

**Rocky Mountain BEST
(Boosting Engineering, Science and Technology)
Board of Directors Minutes
Highlands Ranch Community Association (HRCA)
Eastridge Recreation Center, 9568 University Blvd., Highlands Ranch, CO 80126
6:30-8:30pm, Thursday, March 24, 2011**

Jose Lopez		Lois Walton	y
Kathy Geise	y	Carolyn Bauer	y
Tim Bouvia	y		
Rick Dinsmore - guest	y		
Dick Tumlinson - guest	y	Judy Tumlinson - guest	y

Carolyn called the meeting to order at 6:37pm, reminding everyone this is the Annual Meeting of the RM BEST Board of Directors.

Kathy is attending via phone for the first few minutes of the meeting.

1. **Board Elections – Kathy / Lois 1-year terms are ending. Kathy made a motion to elect by acclamation Kathy & Lois for 2-year terms & Tim Bouvia for a 1- year term. Lois seconded the motion and the motion passed unanimously.**
2. **Officers – Kathy made a motion to accept Kathy Geise as President; Tim Bouvia as VP; Lois Walton as Treasurer; Carolyn Bauer as Secretary; Jose Lopez as Executive Director. Lois seconded and the motion passed unanimously.**
3. **Approve previous meeting minutes. Lois made a motion to accept the February 24, 2011 Board of Director meeting minutes. Tim seconded and the motion passed unanimously.**

Carolyn gave the gavel back to Kathy who arrived in person at this time.

4. **Treasurer’s Report – Lois provided end of February statements from the accountant. Profit and Loss statement showing a negative cash flow. Balance Sheet shows over \$19K assets. Kathy made a motion that we accept the end of February Treasurer’s report. Tim seconded the motion and the motion passed unanimously.**

Current update – Additional donations from businesses (\$1000) & individuals (\$2450) – totaling \$3,450 have been recently received. In addition, checks have been written for \$2,500 for videographer; \$550 for accounting (especially the 990 form); \$212.50 for 50 DVDs. Taxes are ready to be mailed and Lois will mail them now.

We discussed the status of the returned kits (an asset). One kit is not yet returned and hardware testing is progressing.

We want more DVDs and would like to make them ourselves using the current DVD – Tim will do this. We also need to save both the full resolution and lower resolution files on our computers. Carolyn will ask Rich Strong to resend those files. Tim / Scott will put the video on the website.

5. **Budget status** – Lois distributed the budget created by the committee chairpersons. **Lois made a motion to accept the motion as forwarded by the steering team. Tim seconded and the motion carried unanimously.**

Rick suggested a small amendment to the budget. He attended a meeting recently in Longmont with Dr. Sam Siewert from CU. It's the first meeting of the Robotics Automation Society (RAS), a subset of IEEE. Rick asks for an additional \$200 in the Marketing portion of the budget for an RM BEST volunteer to become a member of IEEE, especially that chapter. A relationship with IEEE will give us access to their membership as a source of volunteers, etc. Rick, who is a PE, is willing to join as the RM BEST member. **Carolyn made a motion to have Rick join IEEE for RM BEST at a cost of \$200/yr. coming from the modified Marketing Budget. Lois seconded the motion and the motion passed unanimously.**

Rick could ask for CU availability for kickoff or event if potential Metro dates fall through. Maybe the Field house would work (500-600 people). East HS could probably work for kickoff. There was a discussion about determining a drop dead date for Metro – or pursuing other venues. The team would like to know the RM BEST schedule. Kathy / Carolyn / Jose to discuss Metro venue with Rich Pozzi and possibly the Athletic Director while on campus 3/30/11

6. **Fundraising** – Kathy

- Fundraising is now a Board Committee. Others can help us on this committee at any time. Rick Dinsmore is the new Development Director – focused on fostering corporate donors. Raina wants to continue to help us write grants. Metro is helping us write a grant for the ITEST NSF grant. Rick said he'll check out the robotics grants available from the Bill and Melinda Gates Foundation.
- May 5 fundraiser is called **Boosting BEST** at Builder's Appliance Center, 1880 W Oxford Ave, Englewood from 6-8:30 pm. Desire to have 100 attendees at \$30/ticket (\$15 tax deduction). Cooking demo by Chef Greg Boynton in one of the big demo kitchens.
- Kathy did email blast and we all need to do the same. We all need to attend, recruit people to come to the event, recruit auction items. Artwork for invitation is almost ready. Committee had long meeting this week. Discussed the need for testimonials, mc, robots, brochures & flyers, DVD, PowerPoint presentation (Rick to work this). Mainly this is an opportunity to teach people about RM BEST, find additional sponsors, and find additional volunteers. Plan to give a copy of our DVD to attendees. Tim doing 200 more copies & Rick to work a cool label for the DVD.
- \$5,000 challenge / strategy – this hasn't had a widespread announcement yet. Lois put it in the letter to last year's donors. Maybe this pledge can help solicit more sponsorship at the fundraiser and when Rick talks to corporations.
- ITEST Grant application in process with METRO – meeting Wed., 3/30. David Kaliqui from UCCS wants to be a subcontractor for the Teacher Institute / Professional Development. Develop curriculum that meets standard.
- Rick wondered whether we can get another NASA grant and suggested a Board member contact George Blanks with the request.

7. **Steering Team Status.** There was a lengthy discussion about why we've only seen some of last year's Steering Team members at meetings this year. We need their commitment now – for a little bit of work now. The larger tasks will come later – as the game is released and kickoff approaches.

8. **Master Schedule.** We would like Jose to create a Master Schedule for the season. It should help everyone understand the work to be done and who needs to do it and when.
9. **New Website.** Tim will work with Dean to obtain rm-best.org as our new website domain name and will investigate how email addresses will work in the new development environment. Dean will develop our new website on new domain name using one-to-one development environment.
10. **501(c)3 paperwork.** After review by the attorney, the paperwork has been submitted. We anticipate waiting for months for it to be approved. Rick will verify whether we could be fast-tracked if we have a grantor withholding funds.

11. Strategic Planning

- DUNs – paperwork submitted by Carolyn & # received
- CCR paperwork will be submitted soon by Carolyn.

12. **Logo / Mascot .** We discussed this topic at length and agree with the concept of keeping the robot as a mascot and having a logo for the professional development. Logo will be on letterhead and cards – and will have the words Boosting Engineering, Science and Technology. Whole board is okay with this plan.

13. New Business:

- **Board meeting calendar.** We agreed that quarterly board meetings should be sufficient. Tentative schedule is (Jan; **March**; June; Sept (after kickoff)) on a regular schedule (4th Thursday of the month). We will use web-based conference service “go to meeting” until we are a 501(c)(3), at which time we can use a similar, cheaper (maybe free) service for nonprofits.
- Additional Board meetings can be set up as required. We’ll do this for additional Strategic Plan meetings with Raina soon. We also recognize we can vote on issues thru emails
- Dick suggests we let schools sign up before summer break. We need to decide if & how to do this – before the website opens for official signups. If we decide to do it, we need to distribute info to interested teachers / schools soon.
- We reminded everyone that additional schools have been contacted by Jose and info is also being sent to teachers we met at Colorado Science Teacher’s Conference & others who have expressed information. We discussed whether teams who dropped out of FIRST should be contacted about BEST.

14. ACTION ITEMS – completed tasks have been removed

#	Action	Responsible	Due Date
1	Create a master schedule – either MS project or excel	Jose	ASAP
2	Begin to look for grants for hub programs / activities	Raina	ASAP
3	Determine whether this year’s Teacher Institute can be accredited	Board	soon
4	Get more DVDs made, labeled & distributed to teachers, corporations, attendees at May 5 event	Tim/Rick/ whole board	soon
5	Get DVD clip on the website	Tim / Scott	ASAP
6	Join IEEE & get \$200 additional on	Rick / Lois	asap

	marketing budget for this expense		
7	Work with Rich Pozzi, Metro Athletic Director to determine venue availability for Game Day / kickoff	Jose / Kathy / Board	asap
8	Move forward with May 5 Boosting BEST fundraising event. Solicit donations, sell tickets, get auction items, make pledges!!!	Everyone on Steering Team / Board	ASAP
9	Find out if it's possible we get another NASA grant	Board asking George Blanks	soon
10	Move new website forward as rm-best.org	Tim / Dean	soon
11	Work on logo mods to select new logo	Tim / Dean / board	soon
12	Forward DUNs info to Raina and get CCR number on grants.gov	Carolyn / Raina	soon
13	Confirm meeting dates / times / locations for Steering team / Board meetings	Carolyn & Board	Asap
14	Set up next Board Special Meeting for Strategy / Grant progress	Raina & Board	asap

15. Upcoming Board Meetings.

- Typically these will be Quarterly on the 4th Thursday @ 7pm at HRCA Eastridge. Planned. Because of Board people's vacation schedules, this may be changed from June 23 to June 16, 7-9pm @ HRCA Eastridge. Email will follow.

16. Upcoming Steering Team Meeting:

- Thurs, April 14, 7-9pm, HRCA Eastridge, 9568 South University Blvd, Highlands Ranch, CO 80129
- Thurs, May 12, 7-9pm, HRCA Eastridge, 9568 South University Blvd, Highlands Ranch, CO 80126
- Note, previously scheduled meeting for Saturday, April 16, 10-noon @ Highlands Ranch Westridge Recreation Center has been cancelled.

The meeting adjourned at 8:45pm

Respectfully Submitted,
Carolyn Bauer
Secretary, Rocky Mountain BEST