Committee** - Shelby

* Objective: Vote in 2-3 additional members from the LC to the EC, to join the Chair and Vice Chair (minimum one, and add more when new LC members are identified)
* Upcoming Issues for the EC include:
  + Human resources issues – Director’s review, Director’s contract
  + Rapid turnaround for Backbone to respond to ODE requests may require EC help as a sounding board
* Discussion: May Delegates serve on the EC?
* Nominate: Tenneal and Maryann. Kristi motions to approve, Shamus seconds. All approve.

*Final EC membership: Shelby, Lisa, Maryann and Tenneal*

**Northwest ESD**

Objective: To provide an overview of the history tied to NWESD/emerging STEM Hub and solicit input regarding approach moving forward

Discussion: If NWESD moves forward with creating their own STEM Hub, the OCSH wants to make sure that communications and processes are transparent for our Partners, and we don’t want to make Partners feel like they are forced to choose between two. The OCSH is committed to working collaboratively with other Hubs moving forward.

(**LUNCH**)

Discussion: LC members brainstorm potential Actions for how to move forward as new STEM Hubs emerge.

**Filling Leadership Council Seats**

Objective: Outline a process for filling open seats on LC at the August meeting.

* Nomination Committee: Stacia, Shelby, Kyle, Shamus
* Stacia goes through the results of the nomination survey and solicits additional feedback from LC members.
* LC members discuss Nomination process.
* LC votes in new members at the beginning of the next meeting Oct 20.

LC Divides into 3 quick table groups

Groups tasked with brainstorming with a bulleted list to guide the content of:

1. Letter of Interest, 2) Phone Call, 3) Follow up Email

**STEM Communications** – skip

**CedO and ODE Updates**

CedO and ODE has just shared a Continuous Improvement. LC members go through the documents and deadlines and discuss.

**Updates** from Tracy and Ruth (handout)

**Next LC Meeting**

August 18, 2017 in Newport