

**Rocky Mountain BEST (Boosting Engineering, Science and Technology)
Steering Team Meeting
Minutes
20 February 2010, 10:00, CAPBES**

Jose Lopez called the meeting to order at 10:20. This was our first meeting at CAPBES and attendees learned about access to the parking lot and building, as well as meeting room location. We're very appreciative of CAPBES willingness to host us.

Attendees: Jose Lopez, Lois Walton, Carolyn Bauer, Ron Vasquez, Kathy Geise, Kendall Nickle, Art Silva, John Whiteside, Lonnie Garcia-Silva, Teri Eichman, Chuck Powell, Scott McEwen

1. Priorities.

- We verified that our main tasks are in order of priority: Get Organized, Budget and schedule, Recruitment of Sponsors, Obtain Facility, Plan for School Recruitment (participants), and Recruitment of Volunteers. These tasks and various subtasks are on the schedule and actions will be created as required.
- Jose will send the schedule & budget with updates after each meeting. Jose will send meeting reminders & the agenda prior to each meeting. Jose requests everyone print and brings the agenda and schedule to each meeting.
- Carolyn will send meeting minutes and the updated action item list after each meeting. Carolyn requests everyone print and brings the action item list to each meeting.

2. Organization – Assigned responsibilities, including some open areas:

- Co-Directors – Jose Lopez/Kathy Geise
- Financial/Treasurer – Jose Lopez (temporarily)
- Logistics – Art Silva (Jim Baron, if he volunteers) & Scott McEwen
 - Awards and Judging Coordinator -
 - Kit Coordinator – Kathy Geise
- Scheduling – Jose Lopez
- Secretary – Carolyn Bauer
- School Coordinator – John Whiteside & Chuck Powell
- Staffing/Recruiting/Game day volunteers coordinator - Open
- Fund Raising Coordinator – Lois Walton
 - Grants – Kendall, Kathy, Ron
- Donations/Industry Coordinator – Lois Walton
- Web Master/Email coordinator – Kathy Geise
- Publicity/Public relations/Hospitality – Teri Eichmann, Judy Tumlinson, Lonnie Garcia-Silva
- Advisors – John Whiteside/Dick Tumlinson

3. Select our name and logos/symbols.

- After reviewing many candidate names for our Hub name, we selected **Rocky Mountain BEST** as our name. Our long-range plan is for this to become the Region name, at which time we can select a local Hub name (e.g., Colorado BEST).
- Logos need to be drafted / selected soon.

4. Review and update Schedule. Key dates are:

- Prototype Kick-off: March 6th (Austin, TX) -
- National Championship: April 23-24 (Dallas, TX) – Carolyn, Lois, Art, Lonnie are planning to attend.

- Prototype Game: April 25th (Dallas, TX) – Carolyn, Lois, Art, Lonnie are planning to attend.
- The BEST Teacher Institute: 13-16 June (Auburn, AL). Chuck is planning to attend and will Train the Teachers at our local competition. This event might be getting rescheduled.
- Rocky Mtn BEST schedule needs to be firmed up as soon as possible. The key issue is that we must find locations for these three events. Many people were given actions to firm up kickoff, mall, competition locations (and dates). Determining the event location / schedule is a very high priority issue at this time.
- The potential dates for each event are listed here. Jose will create the schedule as if the kickoff is to happen at the earliest possible date.

Competition Date	Mall Day Date	Kickoff/Teacher Training Date
6 Nov	30 Oct	25 Sept
30 Oct	23 Oct	18 Sept (Yom Kippur)
23 Oct	9 Oct (16 Oct is PSAT)	11 Sept

5. **Budget and Logistic Plan.** Jose has been working up the draft budget, based on 10 teams with the returnable kit amount of \$600. The budget is primarily, but not exclusively, driven by the number of teams. There are also training costs, Hub licensing, etc. Jose will send the draft budget to the Finance Team for review / input.
6. **Paperwork.** Many issues were discussed, such as hub licenses, legality, bank accounts, being registered with Secretary of State, etc. Art and Kathy are working most of these issues at this time.
 - Our current plan is to be operating under CABPES for at least a year before we set up our own bank accounts, etc
 - We are using CABPES addresses until we become our own completely separate entity: 4301 E Colfax Ave, Denver, CO 80220 (also PO Box 200508).
7. **Fund Raising strategy.** Grants & sponsors (money and in-kind donations) are the key potential sources of funding. Lois' contacts spreadsheet will include organization names, people names and contact info, and potential sponsorship options to help with contact and tracking. Everyone will communicate status and ideas to Lois on contacts. Ron, Kendall, Kathy are working most of these issues at this time. A significant amount of STEM money is available at this time.
8. **Create Web site/Email** – John will create the website and Kathy will create a yahoo group for emails. CABPES will host our domain / website.
9. **Consolidation of awards (Robotics and BEST).** We plan to give awards for Robotics and the BEST award for this year's competition.
10. **Committees.** These committees will be needed and formed as necessary. Current status:
 - Kits -
 - Finance (Jose, Lois, Art, Kathy, Lonnie, Ron V (Grants))
 - Donation & industry coordination
 - Volunteer coordination
 - Publicity
 - Judging (this could be part of game day?)
 - Awards

- Kickoff
- Mall & Game day
- Post game day dinner to thank volunteers – 1-2 wks after competition

11. **Action Items.** Will be recorded on an excel spreadsheet and status updated at each meeting. Critical items will be communicated via email ASAP.

12. **Next Meeting:** 6 March 2010 @ 10:00 @ CABPES.

- We plan on meetings every other week at this time/location for the near future.

The meeting was adjourned at 12:45.

Respectfully Submitted,
Carolyn Bauer, Secretary