**Oregon Coast STEM Hub Steering Committee Meeting**

January 20, 2017

10am – 3pm

OCCC in Lincoln City, OR

Attending in person: Lisa Phipps\*, Ruth McDonald, Cait Goodwin, Shelby Walker\*, Joy Tally\*, Dawn Granger, Mary Parnell, Libba Sager, Krissi Hewitt, Kyle Cole\*, Tracy Crews, Stacia Fletcher

Attending online: Josh Jannusch

\* = SC member

**Welcome and introductions**
*The Agenda will be moved around a bit to accommodate last-minute schedule issues*

**Icebreaker Activity** – Tracy led the group in the OMSI Designing Our World disaster card game. This is the sort of activity we could do at our Community Meetings this spring.

**Updates** (handout)

* Professional Learning – Ruth shared a list of Fall 2016 educator PD activities and what’s coming up in Spring 2017. Group discussed how PD is evaluated.
* STEM Experiences – Tracy shared a few of the Fall 2016 student STEM experiences and described what’s coming up Spring 2017.
* Grants – Tracy described four pending grant proposals submitted recently that will continue to sustain activities in the Hub.

*Joining: Maryann Bozza\* (in person) and Tenneal Wetherell\* (via Zoom)*

**Governance Framework** (handout)

The SC now has a quorum at this meeting (6 of 11). Stacia leads the group through a review of the updated GF document, explaining changed items in red, inviting discussion, and soliciting additional edits if needed. Notable changes include:

* P. 2 - Raised the max number of LC members from 15 to 18 participants
* P. 3 - Work Groups – minimum of 3 (or “3 or more”) standing WGs
* P. 6 – A few stakeholder category names revised; Raised number of hours of LC time commitment from 30 to 40 hours per year
* P. 7 – All LC members will designate a “second” –*Add a paragraph to the GF to describe the reasoning behind this section.*
* P. 8 – Revised language for Nominations Committee and processes. *Add language that indicates that the NC also oversees nominations for LC officer positions.*
* P. 9 – Decision-Making: *Add language to reflect that a Quorum is of the sitting Leadership Council*
* P. 10 – Executive Team
	+ #2 edit should read *the* Chair, *the* Vice Chair
	+ #4 edit should only read *two to three LC members*
* P. 12 – Work Groups
	+ Discussion of “three or more” vs “minimum of three”
	+ #3 changed “work” plan to “action” plan.
	+ #7 the Central Coast area coordinator job is too specific to LCSD to serve as the chair of the central coast, so the chair of this WG will be the OCSH PD or SE coordinator instead.
	+ *Add language about Ad Hoc WGs and their rules*. Also, length of Ad Hoc group tenure “*as needed… for the duration*”

Motion to Approve the GF with the edit in red plus those outlined above: Shelby W Second: Maryann B

All say Aye, none opposed. Motion passes.

**NOTE:** From now on, the recorder will use the term Leadership Council (LC) for the group formerly known as the Steering Committee.

*Dan Lara\* joins the meeting in person*

**LC Term Limits**

Terms are two years (renewable), but staggered term expirations are necessary to preserve the effectiveness of the group. If existing members *prefer* a 1 year term from this point forward, speak now. *KC chooses a 1 year term (from today).* The remaining LC members picked sticks randomly to find out when their current term will expire. LC members not present will had their stick picked for them. Results:

One Year: Shelby W, Tenneal W, Shamus G., Kerry C-M

Two Years: Lisa P., Joy T., Bob C. (Maryann B), Birgitte R.(Dan L.), CJ D.

**LC Chair and Vice Chair Nominations**

Nominations – Shelby for Chair, Lisa for Vice Chair

Discussion: Is there an expectation for the Vice to turn into the Chair? Consensus: Not necessarily, but it is the hope.

Motion to Shelby W as LC Chair, Lisa P as VC: Joy T

Kyle C seconds

All say Aye, none opposed. Motion passes.

**Community Workshop Planning** (handout)

Stacia presented a draft plan for Community workshops, and the group discussed details of timing, number of meetings, and content. Suggestions included:

* Extend time to 2.5+ hours (5pm to 7:30pm)
* Heavy hors d'oeuvres, not a meal
* Share data walk visuals during the networking/social time
* Have stations where participants can choose their interests
* Agenda can identify the core meeting section for time-strapped participants
* Include students who can present their STEM success stories

Discussion about audience:

* Should these meetings try to separate and target specific audiences to target their interests?
* Rather, bringing audiences from different sectors together in one meeting is part of connecting the STEM network.
* Use targeted surveys to difference audiences prior to meetings.

Discussion about meetings logistics:

* How many meetings are needed? Consensus: 5 meetings, and no matter what some people will have to travel to get to their closest meeting.
* Five meeting areas: Clatsop, Tillamook, Lincoln/Lane, Douglas/Coos, Curry
* Hold meetings in March and April.
* By April 14th all meetings should be done so they can inform the next LC meeting on April 21st
* Solicit LC members to volunteer to host/facilitate in their region. Backbone can help if needed. Bev Stein has offered to do the first one (in Newport).

Meeting Hosts:

1. Josh and Mark - Clatsop
2. Lisa – Tillamook
3. Maryann and Dan - Lincoln
4. Joy, Tenneal and Dawn - Coos
5. Tenneal and Dawn – Curry

**Data Walk:** LC members walk around the room to see examples of Data Walk info that could be included in the community meetings.

*Tenneal leaves the meeting*

**LUNCH**

Success Stories:

* Lunch was catered by the Taft 7-12 High School culinary arts program, and one of the two students who delivered the food was asked to give an impromptu description about the program and how it relates to STEM
* Stacia shared a video created by Warrenton HS student Charlotte Watkins that highlights the September 2016 Shipboard Experience on the R/V *Oceanus*

**Area Updates**

Central - Libba reports uptick in Trailer checkouts due to Newport Schools Science Fair and upcoming Oregon Renewable Energy Challenge. She is also working with Tracy to seek funding to support summer STEM activities with the 21st CCLC.

South - Dawn is making a lot of connections. She is connecting with the Professional Engineering Organization (PEO). Feb/Mar Trailer open house is being planned. Workforce Investment Board is hosting a Girls Who Code club in Coos Bay. Adding an outdoor camp facility in ORREC in Ophir (Dawn is on the board).

North – Josh is seeing a lot of PD activity and interest on the North coast. Feb 3 training on Science Inquiry in the Schoolyard and Beyond has nearly 30 people registered. New ROV teams are forming in Knappa, Astoria, Seaside, etc, as a result of the ROV workshop earlier this month. Trailer resources are being checked out.

**Oregon Science Project**

Eastern Oregon University is the lead in a project to train 40 facilitators across the state to build regional science education leadership. Stacia is on the Advisory Board and OCSH is a partner. This is a two-year program that focuses on rural areas. Ruth is coordinating the online PD communities. Starting Fall 2017 the participants will run NGSS study groups online.

**Miscellaneous Director Updates**

* Stacia has met all the superintendents except for those in Tillamook County.
* On April 6 & 7 the OCSH is hosting an all-STEM Hub convening of Hub directors.
	+ OCSH is seeking sponsorship to support an evening event at Oregon Coast Aquarium on April 6th. Facility cost is $1000 and ODE can’t support it.

**BACK TO COMMUNITY MEETINGS…**

**Data Walk Debrief**

LC discussion about the data they examined before lunch. Major points included:

* Good mix of positive and negative info
* Pair similar data together, problems with solutions
* Include inspiring data that highlight growth, opportunities, programs that meet needs
* Include data that share what STEM skills *are*, include CTE career examples
* Need demographic data to show impacts on underserved populations

**#7 Brainstorm Potential Actions for the Region to Guide the LC and WG**

LC discussion about how the OCSH could provide prompts, data or something for the group to focus on and respond to.

**Next Steps:** Stacia will work with Bev Stein to have her facilitate the first one in Newport (HMSC or OCCC). Then she will send out date to everyone in a shared Google Doc, and within 2 weeks all other location hosts should pick a date to add to the doc.Budget details will follow.

**Recruiting new LC members** (handouts)

Current Nominations Committee (NC) members: Joy, Shamus, Kyle

The LC reviewed the names put forth so far as potential LC members to nominate, and discussed each sector in turn to look for gaps, give input on individuals, and suggest more names. Stacia will use the results from this discussion to modify the existing list and send it out again to the LC again for review. Nominations will focus on underrepresented sectors first. Stacia to send out a Google Form for input on suggested names and also a place to add new names.

Once a short list has been formed, the NC will approach potential nominees. *The NC requests a one page STEM Hub doc to share with prospective LC members.*

Potential LC members will be invited to the community meeting(s), and also to the April 21 LC meeting with the probability of being voted in by the LC at the end of the meeting.

**Next meeting April 21st 10am – 3pm** probably in Yachats.

**Adjorn**

Recorder:
Cait Goodwin
OCSH Communications Coordinator

1/20/17