

**Rocky Mountain BEST Steering Team  
(Boosting Engineering, Science and Technology)  
@ CABPES  
June 2, 2010 @ 7pm  
Minutes**

Jose Lopez called the meeting to order at 7:15.

**Attendees:** John Whiteside, Jose Lopez, Teri Eichman, Ron Vasquez, Blaze Bradford, Carolyn Bauer, Rick Dinsmore, Kathy Geise, Dick Tumlinson, Judy Tumlinson, Kendall Nickle.

**1. Last meeting minutes. Carolyn made a motion to accept the May 1, 2010 minutes. The motion was seconded by Kathy Geise. The motion passed.**

**2. Action Item Review/Update.** The action items were reviewed and updated. They are contained in a separate file to be included with the meeting minutes.

**3. Priorities –**

- 1) Recruitment of Sponsors
- 2) Obtain Facilities (CCD (St. Cajetan’s), Wings Over the Rockies, Metro Gym)
- 3) Budget and schedule
- 4) Purchase equipment
- 5) Recruit volunteers

**4. Event Schedule**

<b>Kickoff Date / Location</b>	<b>Mall Day Date / Location</b>	<b>Competition Date / Location</b>
Sat, 9/18/10 @ Community College of Denver, St. Cajetan’s	Sat, 10/23/10 @ Wings Over the Rockies	Sat, 10/30/10 @ Metro Gym

There was a discussion about two potential locations for Kickoff. Kendall was able to reserve St. Cajetan’s at CCD. Dick and Judy Tumlinson were able to reserve Arapahoe Community College auditorium & classrooms. Both locations are available at no cost to BEST. The potential of creating a long-lasting strategic relationship with CCD led us to conclude it is the preferred location for kickoff. We need to resolve a concern about where to handle breakout sessions at kickoff (an action item).

**5. Committees Reports.** Each committee includes the name(s) of the committee chairperson(s). The chairperson(s) are members of the Steering Team. Chairpersons gave status of their committee’s activities. The Board needs to verify / fill all chairperson slots (an action item).

**Fund Raising.** Chairperson is Rick Dinsmore. Gets sponsors, donations (cash and in-kind) and interfaces with industry & BOD Treasurer.

- Rick spoke about the activities of this committee, which represents the highest priority tasks for RM BEST at this time. This committee is meeting weekly on Thursdays @ 6:30pm at Wahoo Fish Tacos north of Park Meadows shopping center. Rick requests a Board member attend each committee meeting.

- Deliverables Package for potential sponsors consists of the following items. The ST reviewed the draft Press Release and made suggestions which Rick will incorporate. Until we are a 501©(3) organization, all charitable donations must be made to CABPES with a memo: BEST. The Sponsorship Opportunities listing are modified from Kansas BEST. Rick also requested 50

copies of the Kansas BEST High Octane DVD. Jose's PowerPoint BEST presentation to teachers / sponsors will also be reviewed / modified and included. Rick plans to give potential sponsors a DVD with RM BEST documentation & the High Octane DVD.

- There is some concern about membership on the committee and there is lots of excitement.
- There was a discussion about the contacts list and the need for ST members to contact their people at the various potential Sponsoring Companies. The Community Relations Liaison is likely the proper person to contact at Corporations.
- There was a discussion about getting possible grant money from Denverfoundation.org or from the Federal Government as part of stimulus initiatives. John Whiteside continues to work these opportunities.
- We discussed a 'bare bones' goal of \$10K that we needed in hand by July 28 to acknowledge that we can have a competition in 2010. This date is prior to the Aug 2&3 teacher training sessions.
- We discussed the lack of feedback so far from IEEE contacts. If we cannot get funding from those organizations, we need to start working the volunteer interface issues of getting mentors.

**School Interface.** Chairperson is Chuck Powell. Gets school teams. Makes presentations to schools. Trains teachers. Teacher training is scheduled for Aug 2,3 @ CABPES and the agenda and training materials are progressing. We currently have a list of 13-14 interested teams.

**Publicity.** Chairpersons are Teri Eichman & Lonnie Garcia-Silva. Communications, Hospitality, Web Site, Email, publishes Newsletter. Teri sees this committee most relevant in publicizing the three events (kickoff, mall day, competition). There was also a discussion about whether and how to use media and publicity for fund raising. Teri Eichman delivered the contract which is signed by Jesse regarding the use of the logo to Carolyn Bauer, the organization's secretary.

**Volunteer Interface.** Chairperson – **none at this time.** Recruits, staffs & trains volunteers, mentors, judges, committee members. Coordinates thanks to participants.

**Events** – Chairpersons are Art Silva & ?. Kickoff, Mall Day & Game Day facilities & event planning. Maintains schedule.

**Game** – Chairpersons are Art Silva, Jim Baron & Kathy Geise. Kits, game, prototype, game field, judging, awards. The game, game field schematics and parts lists should be available through the BEST website no later than July 1, 2010. Until then, the 2009 parts list should be useful to John Whiteside, who plans to solicit in-kind donations from Lowe's for the game field and kits.

**6. Other.** Rick Dinsmore provided and passed out RM BEST Business cards to Board members. They're great – thanks, Rick.

Rick Dinsmore suggested Steering Team meetings alternate locations and that at least one meeting be held at each of the event locations. That will provide the ST with answers to many questions about event logistics & location issues / concerns.

**7. NEXT MEETING (DATE and LOCATION).** The next Steering Team meeting is on Monday, June 14 at 7pm at CABPES.

The meeting was adjourned at 9:05 pm.  
Respectfully submitted,  
Carolyn Bauer, Secretary