**HISPANIC STEM INITIATIVE**

**BOARD OF DIRECTORS MEETING**

Thursday, October 6, 2011

2:00pm – 5:30pm

Oakland Marriott City Center (Oakland Room)

1001 Broadway, Oakland, CA

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| **Directors Present**  Michael Acosta  Michael G. Marder  Maria Esther Lopez  Adam Chavarria | **Directors Absent**  Nora G. Ramirez | **Guests**  Early L. Gay, Rear Admiral U.S. Navy Commander  Roy Harrison, CDR, U.S. Navy, Director Diversity  James S. Wright, Lt. U.S. Navy, Aide to Recruiting Command  Antonio A. Miguelez, Director, Research and Engineering Group, Naval Air Systems Command  Coast Guard Admiral Ron Rabago |

**CALL TO ORDER**

Mr. Michael Acosta called the meeting to order.

**ROLE CALL OF MEMBERS PRESENT**

Present were:

* Adam Chavarria
* Michael Marder
* Michael Acosta
* Maria Esther Lopez

The majority of the board was present. A quorum was present.

**OVERVIEW OF THE HISPANIC STEM INITIATIVE**

* Mr. Adam Chavarria provided a brief overview of the initiative and the meeting agenda.

**SPECIAL ORDERS**

* Adoption of the Executive Committee
  + Chairman – Mike Acosta, National President, [Society of Mexican American Engineers and Scientists (MAES)](http://www.maes-natl.org/)
  + President – Adam Chavarria, President, Hispanic STEM Initiative
  + Secretary – Nora Ramirez, Mathematics Consultant, Past President, TODOS: Mathematics for All
  + Treasurer – Dr. Rudy Reyna, Executive Director, PREP-USA
    - **MOTION** - Mr. Chavarria moved to adopt the officers of the executive committee; Dr. Marder seconded the motion; approved unanimously
* Expansion of Board Membership
  + - **MOTION** – Mr. Chavarria moved to expand the board membership from nine to eleven; Ms. Lopez seconded the motion; approved unanimously
* Nomination of New Board Members
  + David Valladolid, National President & CEO, PIQE
  + Dr. Rudy Reyna, Executive Director, PREP-USA
  + Dr. Oscar Porter, Executive Director, MESA
  + Jorge Haynes, Senior Director for External Relations, CSUS
  + Diana Gomez, Chair of SHPE Foundation
    - **MOTION** – Mr. Chavarria moved for the nomination of the new board members; Ms. Lopez seconded the motion; approved unanimously.

**OFFICERS’ REPORT**

* Mr. Adam Chavarria, President of the Hispanic STEM Initiative, presented the board with a report.
  + STEM Corporate Council
    - The STEM Corporate Council is to made up of 10 members
    - The role of the members is to support the STEM initiative.
    - The minimum contribution for each member is $25,000
    - Currently, Mr. Truman Bell of Exxon is a member as is AT&T’s Noelia Garcia
    - Efforts underway to reach the 10-member goal
  + At this point in the meeting, Chairman Mike Acosta asked that the board take time from the agenda to provide the guests from the U.S. Navy an overview of the Hispanic STEM Initiative, particularly the organizations represented on the board.
    - EL VALOR – Ms. Lopez spoke of El Valor’s work in Early Childhood and STEM. El Valor’s mission is to support and challenge urban families to achieve excellence and participate fully in community life. Programs exist to enrich and empower people with disabilities, the disenfranchised and the underserved.
    - PIQE – Mr. Valladolid provided an inspiring overview of its work with its “Parent Engagement in Education”. **PIQE** creates partnerships between parents, students and educators to further students’ academic success. Programs exist around the country.
    - PREP-USA – Dr. Reyna provided an overview of its program designed to motivate and prepare middle and high school students for success in advanced studies leading to careers in science, technology, engineering or mathematics fields. Efforts include summer programs for youth to pre-doctoral candidates.
    - UTEACH – Dr. Marder described UTEACH’s work. The UTeach Institute’s mission is to increase the quantity and quality of STEM teachers nationwide. Currently, 25 universities across the U.S., including UT Austin, are implementing UTeach programs. Faculty and staff at these universities represent a national community of experts focused on strengthening secondary STEM teacher preparation.
    - MESA – Dr. Porter spoke of MAES work to promote, cultivate, and honor excellence in education and leadership among Latino engineers and scientists. Its vision is to a future where Latinos are leaders in the engineering and science world. Its work is in community colleges and reaches executive levels.
    - Mike Acosta concluded the overview with a brief description of MAES and the Symposium at which the board meeting was being held.
    - Following a period of questions and answers, the admiral observed that the Hispanic STEM Initiative was a “systems integrator.”
  + STEM Education Components and Program Support. After returning from a meeting break, Mr. Chavarria resumed the agenda by reviewing the PreK-20 Partnerships in STEM Project
    - A prospective school district in San Antonio in which to implement the Project is the Southwest Independent School District.
    - The superintendent there is focused on STEM and Dr. Reyna shared the following points:
      * A good source from which to reach students with partner organization program services
      * Toyota is in the district and could be a potential partner
    - Mr. Chavarria stated that Letters of Inquiry were submitted to the Lumina Foundation for the following components
      * STEM Virtual Resource Center was declined.
      * Evaluation plan projected at $130,000 and a goal to demonstrate that the PreK-20 Partnerships in STEM collaboration will produce exponential gains was also submitted to Lumina
      * Recommendation made to target Microsoft and Gates Foundation for funding
    - Collaborations: College Board and SEDL
      * Proposed Hispanic STEM alliance with SEDL contingent on its selection as a Regional Education Laboratory by the U.S. Department of Education
      * U.S. Department of Education is seriously considering SEDL’s proposal and is emphasizing the use of data to improve instruction and education attainment in the RFP.
    - College Board’s Preparate 2012 Conference
      * The Hispanic STEM Initiative received an invitation to participate in the conference very late in the conference planning process
      * Mr. Chavarria recommended that the organization pass on the 2012 Preparate conference to focus on implementing the STEM projects in 2012
      * Chairman Acosta recommended the Board meet in San Antonio in the Spring of 2012 as part of that focus
      * Dr. Porter stated that the Hispanic STEM Initiative should focus on its current commitments, however, requested the board consider that feedback from larger datasets is beneficiary. The board can consider committing to one STEM session instead of five as in the past two conferences. It can be set up as a conversation and feature projects underway in Los Angeles, Stockton, and Houston.
      * Dr. Reyna agreed that there could be value in having a presence in the 2012 Preparate conference
      * It was agreed that the “STEM-3 Alliance” well underway in Stockton should be the session featured at the College Board’s 2012 Preparate conference
* Dr. Rudy Reyna provided the Treasurer’s Report
  + Budget
    - Budget developed in conjunction with Mr. Chavarria
    - The budget provided by Dr. Reyna is an estimate for the year
    - A question was raised on what line item would be use for the cost of the evaluator
      * It was advised that the expense for the evaluator be contingent on restricted grants and projects and recognized then
    - The budget includes the President’s salary. Funding subsequent positions will be contingent on raising revenue.
      * Currently, the plan is to increase the members of the Corporate Council to fully fund the budget with the goal to seat ten members at $25,000 each.
      * Mr. Antonio Miguelez recommended to not limit the view of prospects as only future employers, but to ask “Who carries the cost/burden of children not succeeding.” Sponsorships should mirror the system represented the Hispanic STEM Initiative’s Board of Directors.
      * Budget positions will be rolled out and funded as follows:
        + $65,000 for the president
        + $45,000 for the 2nd position
        + $40,000 for the 3rd position
    - Revenue
      * Mr. Chavarria will continue to seek funding from prospective sources
        + Dr. Reyna requested assistance from the Board to identify prospects
        + Dr. Marder stated that he could provide some assistance
        + The three agreed to meet in San Antonio for this purpose
    - Budget Priorities
      * Dr. Marder asked for clarity regarding expense priorities
      * Dr. Reyna stated the spending priorities would be:

1) Personnel

2) Everything else as available funds will afford.

* + - * Mr. Chavarria stated that the Hispanic STEM Initiative would like to eventually cover board expenses, travel, etc., to attend up to three meetings a year, particularly because of the expense members have already incurred on their own over the past two years.
        + Dr. Porter recommended the use of technology to convene one of the board meetings in the future, such as through Skype.
    - Approval of the Budget
      * The Board is to approve the budget presented as an estimate and starting point. The priorities are to fund personnel first and other expenses as funding is secured.
      * The Board has requested that a Job Description for the President be drafted and presented at the next board meeting. Dr. Reyna concurred.
    - **MOTION** – Dr. Marder motioned to accept the budget as presented as an estimate; Dr. Porter seconded the motion; Approved unanimously.
    - **MOTION** – Mr. Valladolid motioned to accept the order of priorities which are to ensure the salary of the president, subsequent personnel to be hired, and expenses are funded as revenue is secured; Dr. Marder seconded the motion; approved unanimously.
      * Mr. Chavarria to provide a job description of the president at next board meeting
    - **MOTION** – Dr. Marder motioned to recess the Board meeting at 5:30pm. Mr. Valladolid seconded the motion; approved unanimously.

**HISPANIC STEM INITIATIVE BOARD OF DIRECTORS MEETING**

Friday, October 7, 2011

10:00am – 12:00pm

Oakland Marriott City Center (Oakland Room)

1001 Broadway, Oakland, CA

**CALL TO ORDER**

Mr. Michael Acosta called the meeting to order at 10:16am PT.

**ROLE CALL OF MEMBERS PRESENT**

Present were:

* Adam Chavarria
* Rudy Reyna
* Michael Marder
* David Valladolid
* Oscar Porter
* Michael Acosta
* Maria Esther Lopez

The majority of the board was present. A quorum was present.

* Dr. Rudy Reyna continued with the Treasurer’s Report from the day before
  + Policy – To determine the signatures required on checks over a certain dollar amount.
  + It was recommended that fund disbursements that could be dispensed solely by the President be set at up to $5,000, amounts above which will require a second signature, the Treasurer’s.
    - **MOTION** – A motion was made by Mr. Valladolid that the President has the authority to write drafts up to $5,000 before requiring the second signature; Dr. Marder seconded the motion; Approved unanimously.
      * **AMENDMENT TO THE MOTION –** Dr. Marder motioned that the draft of funds policy be consistent with IRS requirements; Dr. Reyna seconded the amendment; Approved unanimously.
    - A job description for the President will be drafted by the Executive Committee and presented to the Board of Directors for approval at the next Board Meeting.
    - **MOTION** – Ms. Lopez motioned that the President’s salary shall be paid effective October 1, 2011; Dr. Marder seconded the motion; Approved unanimously.
  + The bank of record will be Bank of America.
  + Dr. Marder raised the question: Does the Treasurer also require a limit as does the President?
    - Mr. Chavarria clarified that the President will maintain the day to day operations of the Hispanic STEM Initiative.
  + Dr. Marder raised the question: What happens if the President cannot fulfill his duties? Who steps in?
    - Mr. Valladolid stated that in most organizations the Chair of the Board of Directors typically stands in until the President returns or a replacement is found.
    - **MOTION** – Dr. Marder motioned that if the President is unable to fulfill his or her duties, the Chair of the Board will assume the duties of the President; Dr. Reyna seconded the motion; Approved unanimously.
* **CONFLICT OF INTERESTS**
  + Mr. Chavarria stated that he distributed the individual Bylaws and Conflict of Interest Statement to each Board member and Board nominee prior to the meeting and requested they be submitted.
  + He also wanted the Board to review and adopt the Hispanic STEM Initiative’s Conflicts of Interest and Compensation Guidelines (Guidelines).
    - Mr. Chavarria informed the Board that the Conflicts of Interest and Compensation Guidelines are typically required by most organizations; however, it does not prohibit Board members’ organizations from being sub-grantees of the Hispanic STEM Initiative. The Conflicts of Interest and Compensation Guidelines are intended to serve as a guide on how to proceed should a conflict arise. Service providers or grant recipients can choose to recuse themselves from voting when such a conflict of interest arises.
    - Dr. Marder asked if a Board member can be paid for a service rendered through a grant to the Hispanic STEM Initiative. Dr. Reyna stated that as long as the Board Member recuses him/herself from the vote, that it can be acceptable provided that service brings value to the project and should be considered.
    - Mr. Chavarria stated that he had informed the IRS of this possibility at the outset and it was fully disclosed as part of the organization’s application to the IRS for tax-exempt status. If a conflict of interest does arise, the organization will have the Guidelines on how to proceed.
    - Dr. Porter stated that situations do arise and there is not a problem as long as there is transparency.
    - Mr. Valladolid asked: What if multiple organizations who had representatives on the board were receiving funds from grants? Mr. Chavarria stated that organizations are allowed to receive funds from the Hispanic STEM Initiative as sub-grantees on a funded project. The Guidelines are intended to govern instances where a Board member stands to gain or personally benefit from a Board decision.
    - **MOTION** – Dr. Marder made a motion to adopt the Conflicts of Interest and Compensation Guidelines as presented; Dr. Reyna seconded the motion; Approved unanimously.
* **NEW BUSINESS**
  + Calendar of Events
    - MESA/CAL – STEM Learning Network
      * Dr. Porter provided an overview of the CAL STEM Summit via a Gates Foundation Grant. The objective was to prepare a coordinated STEM activity to prepare a statewide STEM Initiative in California. The grant was unsuccessful therefore; Mr. Gates hired a person, Mr. Chris Rowe, to steer the ED CAL STEM Learning Network.
      * Mr. Chavarria asked if SHPE or PIQE were invited or if other organizations were invited. Dr. Porter stated that he would make sure that others were invited and would share conference materials with the Board.
* **NEXT BOARD MEETING** 
  + Chairman Acosta proposed next March as a possible date for the next Board meeting. The meeting would be in San Antonio and, in so doing, to schedule a meeting with Southwest Independent School District’s superintendent in San Antonio. Dr. Reyna agreed to schedule that meeting.
  + Mr. Chavarria also that he will convene the STEM-3 Alliance partners at that time.
  + **NEXT MEETING SET FOR MARCH 29th & MARCH 30th of 2012**
  + Dr. Reyna recommended Café College created by Maya Castro
    - It is a meeting centre for youth to learn about college
    - Dr. Reyna recommended inviting the Mayor of San Antonio to introduce him to the organization
    - Chairman Acosta requested that Dr. Reyna connect the Hispanic STEM Initiative with key people in San Antonio to introduce them to the organization.
* **FUNDRAISING**
  + Dr. Marder suggested looking into the Menard-Napa Valley School District High Schools for New Technology. Their approach is project-based and result oriented.
  + Dr. Reyna stated that it would be a great opportunity to gain visibility.
  + Dr. Marder is interested in developing a national model there. Engaging with the district could establish a national presence as a training center next to the school.
  + In view of the previous conversation, Mr. Valladolid recommended that there be a retreat to develop a strategic plan to guide future direction. The Hispanic STEM Initiative’s mission, vision and values can be established. A marketing plan should also be developed, including a national logo and marketing materials that have the name, mission, vision, and values (7 words). Once developed, they can be submitted to the board for approval.
  + Another point that was asked to be considered is that the group is no longer an initiative, but an establishment of committed leaders. Renaming the organization could be considered to project a more credible organization. Ms. Lopez recommended and online presence. Dr. Marder stated that he would develop a “Prezi” presentation on the project. Chairman Acosta stated that Ms. Lynne Andrews could be of assistance.
  + Dr. Reyna stated that applying for grants is imperative starting with a planning grant. He encouraged the partner organizations present to sell each other’s programs to demonstrate the commitment between the partners and the inter-relatedness.
    - Mr. Chavarria, Dr. Reyna and Dr. Marder agreed to develop the proposal template
  + Dr. Marder recommended that “pilot” be removed from descriptives. For example, calling the “pilot” program in Los Angeles, Stockton, and Houston a “Level-3 STEM Alliance.”
  + Dr. Reyna recommended that there be a full launch of the Hispanic STEM Initiative in San Antonio that includes media coverage.
* **GUESTS**
  + Antonio de la Serna, MAES Boston
    - Spoke about the achievement gap in Massachusetts
    - There is a broken pipeline where the Latino and African American students lose in the disparity in educational attainment.
    - STEM Summit will take place soon.
    - Founded the Massachusetts STEM Society
      * Keeping the government accountable
    - Chairman Acosta stated it is a good model to replicate
  + John Santos, Manual Arts High School, Imaging Sciences & Technology Academy (ISTA)
    - Will be hosting an event on November 19th in Los Angeles, CA involving 54 schools.
      * NASA JPL Challenge
      * Project: To build a device that can throw three footballs in 1 minute
      * Career Fair – Engineers available to inform students and parents about STEM
      * US First Robotics, JC Penney, and AMGEN are involved
* **ADJOURNMENT**
  + Mr. Chavarria thanked the guests.
  + Mr. Chavarria thanked the members of the Board and the Chairman for their leadership.
    - **MOTION** - Dr. Marder moved to adjourn the meeting; Mr. Valladolid seconded the motion; Approved unanimously.