

Rocky Mountain BEST Steering Team
(Boosting Engineering, Science and Technology)
@ CAPBES facility
1000 hours 6 March 2010
Minutes

Jose Lopez called the meeting to order at 10:00.

Attendees: Elwyn Allyn, Carolyn Bauer, Teri Eichman, Lonnie Garcia-Silva, Kathy Geise, Jose Lopez, Jim McGorry, Kendall Nickle, Chuck Powell, Art Silva, Ron Vasquez, Lois Walton, and eventually John Whiteside.

1. Last meeting minutes / action item approval

The amended version of the 02010 Steering Team minutes & action items were approved. We will upload all meeting minutes & action items to our website.

2. Priorities

Priorities agreed with.

- 1) Organize
- 2) Budget and schedule
- 3) Recruitment of Sponsors
- 4) Obtain Facility (Metro Gym & Wings)
- 5) School Recruitment (participants)
- 6) Recruit volunteers

3. Organization – Current status:

- Co-Directors – Jose Lopez/Kathy Giese
- Financial/Treasurer – Lois for now
- Logistics – Art Silva, Jim Baron & Scott McEwen
 - Awards and Judging Coordinator -
 - Kit Coordinator – Kathy Giese
- 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 Giese
- Publicity/Public relations/Hospitality – Teri Eichmann, Judy Tumlinson, Lonnie Garcia-Silva
- Advisors – John Whiteside/Dick Tumlinson

4. Committees

- Kits -
- Finance (Jose, Lois, Art, Kathy, Lonnie, Ron V (Grants)) John-
- 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

5. **Select Rocky Mountain BEST Logos/Symbols** – Teri is working with her students on this (see Action Items). We need this for letterhead, branding, etc. See the current Action item list.

6. **Review and update Schedule**

Key dates:

- Prototype Kick-off: March 6th (Austin, TX)- no RM BEST attendees
- National Championship: April 23-24 (Dallas, TX)
- Prototype Game: April 25th (Dallas, TX) –
Lois, Carolyn, Art, Lonnie & maybe Jose and Jim will attend these 2 events.
- The BEST Teacher Institute: Chuck is working this activity. See the current action item list.

Rocky Mountain BEST tentative schedule:

Of these three potential sets of dates, we are moving towards the latest one, as indicated here. Dates are subject to venue availability and scheduling. See the current Action Item list. In addition, Jose distributed an Excel file schedule to be reviewed by all. Our schedule can become more solid when the 3 key dates / venues are solidified.

Competition Date	Mall Day Date	Kickoff/Teacher Training Date
6 Nov	23 or 30 Oct	25 Sept @ GMHS
30 Oct (Wings not available)	23 Oct	18 Sept (holiday)
23 Oct	9 Oct (16 Oct is PSAT)	11 Sept

7. **Budget and Logistic Plan** – We had a discussion about how we should organize ourselves legally this first year. We determined that operating under CABPES umbrella with items like insurance from BEST should work best for us. CABPES gives us a lot of local contact and impact. Art is writing a proposal in letter form to CABPES describing the relationship of RM BEST with CABPES, at the request of Dewey (Pres of CABPES). We all need to make sure we don't put CABPES at any risk. Details include: We want CABPES to develop the hub for RM BEST; during this time, RM BEST are volunteers for CABPES until the hub is independent; CABPES can give us a separate bank acct. We will need to determine procedures for who signs for our organization, too. See the current action item list.

In the future we need to become our own legal entity. We can start this now and proceed in parallel (this year & the future). Incorporation requires a plan with a reasonable growth rate for 3 years.

Art explained that the BEST licensing agreement is straightforward and reasonable. We can get it signed soon. See the current action item list.

8. **2010 Prototype Games rules** – These have been received in email from George. Chuck expressed a concern about making sure everyone is comfortable that he has no conflict of interest, if he is a member of the Steering Team. His highest priority is to mentor / lead a team from GMHS and he doesn't want to jeopardize that opportunity. The steering team agreed that Chuck will not participate in the Prototype Game or read that information. Consequently, we're all comfortable that he doesn't have a conflict of interest. We also agreed that we'll all be attentive to this issue and will help make sure Chuck doesn't step over any boundary.

9. Paperwork - We need to complete the BEST Inc HUB licensing agreement. Art is verifying whether we need to create Bylaws or whether we can get them from BEST Inc. See the Action Item list.

10. Fund Raising strategy – Lois is handling the contact list. The basic strategy is that we need to contact target foundations first, since they're slower to respond. We need a package to go fundraising that is one we can all use – 5-6 charts taken from what we've received from BEST. We think we'll be more successful if we go individually to organizations and use our personal contacts.

Kathy will take the lead on foundation fundraising and anticipates that we have missed dates for some opportunities for this year. Kendall has done a lot of investigation and will be our main 'grant guy'.

Fundraising Event: CABPES is having a fund-raising golf tourney on Fri, May 28 @ Meadows GC. It will include breakfast @ 7am and shotgun start if 72 players sign up. They will charge \$150 to sponsor a hole. Team cost is \$400; individual cost is \$125. RM BEST agreed to encourage players to attend. This becomes one of our RM BEST fundraising events.

11. Create Web site /Email – Our domain name is rockymountainbest.org. She hasn't yet done the other names. Regarding email, instead of earlier plan to create a yahoo group, she'd like to create aliases for our emails. Everyone agreed. Our emails will be first initial, last name @rockymountainbest.org. She'll work with John and his web designer to do this on our website.

12. School Coordination - We had a discussion about how to get high schools involved in this year's competition. Although school personnel are busy with end of year activities this spring, it's critical to get them involved soon, since the competition begins in September. We can work with schools and school systems to determine interest. We believe the right approach is to set up a couple of evening dinner meetings to explain RM BEST to potentially interested school teachers / administrators.

We agreed that we need to make this discussion & plan **a very high priority** at the next meeting. See also, the Action Items.

13. Action Items Review - We discussed and updated the action items. See the 030610 action item list.

The next Rocky Mountain BEST Steering Team meeting is at Wings over the Rockies on Saturday, 3/20 at 10 a.m.

The meeting was adjourned at 1:10pm.

**Respectfully submitted,
Carolyn Bauer, Secretary**