

**Rocky Mountain BEST
 (Boosting Engineering, Science and Technology)
 @ Bass Pro Shops Cafeteria
 1130 @ January 11, 2011
 Board of Directors Minutes**

Jose Lopez	y	Lois Walton	y
Kathy Geise	y	Carolyn Bauer	y
		Rick Dinsmore - Guest	y

Kathy called the meeting to order at 11:40.

- 1. Approve previous meeting minutes. Carolyn made a motion to accept the October 4, 2010 Board of Director meeting minutes. Jose seconded and the motion passed unanimously.**
- 2. Financial Status** – Lois passed out financial statements. Kathy will use the 2010 data for the 501(c)(3) submittal and also needs the 990 form for the submittal. Lois to provide the 990 form. Rick to contact Susan Lithgow to get suggestion for an accountant who can verify our 2010 taxes, etc.
- 3. Fundraising** is our #1 priority. We agreed that Fundraising will be a BOD responsibility / committee. Others are welcome to join the committee, including Rick Dinsmore.
 We need to:
 - Communicate with previous / new donors & request 2011 donations.
 - Review / broaden Contact List (Lois) and plan to contact organizations on the list. Add farming companies, energy companies, green energy companies, mining companies as potential targeted sponsors. These companies will need a technical workforce.
 - Get the 2010 video completed & put it on the website so it can be downloaded by potential sponsors. Rick to contact Terry E about status of David's video.
 - Contact Tyrone to see whether he can get us in contact with Channel 9 education reporter. This would be a good contact for us.
 - Get BEST's student assessments completed, so we can demonstrate positive impact on students.
- 4. Policies.** Carolyn will write a draft of a No drugs / No alcohol at BEST events policy and will send draft to Board members. Check school websites for possible draft input.
- 5. RB Checks Contract / Status Update** – tabled until Lois can give us status.
- 6. Shield Contract Status** – Kathy will contact Rayna to re-initiate work on a Strategic Plan as input for grant writing. Plan to meet Jan 18-20 am. Carolyn to look for meeting time / location.

7. **BOD Meeting schedule / location** – We'll plan Quarterly scheduled Board meetings in the evenings. Jose will check Metro room schedule for Tue – Th evening availability. We'll also have Special Board meetings as required. We will post all Board meeting dates on website and will email Board meeting agendas.
8. **Website.** Carolyn to contact Scott about transitioning website duties to Judy's friend. Verify it looks like the two of them can work together. Verify cost. See if he's willing to give us simple editing capability. Carolyn to contact Darrell Phippen to confirm they're willing to let us include the **Denver Post** article about STEM Academy on the RM BEST website.
9. **Steering Team 2011 Kickoff**– Jose to contact Dewey about whether CABPES space is available for periodic Steering Team meetings (7pm Tue – Thurs eves). 1st one should be during 1st 2 weeks of February. Carolyn to email Steering team & Linda Scott about 1st 2011 Steering Team meeting.
10. **Event schedule / venues.** To be moved to Steering Team agenda.
 - **Teacher contact email** – Jose will work draft of email to contact teachers about 2011 BEST events. Lois / Carolyn / Kathy to send him contact info from teachers we met at science fair & others we have. Find also contact info for rural school network.
 - **Teacher institute** – We realize new teachers need more hands-on time with RM BEST. (Some equipment was damaged this year by people accidentally. Training should help this problem.) Teacher Institute may be a requirement for teams, especially new teams. Probably need a 2nd day for Teacher Institute this year. Need to put schedule / venue on Steering Team agenda.
 - **Kickoff / Game.** Jose to send these dates to Rich Pozzi prior to our meeting with him: Kickoff Sat, Sept 10; Event all day, Sat, Oct 22. We'll need Metro Event Center for Event and maybe Kickoff. Jose to check availability of St Cajetan's for kickoff.
 - **Mall Day.** Oct 15. Contact Warren Green at Town Center at Aurora once Kickoff / Game Day venues are fairly solid.
11. **Student assessment** – pre / post event – Some students (maybe 1/3 of RM BEST students) did on-line pre-assessments. However, email for post-event assessment was sent at holiday break, so there is minimal data from our students. Kathy to contact BEST Robotics to see whether they'll turn on student assessment for the remainder of the month. We need our students to do the assessment, so we can prove BEST's impact. The assessments are about their attitudes, etc. about math and science and their likelihood of a career in STEM-related fields.
 - BEST may require teacher / student be briefed about participation in 2011. This will be a topic at Teacher institute.
12. **501(c)(3) status** – Kathy is continuing to work. Rick to help complete 501 (c)(3) submittal and / or business plan. Uses Kathy's goals spreadsheet and 990 form

from Lois. Attorney submits the application for us. We may be able to submit in 2 weeks. See Rayna meeting explained above.

13. New Business. Jose has been in contact with Rich Pozzi about increasing Metro's involvement in RM BEST. Grant writers or companies who fund programs at Metro may be able to get with sponsors / funding. Other BEST hubs have a significant University contact as a tenured professor.

14. Next Board Meetings.

- Not yet scheduled, but attempting to arrange Jan 18-20 morning with Rayna Shields.
- Jan 27, 2011 @ 10:00 at Metro South, Rm 226 with Rich Pozzi. We will discuss many issues, including Metro / RM BEST relationship, event dates, plans for future of Metro & RM BEST, plans for becoming a Regional organization, etc.

Next Steering Team Meeting.

- Not yet scheduled, but attempting to arrange during 1st 2 weeks of Feb @ CAPBES @ 7pm.

The meeting adjourned at 2:00.

Respectfully Submitted,
Carolyn Bauer
Secretary, Rocky Mountain BEST