

**Rocky Mountain BEST Steering Team
(Boosting Engineering, Science and Technology)
@ CABPES
0800, 1 May 2010 MINUTES**

Jose called the meeting to order at 8:25.

Attendees: Jose Lopez, Scott McEwen, Art Silva, Kendall Nickle, Rick Dinsmore, Lois Walton, John Whiteside, Kathy Geise, Chuck Powell, Carolyn Bauer and Loni Garcia-Silva, Teri Eichman.

Special Guest - Raina Shield – CABPES grant writer & engineer. She has done much 501c(3) work and multinational work. If we work with Raina, we would provide fees to Raina for her assistance. She has a handout for us. She's been involved recently with local companies. Some people will stay after the meeting to discuss this topic.

1. **Last meeting minutes / action item approval.** Lois made the motion to accept minutes from the 20 March 2010 meeting and the motion was seconded by John. The motion passed. A subcommittee met on April 10, but no minutes were taken at that committee meeting.

2. **Priorities.** We modified the priorities to move Recruitment of Sponsors to the #1 priority.

- 1) Recruitment of Sponsors – fundraising
- 2) Organize
- 3) Budget and schedule
- 4) Obtain Facilities
- 5) School Recruitment
- 6) Recruit volunteers

3. **Organization** – This is the status of the organization at this time.

- 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** – We did a review of committees, which will be staffed later.

- Kits – Kathy
- 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
- Teacher training team. Jose & Kathy will teach or get teachers; Prototype team including Kendall & Scott will work with logistics to create practice floor prior to training; Art will work to provide lunch for those two days – either donated or get and ask for teachers to pay; Kathy will work with Tech issues.

5. **BEST Logos/Symbols** – Completed. We agreed to give students gift cards for their efforts. Art writing release for the logo. Lois will buy \$50 and \$25 Gift Certificates from BEST Buy for the two students from Green Mountain High School who submitted logos. \$50 is for Jesse Jenkins-Kline whose logo we chose and \$25 is for Luke Schultz who also submitted Carolyn to prepare thank you notes to students. We need to get these to Teri to distribute before the end of the school year.

6. **Review and update Schedule**

- Prototype Kick-off: March 6th (Austin, TX) - no RM BEST attendees.
- National Championship: April 23-24 (Dallas, TX). Lois, Carolyn and Kathy attended. They have a program, notebook for judges, goodie bag for judges, and many photos.
- Prototype Game: April 25th (Dallas, TX). Lois, Carolyn, Kathy and Art attended. They took many pictures and videos. Capitol BEST game creators will update the rules, kit list, and floor drawings by June 1. Carolyn will organize, label, and provide CDs of photos and videos to floor builders and Steering Team members (using her and Art's photos).
- **Prototype robot status.** Progress is slow. Club workshop is a great place to work. We're meeting Tuesday evenings from 6:30 – 9:00 weekly.

Rocky Mountain BEST tentative schedule:

- The Rocky Mountain BEST Teacher Institute: **Status – Chuck**
- Chuck passed out proposed outline, budget, etc. – Aug 2-3.
- He will revise with comments from team.
- Decided to have team work on this... see above in teams section.

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Best day to avoid Yom Kippur is 9/11/10. Can we schedule?	Sat, 10/23/10 @ Wings Over the Rockies. Can we change to 10/16?	Sat, 10/30/10 @ Metro Gym - Can we change to 10/23?

There was a lot of discussion about asking mother BEST whether we can shorten or extend our schedule by one week, so we don't conflict with Yom Kippur. The answer was eventually no. We need to manage a 6 week schedule. The best choice for kickoff would be 9/11; mall day 10/16; competition 10/23. Can we find locations for these dates is the big question!

7. **Budget, Schedule and Logistic Plan –**

- a. **Art Silva's letter** – Has it been accepted by CABPES? Not yet. National wants us to use mother Best insurance for events. It's part of the license acceptance.

b. 501(c)(3) status – RM BEST is now non-profit. We are not a 501c3 for about another year. Donations to non-profit show we're a legitimate nonprofit organization. After a year we submit paperwork to IRS and can become 501c3 then. We can get D&O insurance later, when we need it. We have Declarations, so we need by-laws next.

c. Fund Raising strategy – We need to start visiting sponsors. Rick spoke with ACEC (American Council of Engineering Companies of Colorado) and they're interested in collaborating with us. Educational committee meeting on May 18, 11:30 – Rick, Art, John, Kathy (& Harvey the robot) will attend and present. They will ask for funding, mentors and volunteers.

John is inviting Willie Daniels from Shades of Blue to the next meeting.

Lois asks for us to email her when we plan to contact a sponsor. We might want to take Harvie and we should take High Octane DVD.

Suggestion we attend the Rocky Mountain Air Show in August. Scott working this.

d. Schedule – Jose – updated one sent earlier this week.

8. Fundraising Event — John is scheduling golf tournament on September 6th or 10th. Monday thru Thursday is cheaper, although Labor Day may be good choice. Saddle Rock GC is cheaper. We will support whatever John arranges. Price would be \$125 (our cost would be ~\$75. Tournament will be shotgun start scramble (best ball). Need about 20 people to help with the tournament. Will split profits 70/30 CABPES/BEST

9. Create Web site /Email – Kathy provided status. She is trying to get the guy from IEEE to do the web site. If not, she will talk to John Whiteside's guy.

10. School Coordination – Discussion by Jose. Warren Tech, GW, New Vista HS in Boulder, Warren Tech North, Ridgeview Academy (DPS), Broomfield HS, East HS, Castle View HS, Green Mountain HW, Bear Creek HS are schools interested so far.

We should contact Denver School of Science & Technology AND schools that can't be in FIRST. Art wants to visit schools. Kendall will contact some interested middle schools.

HS Newsletter – Jose to do this and send to current list of schools – 10 schools. IEEE might have newsletter help for us. Rick may be able to help.

11. Other

a. VEXX status – Kathy

b. Jose, Kathy visited / presented at IEEE meeting on 13 April. Presentation was very successful. Rick will talk to the guy from Cricket (instead of Kathy).

c. Lois made a motion to have Raina submit a proposal for her services to RM BEST BOD, which will meet and approve/disapprove. If approved she will try to meet the June deadline that some organizations have. Jose seconded the motion and the motion passed. She will submit by Monday. Board is meeting Tuesday evening at 5pm at El Noa Noa Restaurant. John is arranging presentation at BEST Buy.

John greased the skids at Lowe's for the fundraising request. He needs to make an appointment to present to them.

12. Jose's discussion with our Region 1 Director.

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Jose asking E.T. Hammerand to ask the BEST Board to get VEXX to give the controllers to the new hubs instead of us having to purchase them since the old hubs only have to turn in their old ones to get the new ones. Eventual answer was no.

13. NEXT MEETING is May 15 CABPES 9:30

14. **Action Item Update.** Action items were not reviewed at this meeting as it was late.

15. Contact Info:

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Meeting adjourned at 11:50.

Respectfully submitted,
Carolyn Bauer, Secretary