

**Rocky Mountain BEST Steering Team  
(Boosting Engineering, Science and Technology)  
@ CABPES  
June 14' 2010 – 7PM  
Minutes**

Jose Lopez		Rick Dinsmore	y
Kathy Geise	y	Chuck Powell	y
Carolyn Bauer	y	Art Silva	y
Lois Walton	y	Teri Eichman	
John Whiteside	y	Blaze	y
Dick Tumlinson	y	Scott McEwen	y
		Kendall Nickle	y

Kathy Geise called the meeting to order at 7:05.

1. Last meeting minutes - **Carolyn made a motion to accept the June 2, 2010 meeting minutes & Lois seconded. The motion passed.**
2. Treasurer's Report – Lois deposited the check from NASA for \$8K today. There is also \$2 in the cash box. Currently have \$9000 in savings & \$942 in checking.
3. Committee assignments – We discussed the current organization of six (6) committees and concluded the Game Committee had too many diverse responsibilities. The Game Committee was split into the Game Field committee, the Kits Committee and the Game Rules & Prototype Robot committee. We rearranged responsibilities accordingly. We currently have eight (8) committees. In addition, we clarified or assigned chairperson(s) and BOD Points of Contact for each committee. The details are listed below in Committee Reports (Item 5). Carolyn will also modify the RM BEST Organization document and distribute it with the minutes.

Chairperson responsibilities include being a part of the Steering Team (including meeting attendance or sending a representative or communicating status) and budget responsibilities.

We also clarified that the BOD is responsible for maintaining the master schedule & facility contracts.

4. Budgets and Purchasing Policy – We discussed Kathy's draft Budget Procedures and Purchasing Policies draft and **agreed to review it and forward feedback to Kathy to finalize this Policy.**

It's critical that we determine baseline 2010 budget for 12 teams soon. **Action Item: Each chairperson needs to determine a budget for their committee & report the budget at the next meeting.** The chairpersons will manage their budgets & purchasing, maintaining the appropriate paper trail for all expenditures. Committee chairpersons also need to verify receivables match

purchases. Discussion of budget and this Policy will be the major agenda item on next meeting's agenda.

5. Committee reports

- a. **Fund Raising – Rick Dinsmore** (Lois BOD POC) (Gets sponsors & cash donations and interfaces with industry.)

Status: Rick and others are calling corporations. Much feedback is that their corporate funding for 2010 has been set and donations have already been distributed. 2011 could be a better year because of timing of their funding. We probably need to work with people we know to get donations this year. We're hoping grants work out – various people are working grants. John & Tyrone are working short-term grants. Raina is working long-term grants.

We need to stay positive and excited! We agreed that if you have a good idea to pursue, please pursue it. Just keep Rick involved and check the contact spreadsheet to make sure the company hasn't already been contacted.

Blaze suggested creating RM BEST Fundaz Cards, which provide discounts of up to 50% to the purchaser. They cost \$30 and \$15 comes to RM BEST. There is no up-front cost to RM BEST. Sat, July 17 is the Robot Expo and Maker Faire at Club Workshop. **Lois made a motion that we do Fundaz Cards and have them available to sell at the Robot Expo and Maker Faire at Club Workshop on July 17. John seconded & the motion passed.**

Lois asked Rick to rearrange the tri-fold brochure, so the local RM BEST contact information shows when the brochure is folded.

- b. **School Interface - Chuck Powell** (Kathy BOD POC) (Gets school teams. Makes presentations to schools. Trains teachers.)

Status: Chuck has emailed schools on contact list and received feedback from some. He'll continue to communicate with them weekly via email and also by phone occasionally. He will contact them about mentors, training, etc., to keep them motivated and in touch.

He provided a fairly detailed agenda on the Teacher Institute for our review. He's creating detailed instructor notes & resources. He's hoping lots of us can be involved in the institute and asked for volunteers for the training. He is expecting approx 24 attendees. We should have teams of no more than 3 for the technical parts of training. Teacher Institute will most likely be done at Steadman Elementary. We discussed what else is needed at Teacher Institute – projectors, etc.

He also wants any information on any interested schools – for backup, so we have 12 schools involved.

He is unsure whether he has time to coordinate with Colorado School of Mines to get professional credit for the teachers who attend this training this year. He anticipates it will be a fairly easy task for next year.

We may need to do a dress rehearsal for training.

i. **Open issue: Regular contacts Dick Tumlinson or Kathy**

- c. **Game Field – Art Silva.** (Kathy BOD POC) (Purchases material for and builds game day field and practice field and puts them up & down at events. Gets in-kind donations for game field.)

Status: Art has located and printed all 2010 game field & game information for himself and Jim Baron. He will plan the committee kickoff for at Club Workshop soon and will give us the date soon. He understands the field specs might change until July 10, 2010, so building won't start until after that date.

- d. **Publicity – Teri Eichman** (Carolyn BOD POC) (Communications, Hospitality, Website, Email, Newsletter.)

Status: Scott agreed to be our webmaster. He'll add documents, updates, private logon & spaces, etc.

The Robot Expo and Maker Faire is a good opportunity to publicize RM BEST. We need signage / banner at that event for publicity.

- e. **Events – Blaze & Bethany Casler** (Jose BOD POC) (Kickoff, Mall Day & Game Day event planning. Media interface. Coordinates with sponsors regarding booths, signage and banners.)

- f. **Volunteer Interface – John Whiteside & Dick Tumlinson** (John BOD POC) (Recruits, staffs & trains volunteers, mentors, judges, committee members. Coordinates thanks to participants.)

Status: John and Dick will communicate about these issues outside of the meeting and will provide feedback at the next meeting. The contacts list used by the Fund Raising team will also provide info to this team for mentor & volunteer recruitment.

- g. **Kits – Kathy Geise** (Kathy BOD POC) (Purchases material for and compiles kits for teams. Gets in-kind donations for kits.)

Status: The 2010 consumables spreadsheet draft is available. We add the number of teams (currently 12) to see kit costs, which are ordered by vendor. The spreadsheet has many tabs, including one for each vendor.

Kathy reminded us that in kind donations might be for at-cost or wholesale in many cases. Others could be complete in-kind donation.

- h. **Game Rules & Prototype Robot – Scott McEwen** (Scott BOD POC) (Understands game rules and requirements for robot movement. Builds prototype robot. Responsible for judges, including Judge Training. Includes Floor Boss, the lead game-day judge.)

Status: Version 0.7 of rules is also available and they have changed from prior version. Prototype robot should be ready to maneuver on June 15 at Club Workshop – the weekly robot building event.

6. Other Items:

**Please plan to attend the Maker faire at Club workshop on July 17.**

**Please plan to attend / teach segments at the Aug 2, 3, 2010 Teacher Institute.**

7. NEXT MEETING (DATE and LOCATION) 28 June 2010, 7pm @ CABPES  
Kathy and Jose will be away. Lois & Carolyn to set agenda and Lois will lead the meeting. The key topic is expected to be budget input from each committee chairperson.

Respectfully Submitted,  
Carolyn Bauer, Secretary