

**Rocky Mountain BEST
(Boosting Engineering, Science and Technology)
@ Metro South Classroom Bldg, Room 226
1000 @ January 27, 2011
Board of Directors Minutes**

Jose Lopez	y	Lois Walton	y
Kathy Geise		Carolyn Bauer	y
Raina Shields-guest	y	Rich Pozzi- Guest	y

Carolyn called the meeting to order at 10:00.

1. We listed things that could improve the 2011 game day. They are listed here in no particular order. In some cases we have listed the responsible person.

- Prospective Student Goodie bag from MSCD for all competitors. Rich to handle by working with MSCD Public Relations organization.
- Viewing could be improved – crowd control reinforcement. Go in a triangle, so students can stand / sit on the sides of the game floor, but views from the bleachers would be clear throughout the event. Requires extra volunteers to manage crowd control.
- Also control people flow so they're not standing between projector and screens, so scores can be seen by all.
- Venue was good overall!
- Give directions of how to drive right up to the bldg. Give that info in the Mall Day packet. This is especially useful to volunteers and any team with a booth.
- We need free parking passes for future events. Rich can make that happen. (Save all your parking passes, because they have no expiration date!)
- Locking of doors in the gym last year was a problem. Rich can talk to John to resolve it this year.
- Bring everyone into the stands for the National Anthem.
- Turn off projector before displaying final scores – figure out when that should happen.
- Goal is for 24 teams. Plenty of room in pit. Plenty of room on game floor. Plenty of room in stands. There might be problems associated with booths for the BEST award.
- At kickoff explain limit number of people in pit at mall day and game day. Put in kickoff materials. Eliminate the surprise that happened last year.
- Improve signage – on campus & in the event center. Help people get to the Event Center and help people flow inside the Event Center – especially with booths set up.
- Make sure there's a Metro map in packet given to everyone at mall day. Also send via email to all teachers.
- Do a better job of training Game Day judges. Also, give judges a clipboard, so they can take notes, etc.

- Having Jose / Kathy without duties that day worked well.
- Upstairs hospitality room was great. We'll need it again free. Rich to handle that.
- Rich to publicize better to MSCD students – especially to get game day volunteers.
- Rich plans to run robotics class the same semester as the competition to have the tie-in.
- Rich will try to get the gym reserved at noon on Friday. This would allow for the game floor setup to happen on Friday. Gym stays locked, so floor would be safe until Saturday morning.

We would like to gather additional Likes, Concerns, Suggestions from Game Day and will ask the Steering Team for feedback. Carolyn will do that with an email request for input.

2. BEST award: venue / time requirements

- Need gym all day on game day
- **Presentations:** location & time & electronics requirements:
 - i. Rich can make classrooms with Smart boards available on Fri afternoon & Saturday. Rich could manage rooms on Friday (maybe Saturday). Jose could manage on Saturday.)
 - ii. We'd need to advertise how media would work (memory stick, etc.) What about movies?
 - iii. Students could test their stuff in a MSCD classroom any Friday afternoon by coordinating with Jose / Rich.
- **Booth** location & time requirements:
 - i. We believe booths in the event center entry way (next to the brick wall, for power access) and along one side of the gym interior would work. Our requirements are to give teams power and floor space.

3. Desired Game day is Saturday, Oct 22 at the MSCD Event Center. Rich is working to get that reserved and will give us feedback soon.

4. Desired Kickoff Date is Saturday, Sept 10. Rich is hoping CCD can manage that event and plans to talk to Gudren Dougherty to arrange that. Desired location for Kickoff is also the Metro Event Center (with St Cajetans as a backup choice).

5. There is no storage availability at MSCD for BEST stuff.

6. We discussed Strategic Vision Action Items from the previous meeting and Raina clarified the requirements and explained a bit about grant writing process, timing, etc. Carolyn owes Raina feedback before steering team meeting of Feb 3.

7. The 501(c)(3) paperwork should be completed soon. Kathy is awaiting 990 form from Lois and bookkeeper regarding 2010 expenditures, etc.

8. The steering team needs to be brought up to date on Board activities, so Carolyn will send out 2011 Board meeting minutes to Steering Team prior to the Steering Team meeting of Feb 3.

9. Upcoming Board Meetings. .

- Thursday, Feb 24 @ 4-6pm @ Highlands Ranch Westridge Recreation Center & then dinner

10. Upcoming Steering Team Meeting:

- Feb 3, 2011 @ CAPBES @ 7pm.

The meeting adjourned at 11:40.

Respectfully Submitted,
Carolyn Bauer
Secretary, Rocky Mountain BEST