Supercomputing Challenge Board of Directors
Meeting Minutes February 11th, 2013
Abba Technologies, Albuquerque

1. 10:18 AM - **Call to Order**

2. 10:18 AM - **Quorum Board Members Present (12)**

Ed Angel	Present	
Bill Blackler	Present	
Bob Bolz	Present	
Tom Bowles	_____	(schedule conflict)
Ron Davis	Present	(Abba is our kind host)
Celia Einhorn	Present	
Betsy Frederick	Present	(by phone)
Tony Giancola	_____	(in Costa Rica)
David Kratzer	Present	
Irene Lee	Present	
Lorie Liebrock	Present	(by phone)
Richard Oliver	_____	(?)
Bob Robey	Present	
David Rogers	Present	
Tim Thomas	Present	

Others Present: Patty Meyer, Teri Roberts

3. 10:19 AM - **Approval of Agenda**

1. Call to Order
2. Quorum
3. Approval of Agenda
4. Approval of Previous Minutes
5. Treasurer's report
6. Fundraising committee report
7. 2012-2013 Sponsors
8. Recent Activity and News
    1. Interim Reports
    2. CS4ALL
    3. LANL's push to write a grant
9. February Project Evaluations
10. March Sandia Tour
11. April Expo/Awards
12. Summer Teacher Institute
13. Board membership issues: resignations, additions, nominations

14. Other Topics
    1. Sign ByLaws

4. 10:25 AM - **Approval of Previous Minutes**

   a) Bob and Ron motioned; approved unanimously.

5. 10:26 AM - **Treasurer's report**

   a) As of Jan 21st, we have 60,127.39 in checking; $73,905.73 in money market (savings.)
   b) Copies of the 'Profit and Loss Statement, Budget versus Actuals, July - Dec 2012' were mailed out, and copies were handed out, along with a document containing commentary.
   c) We budgeted $334,300 of income for current fiscal year; through December we've recorded $101.876.54 in income. While this looks like a disaster, things are not quite that bad.
   d) Of the five areas of anticipated income, the most serious deviation is in the in-kind: we budgeted $210,000; we show zero. Bill assumes this is an oversight in the reporting.
   e) Betsy read from a message that she sent earlier in the morning…
   f) All of the in-kind that we received for STI we have received.
   g) If you look at the budget, almost all of the in-kind is reflected in gifts from EPSCoR for STI, and we have not listed those as in-kind in the reports from Gary.
   h) We also received the in-kind from SNL and LANL (LANS); the latter includes David's salary.
   i) The math and science teachers program paid for housing and credits for STI.
   j) In conclusion: The in-kind that we anticipated we have been able to take advantage of.
   k) **It was felt that the picture of dollars coming in versus the budget is somewhat murky.**
   l) We are expecting no money from Intel; $2500 from Intel is a 'stood up'
   m) We have not asked innovate/educate for money; they have stepped up in the past. We did ask them, and they said no.
   n) Participation fees come in slowly; we probably won't get 100%; we hardly ever do; budgets are shrinking, schools have no extra.
   o) It was not clear if budgeted money coming in include the $6K from EPSCoR for curriculum development.
   p) There is a little bit of money, $4,500, perhaps for consultants. EPSCoR needs to be told what this will be used for.
   q) The total available to the Challenge from EPSCoR is $10K.; must be spent before June.
   r) This amount if from Tech EPSCoR. There is only one line item in the budget, labeled 'Tech'; there should be two: one for UNM and one for Tech. It was supposed that this was a mis-label and should say 'UNM'.
   s) We are making progress toward receiving what we anticipated; we're at 96.63% of the budget; we are short $23K; we have six more months to collect the money; so we are in pretty good shape there.
   t) LANS gave an extra $10K for the survey of past participants.

u) We budgeted $0 for 'Other donations' and got $4,850: this was scholarship money returned to the Challenge because the students did not show up at school.

v) United Way, Albuquerque: budgeted $1500; so far have received $759; they parcel that out every month. Terry has enabled a Northern NM United Way donation: they pay four times per year; we will be getting some money from LANS employees via this channel. We also get one United Way donation from Denver, but we can't figure out who that is from.

w) Participation fees: money trickles in throughout the year; 360 students (about 400 projected); $1600 less than expected.

x) Bob suggested that we separate out the scholarship, since it is often a restricted category of funding.

y) **Expenses**: Spent $99,244.60; budgeted $247,010, so $147,755 below budgeted. "Looks encouraging, but the devil is in the details." Some of the money is in-kind…

z) Some of the money is in kind; some has not been reported; we can catch up come the next set of statements.

aa) Scholarships: spent more than anticipated. Most of the scholarship money was spent in July.

bb) We sent out more than we budgeted, but that's OK because this is case-based accounting. That said, **We have to try to do a better job of anticipating the cash flows.**

cc) Other areas that have exceeded budget: rental supplies and software, etc. (113 or 117% of budget); also, we are going to exceed our budget on accounting.

dd) **Budget discrepancies are normal, but footnotes at the bottom of the page would help reduce confusion.**

ee) Discussion of insurance issues… do we need to add that category for next year? Can we just have one category?

ff) Discussion about whether to approve the budget… it was pointed out that this is a profit and loss statement, not a budget; but this is what has been presented to the accountant; it is still missing an Expo and STI budget, but STI does not fall within this budget year.

gg) It was proposed that the information in these documents be approved for 12-13 FY; the #s on the report that we got from Gary are based on #s Betsy sent Gary in October.

hh) Once we get things into slightly better shape, we should consider something like QuickBooks… but for now, **our priorities are:** 1st: get the money in; 2nd: budgeted for the staff ahead of time; 3rd item in priority: proper, detailed accounting.

ii) The budgeting guessing process is pretty well done – again **thanks Betsy!** Things are better than we expected.

jj) Discussion about accounting categories of time… we can report hours without attaching $ figures; we have no idea what people are worth.

kk) We should adopt a budget for FY13-14 at the May meeting.

ll) Bob moves, Ed seconds to approve the Report.

6. 11:57 AM - **Fundraising committee report**

   a) A letter was sent to Carole Rutten and Kurt Steinhaus, as part of the December fundraising effort.
   b) We have a $50,000 letter from LANS! This $50,000 was not in the budget discussion… it is to be split out appropriately between operations and scholarships. He proposes $10K for scholarships and the rest for operations.
   c) Useful would be a letter from the Board to Teri's management tree, and others.
   d) We never seem to be able to get a press release into a paper. It's a who-you-know problem. Steve Sandoval at LANL is the only one who has been able to do this. Lori suggested Kevin Robinson, who's with the Albuquerque Journal now; he's interviewed Lori several times about Tech issues. Albuquerque Journal also has a charitable page, where they acknowledge these kinds of things. The UNM CS has been able to get into the Albuquerque *Business* Weekly without too much trouble.
   e) There was a check that needs to go back into the Scholarship fund: Last year UPS had a 'School the World' project that was looking for non-profits to give to. A $500 check went to CNM, but the student in question did not, so CNM sent the check back to the Challenge. UPS intended to send the $500 check to the Challenge in April 2012, but finally got around to it in November 2012. There was then a long delay before it came to us because the Challenge only has a PO Box - UPS ended up UPSing to a program manager!
   f) We've only budgeted $10K for scholarships this year. CCS used to give us up to $40K, but this year they've cut back (to only $18K). For scholarships, we spend what's been donated. As mentioned in 6.b. we'll use $10K of the LANS money for scholarships. We used to be in the $90K range for giving away scholarships.
   g) Could we take $20K of the $50K to put toward scholarships next year? People thought not.
   h) Could we aggregate small but significant donations; e.g., below the $1K level? What about major grants? (See recent news, below.)
   i) Bob moved to approve… but there's no need. Fund-raising report accepted.

7. 12:08 PM - **2012-2013 Sponsors**

   a. Intel is being dropped from the list. Richard Eppes is coming in at Intel… need to make an appointment.
   b. If SNL is going to be listed as a primary sponsor, we need their money. Celia is going to talk to Mike on Saturday to see what the next step is.
   c. Synergy group needs to be dropped from our commercial partners.
   d. Do we include people who provide money during the current FY? What is the definition?
      ⇨ When funds are given, they are added. They are dropped after "N" years… perhaps we need to be a little harsher in removing people.
      ⇨ Donations are for one year. We should write to them after 6 months.
      ⇨ We do have to be a little careful that we don't drop them when a check is in the mail!

⇨ It was suggested that we should do this on awards day… but it was observed that this is not going to happen.

8. 12:11 AM - **Recent Activity and News**

Interim Reports

a) 78 have been submitted (out of 86 proposals submitted.)
b) Did we really need to have the Scientists to respond?
c) The students get big benefits from scientists interacting with them; we also see a lot of alums participate in this.

CS4ALL

d) Irene: Cohort of 28 teachers … 21 institutions from all over NM… a lot of new areas where the Challenge has not been! Some of our outreach should go to reaching those principals, though some of them have already bought in. But a buy-in is a one-time thing… we need to create relationships. Also, the principals need to be given a schedule of total requirements (e.g., buses.)
e) There is a calendar on the web page; the dates are over the entire year.
f) We could send a letter back to the principals.

New grant proposal:

g) Duncan McBranch said we need to take this national. Michelle Hall took Café Scientifique national. Carol Hogsett is spearheading writing a proposal for the CS21 grant. (The limit on this NSF money is only $1M.)
h) They are particularly interested in what succeeds with gender and ethnic groups. We need hard data, numbers for curriculum, etc. We can't be as "loosey goosy" as we used to be.
i) How do you measure the challenge? ➔ Do a pre- and post- study.
j) One of the success attributes of the Challenge is the adult mentor relationships that are built.
k) It's important to go out to the remote communities; that is where our diversity lives. The quality of the projects has improved since we started paying for the help to go out to the hinterlands. Still, it is really difficult to prove that the kids would not have done this well anyway.
l) If we can get data from the State on graduation from college… the State should have this, even if you can't get it on a school-by-school basis. Would be good if we could correlate with a graduation rate greater than 40%... but we may be attracting those kids who would graduate anyway.
m) Could we make it a condition on the scholarships that they provide us with data? IRBs enforce that you can't force that… but we could make it a 'condition'. In any case we need to think hard about what data we would want to collect.
n) NM Consortium is supporting the writing of this grant. Duncan McBranch is putting some money back into this process.

o) We need to set aside enough money to keep the program running, not just evaluate it.
p) Does Duncan have a counterpart at SNL? And is there someone at AFRL, Whitesands, etc. ➔ Lori may be able to get info on ARFL in an upcoming meeting.

(12:25 PM: **Lunch Break**; Lori signing off)

9. 12:37 PM - **February Project Evaluations** (and related matters - David K.)

a) Cleve Moler is back in town and got involved.
b) Nine teams showed up. All seven judges showed up; there was a female in each room.
c) Dale Westminster - David's old Team Leader at LANL - participated at Eastern, where they thought they were going to come up short on judges; they ended up with five.
d) Celia heard from Larry at NMSU: there was a big attrition down there; they're working on it.
e) A team of people from Cruces went to Silver City; so there were five judges at NMSU and there were four judges at Silver City, on the same day.
f) At UNM next week, we expect 25 teams and 12 judges.
g) We are working closely with Young Women in Computing; perhaps some of them can go with Shaun Cooper, who is going down to Chaparral.
h) Mesa Mid going to try to get to Socorro.
i) Rocky is back from France, wants to help and is going to Mesa middle school.
j) Morris Kauffman, an engineer working in (the town of) Los Alamos, was a project evaluation judge last February; his company wanted to give a scholarship to someone last year, so they passed some names to him. He is very concerned about the Robertson High team (West Las Vegas) and wants to help them, esp. with Mathematica.
k) The following Thursday is Los Alamos. The American Society of Engineers has '*Discover E*', Discover Engineering Day, on the same day. David worked to arrange and leverage this: after the kids do their evaluations, they can go look at all the Discover E stuff.
l) Three teams going to Gallup. Rebecca Koskela is going to Grants and UNM.
m) Mike Trayhan is working with Rebecca and Katie to see who could be finalist judge.
n) There was a discussion about how important it is for the kids to be persistent; show up for evaluations even if you are behind schedule or don't know what you're doing.
o) We should try to get a parent group going, to both support and 'train' parents about how to mentor entire teams, not just their kids. Also, it would help to funnel **data** to us.
p) We should also be working with councilors, to help them provide a sense of what the various professions entail. MESA had a job event in Ruidoso: they invited kids to see what the jobs are all about. We should get the NM Tech Council involved.
q) An idea was floated to coordinate and make available on the web site some of the videos being produced for NM CS for All; maybe videos could be produced and added that speak specifically to career issues.
r) Irene reported that three young undergrads - involved with Young Women in Computing - who were helping her with recruiting reminded her that "computing can be for boys, too"!

10. 12:52 PM - **March Sandia Tour**

   a) John Noe has sent out a memo with Demos 1, 2, 3, and 4. David K. is in the loop.
   b) Time is getting tight; we only five kids signed up right now. Need two weeks to get badges.
   c) Betsy has been working with Susan Atlas at CARC. Tim T. is probably going to be able to help.
   d) A tour is a good place to talk with teams that are having problems getting mentoring → Encourage those teams that are "on the bubble" to come to this.

11. 12:54 PM - **April Expo/Awards**

   a) Betsy is working on the awards, Patty is working on the PowerPoint, Celia is working on the press release, and David is working on the tours and the judges.
   b) Biggest thing: send email to teachers to reserve the bus.
   c) Get CHECS lined up and collect their money. Shawn is going to be Master of Ceremony.
   d) Need a champion from UNM, and that person needs to get some swag.
   e) Bob Botz will find more judges (he got Doug Roberts for us last year.)

12. 1:00 PM - **Summer Teacher Institute**

   a) It will take place July 14th – 19th; Betsy is hoping to have 70 teachers there, in 4 different categories;
   b) Have asked for 30 hotel rooms (doubles); i.e., for 60 people.
   c) There will be different categories or strands. 28 people from NM CS for All coming to sharpen their skills. Scott Vorhees from the masters program at Santa Fe Community College attending. Five or six teachers coming from Northern, paying for it through their grant. There will be some from UNM; we think pre-service teachers are an excellent way to go. Trying for 20 newbies, including pre-service from Northern New Mexico and UNM for pre-service. Then there will be returning GUTS people and returning Challenge people. We should contact Eastern, too. UNM CS Grad Student Ann Cable - now at Eastern - is very interested.
   d) The cost per pupil was given to Northern, and they agreed to go with most – but not all – of it. We have a little money from LANS to help, too. Celia would like to put some of today's $50K toward STI. Mary Jo is waiting for a new award to come in and has no funds available now.
   e) David will get back to Henry Neeman to come to the awards day; it would be good to try to have him come to STI, but he is teaching and may or may not be able to teach his 'Supercomputing For Everyone' from LANL or LA HS.
   f) Uri Wilensky doesn't like to travel, but we could ask for funding from him for a NetLogo award; he gave $500 last year.

g) It has been advertised to anyone who has ever shown interest… about 80 people; only received one response so far. We need to get them to save the date.

h) Celia spoke with the head of NM Highlands University Foundation; there is an unused scholarship on the books. The Las Vegas kids are planning on going other places.

i) UNM needs follow-up. Dick Howell has been very helpful; he sent Celia to Vanessa <last name unknown>, a researcher who used to work with the Buck Institute. She sent some potential names; Celia is following up. We might be able to reach 20 pre-service teachers.

j) Challenge facilitators are teaching CS for All.

k) NMSU needs follow-up. Julia Par or Susan Brown may be helpful, but not Becca.

l) For Eastern, Ann Cable in the ENMU CS department may be helpful; there is some connection.

m) Northern New Mexico College has a national grant that's funding Noyce Scholars, and they also have people teaching / training in IT. This was a connection made for CS for HS.

n) Tom Brown – at Portales – (an old student of Bob R.'s) just emailed about which teams get to go on. His son is in the Challenge.

o) At Western, Tom Gruszka has been trying to better understand the Challenge and has recently been a judge.

p) What approaches could bring new blood into STI, e.g., through robotics? People among the pre-service would all be new, but we'd have to be careful not to pull in people in whose time would then be conflicted between the various activities (e.g., CS for All.) As a new teacher, it is almost impossible to do a Challenge team, but they do have a lot of energy and enthusiasm.

q) Components of the STI budget: Google money for the 20 pre-service people, Irene is paying for the 28 CS for All. Ballpark was $2000 per (room and board, and facilitation.) 60 people means $120K, which we have been able to do in the past. Might be $40K to $60K from the Challenge budget.

13. 1:18 PM - **Board membership issues: resignations, additions, nominations**

a) Irene has submitted a letter… she is planning to resign from both board and presidency and continue as a volunteer.

b) Ed has resigned from VP but not from the Board.

c) **The Board wishes to express a hearty Thank You to Irene and Ed for their roles and contributions. The Board looks forward to their continued participation!**

d) It was proposed to put up a slate for exec offices.

e) David K. nominated Bob R.; Irene seconded. (Noted: Bob has a daughter in the challenge and wants to avoid conflicts of interest.)

f) David K nominated Teri Roberts as VP; Irene seconded.

g) Tim T. moved to accept Teri; Bob B. seconded.

h) Approved; unanimous.

i) Teri will create 4 or 5 sentences / paragraph to put on the web site. A very compact summary: her background in CS and EE; she's an officer in the local IEEE section (Treasurer); she has a deep interest in software testing, mentoring people in this area… "Engineering as a measurement." She holds two certifications; wants and expects to see

software engineers licensed within a decade; wants to be one of the first certified software engineers; wants to see it is ABET accredited. She is not new to the Challenge; has been with it for about 12 years, working mostly with the kickoff. She would like to become more broadly active with the Challenge.

j) Want to ask Bill and Tim to continue.
k) We will vote on an executive slate in May.

14. 1:30 PM - **Other Topics**

a) Signing the ByLaws: Tony G. and Richard O. have not yet signed the ByLaws, so David did not bring them.
b) 'Change the Equation': We have submitted to - and should be approved by - '*Change The Equation*', a national organization that vets non-profits that have a positive impact in STEM areas. Jeannette Vigil helped with this.
c) Formal Approval of the 2012-2013 Budget: We don't have numbers for STI; we do have a budget for the remaining part of the year. The numbers were reviewed; they lined up to within $100. Bill moved that we accept Gary's numbers as the 2012-2013 budget; Bob Bolz seconded ➔ Ayes were unanimous; budget accepted.
d) We need a budget for STI in the next two weeks. The existing budget appears low; e.g., it's for 30 people and we are now planning on 60 (and we really should have a cutoff this year.) There was a lot of discussion. A working plan was created; it was decided to go with that. If we deviate from it, we'll have to have a motion to the Board by email.
e) Do we have a plan for curriculum development? We have $6K and $4.5K amounts set aside for that.
   ➔ **Betsy's action item:** come up with an email summarizing a plan for curriculum development.
f) Jeff VanDyke: He had called her, stating that it's that time of year and the check's in the mail ($5K). Celia needs to press 'send' on her email draft to him, asking him to come and give an award. It was thought that the $5K could be used for food, promoting Jeff. We could also ask him to bring swag.
g) Business Plan: What is the status?
h) Next meeting: Bill proposes late May so that we have numbers from the Expo awards, which we can fold into the budget.

15. 1:48 PM – **motion to adjourn**

   Thank you to Abba and Ron for hosting the meeting!

President _____   Secretary _____