

**Rocky Mountain BEST
(Boosting Engineering, Science and Technology)
Board of Directors Minutes
Highlands Ranch Community Association (HRCA), Westridge
9650 Foothills Canyon Blvd, Highlands Ranch, CO 80129
4-6pm @ February 24, 2011**

Minutes

Jose Lopez	y	Lois Walton	y
Kathy Geise	y	Carolyn Bauer	y
		Tim Bouvia	

Kathy called the meeting to order at 4pm.

1. **Approve previous meeting minutes. Carolyn made a motion to accept the January 11, January 20 and January 27, 2011 Board of Director meeting minutes. Jose seconded and the motion passed unanimously.**
2. **Treasurer’s Report** (5 min)– Lois reports
3. **RB Checks Contract / Status Update** – Lois reported that the contract for doing background checks on the mentors RM BEST provides to schools is still in effect (not yet a year old) for \$21.50 per check.
4. **Budget status** (10 min)- Lois reports
5. **Approval of Teacher institute dates & venue.** Judy Tumlinson (Events Committee Chairperson) reports via email that the Teacher Institute has been scheduled at the Lowry Education Campus in the Conference Center (Bldg 697) on Monday, August 1 and Tuesday, August 2. Chuck Powell indicates his ability to lead the event again this year and indicates the schedule should work out well for teachers. Board approves the schedule/ location.
6. **501(c)3 status** (2 min) – Kathy
7. **Fundraising** – Kathy
 - Status (15 min)
 - Board Committee (5 min)
8. **Logo** (15 min)– Kathy
9. **Strategic Planning** (60 min) - Raina
 - Grant Guidelines Overview
 - Organizational Structure (as it relates to grants)
 - Goals and Activities, Part II
10. **Next meeting schedule** (5 minutes) – Kathy
11. Adjourn

12. ACTION ITEMS –

#	Action	Responsible	Due Date
1	Write draft description of each program we plan to do in 2011 and email to Raina.	Carolyn	2/4/2011
2	Email feedback to Board.	Raina	2/12/2011
3	Same as #1, for programs to be done after 2011.	Carolyn	2/20/2011
4	Email feedback to Board.	Raina	2/24/2011
5	Get version of MS project (that he knows how to use) from IT folks at Metro. Then begin to put the year's schedule into the project schedule.	Jose	2/3/2011
6	Complete these factors for each of the programs: how is it accomplished, goals, activities, budget. Ensure it relates to the vision and begin to understand exit strategy if it isn't working.	BOD	
7	Begin to look for grants for hub programs / activities	Raina	
8	Get 990 form for 2010 for Kathy	Lois	soon
9	Get our 501 (c)3 application submitted	Kathy	soon
10	Ask Chuck Powell whether 2011 Teacher Institute can be accredited.	Put on Steering Team agenda & ask him	2/3/2011

13. Upcoming Board Meetings.

- Thursday, March 24, 6:30-8:30pm at the Highlands Ranch Eastridge Recreation Center, 9568 University Blvd., Highlands Ranch, CO 80126 (303-471-8856)

14. Upcoming Steering Team Meeting:

- Saturday, March 12, 10-noon at the Highlands Ranch Westridge Recreation Center. 9650 Foothills Canyon Blvd., Highlands Ranch, CO 80129 (720-348-8202) in the Day Camp Room. This meeting will be web-hosted, with Kathy as the web host. People who cannot attend in person can attend on-line. Details to follow.

The meeting adjourned at 6:00am

Hosted dinner following tonight's meeting at Lansdowne Arms, 9352 Dorchester St., Highlands Ranch, CO 80129, 303-346-9136.

Respectfully Submitted,
 Carolyn Bauer
 Secretary, Rocky Mountain BEST