

**Rocky Mountain BEST Steering Team  
(Boosting Engineering, Science and Technology)  
@ Mr. Panda Restaurant  
July 12, 2010 – 7PM  
Minutes**

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

Jose Lopez called the meeting to order at 7:01

1. Approval of June 28, 2010 minutes & Action Items

Minutes were approved. Comments on minutes: Jose would like an electronic copy of the Purchasing Policy approved on June 28. Lois will send to him. Jose also concerned about our lack of corporate sponsors. Art also asked if all minutes could possibly contain our full list of members with phone numbers and emails. I will attach to these minutes what we have so far.

2. Treasurer's Report – (Lois)

Lois supplied 3 different reports for comments from the team. Differing views from team as to how much detail should be presented each meeting versus quarterly or monthly. Lois will send to Jose each meeting, and he can decide what to send out to whole team with the agenda and minutes. (This last proposal is from Lois after the meeting.) The three reports brought tonight will be sent out with the minutes from this meeting.

3. Committee Chair & Board Interface Review:

- a. Rick Dinsmore (Fund Raising) (Lois BOD interface)
- b. Chuck Powell (School Interface) (Kathy BOD interface)
- c. Teri Eichmann (Publicity) (Jose BOD interface)
- d. Lois & Dick Tumlinson (Volunteer Interface) (Lois BOD interface)
- e. Art Silva (Game Field) (Kathy BOD interface)
- f. Kendall Nickle (Kits) (Carolyn BOD interface)
- g. Scott McEwen (Rules & Prototype Robot) (Carolyn BOD interface)
- h. Blaze (Events) (Jose BOD Interface)

We decided to do some changing of committees. We are combining Publicity and Events into one team. Jose is going to send out a new list of committees and more complete definitions of what each one is handling. There was some swirl about who would actually plan the events versus who would physically set them up. Once Jose sends out and those present agree, the descriptions will become a part of these minutes.

4. Committee Status & Suggested Topics to (Please limit to 3 minutes each):

- a. **Fund Raising – Rick Dinsmore** (Gets sponsors & cash donations and interfaces with industry.) Fundaz Cards & Capital Campaign

Rick was not present. Summary from Lois and others: Assistant Coach, Inc has donated \$750 (which has been deposited into savings). Ron Vasquez introduced Susan Lythgoe, executive director of The Learning Source, and she has written a letter to 15 folks she knows (bankers & industry folks) to solicit funds to help us out. Lois has sent a letter out to friends and family asking for donations, with checks written to BEST Robotics, Inc with “for Rocky Mountain BEST” in the memo line. They will be sent to the RMBEST Post Office Box. Carolyn has written a check addressed as above and is hoping Hugh Radke can get the Highlands Ranch Rotary to match it. Lois is holding on to the check in case it needs to be written to the Rotary instead of to BEST. Hugh is working with the Smokey Hill Rotary to see if they will match a check from Judy Tumlinson. Dick talked to his Raytheon Contact in Kansas to see if they could help to get some funds from Raytheon Aurora.

- b. **School Interface - Chuck Powell** (Gets school teams. Makes presentations to schools. Trains teachers.) Teacher Institute trainer & location status. Status of school contacts.

Chuck was unable to attend. Judy indicated that we do have Arapahoe Community College for the Teacher Institute. We have rooms 4760 and 4750 in the main building. Judy has maps which she will send to Scott who will put them on our web site. We are awaiting word that there will be no charge for the facilities.

Question was raised as to whether Chuck is planning on a Power point handout. Dick had signed up for a section and wants to know if he should prepare charts and give to Chuck, or what?

Request was made that Chuck send out the agenda, a class and instructor schedule and whatever he has at this point in the way of charts, etc to the steering team (via email). Then we can see if we want to add more or whatever. We might get more volunteers that way too.

- c. **Game Field – Art Silva.** (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.) Kickoff.

Art was present and gave a status. He held his kickoff on July 1 at Club Workshop. There were 8 people present, with two of Jim’s helpers not

able to attend. Each person received a notebook with all the current documentation about the game, etc. He has a few more if anyone else wants one. He indicated what he believes is his team's responsibility: Build the game field and the quarter field for the pit area. Make up a layout of each of the Event areas including the game floor, pit area, etc. Responsible for transporting the items needed for the game floor, pit area to each event, for building the floor and pit area at each event, maintaining them at each event (fixing things if they break) and tearing down and transporting back to club workshop. He'll need another team to do the cleanup at each site. He will have a checklist for each event with what needs to be done and when. He does not believe he has anything to do with judging, etc.

His next meeting is scheduled for July 13<sup>th</sup> at Club Workshop. All are welcome to attend (although these minutes will not get out in time).

- d. **Publicity – Teri Eichman** (Communications, Hospitality, Website, Email, Newsletter.) Web update. Robot Expo & Maker Fair & signage.

Teri was not able to attend this meeting. It was proposed that this team and the Events team be combined. There was a long discussion about what should be handled by this combined team. Jose will write up the team definitions for Game Field, Publicity and Event Operations (new name) and send it out for approval. It will then become a part of these minutes. Since we have not heard from Blaze or Bethany, the combined teams (if we combine them) would possibly be co-chaired by Teri and Judy. Judy (and probably Teri) is awaiting the definitions before signing up for the Job.

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

Neither Blaze nor Bethany was present. See above status.

Comment was made that the Floor boss needs to be chosen soon as they must become intimately familiar with all the rules, etc. Also need to choose announcer and MC.

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

Dick once more indicated that he cannot be the only chair for this committee. No one had any recommendations of anyone who would do the job, so Lois volunteered to do it with Dick (and be the BOD interface also).

Dick is coming up with a list of volunteers, how many of each we need, and what their duties will be. He will supply that to the whole of the steering team and we will all solicit volunteers using those definitions. He believes he will have this in the next couple of days.

- g. **Kits – Kendall Nickle** (Purchases material for and compiles kits for teams. Gets in-kind donations for kits.)

Kendall was not able to attend the meeting, but Scott spoke for the committee.

Jose has the only account at VEX (and the password) He will pass this on to Kathy if she is the one doing the ordering.

Scott has been working with Front Range Lumber and has a bid that beats the local prices at Home Depot. John Gunzner Jr. (co-owner) there is working on a lower bid and Scott is awaiting that at this point. He wants to place the order on Monday for delivery Monday or Tuesday prior to the game field teams next meeting at Club Workshop.

He has arranged for many of the fasteners to be donated by Steve Schaefer, owner of Meyer Hardware in Golden. There are a few of the fasteners that he does not stock, so we will need to purchase separately.

- h. **Game Rules & Prototype Robots – Scott McEwen** (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.) Rocky & Eva

This team continues to meet at Club workshop on Tuesdays at 6:30. They have two robots (Rocky & Eva) and are working on some for the teacher institute.

5. Budget Discussion & Spreadsheet Review - (everyone)

There was no specific discussion of this item as we did so at the last meeting. We are still hoping to receive enough funds for 8 or 12 teams, but we are not there yet.

6. Other Items:

- Robot Module & 2010 Math & Science Camp – July 2 @ Stedman Elementary.  
Carolyn and Kathy were there for this event, which was at the end of the week of Robot Camp. They were not here at this meeting, so Lois gave a brief summary of what she had heard.
- Robot Expo & Maker Faire at Club Workshop on July 17  
Some folks at the meeting had never heard of this event (or did not remember it). Scott will send out an invitation with directions to get to Club Workshop. The event is this Saturday from 10:00 to 4:00 and participation from as many of us as possible is desired. Blaze has indicated he will have the FunDAZ cards for sale at this event. It will be a good time to meet others interested in robots to recruit volunteers and possibly do some fundraising. Lois, Kathy, Scott will be there and Jose will come a little late. Lois will have the cash box in case we sell any cards.

- Teacher Institute, Aug 2 & 3, 2010 @ ACC  
This is still in the works. See above in School Interface team status for more details.
  - Proposed and agreed that Committee Chairpersons be requested to send a committee status about 3 days before each steering team meeting. Those will be put together and sent out to the steering team 2 days prior to meeting so that we have time to read and digest. That should help shorten the meetings. Jose will pursue this for the next meeting.
  - Request was made for an email alias so that we can send email to that alias and not have to have our own. Scott volunteered to work on that with Kathy (thinking she may know how to do it).
  - We believe we need a Banner 3' by 8'. Scott will talk to Teri. In case we determine we need it prior to the start of school, Judy will get a quote from a Rotarian who does this. Scott and Judy will send the quotes to Lois and the Board.
  - We will visit the St Cajetan and Auraria Events center sites on Thursday. Scott will make the arrangements for Noon on that day. Art, Scott, Jose, Kendall, and Judy will attend.
  - We will ask Carolyn to make arrangements with The Town Center at Aurora for Wednesday 21<sup>st</sup> or Thursday 22<sup>nd</sup> if possible after her return.
  - Jose went through the action items.
7. NEXT MEETING (DATE and LOCATION) July 22, 2010, 6:30pm @ Mr. Panda.  
We will eat at 6:00 and begin meeting at 6:30. Fundraising team will be asked to meet with us as that is their normal meeting time.

Meeting was adjourned at 8:45 PM

Respectfully submitted,  
Carolyn Bauer, Secretary

**Rocky Mountain BEST  
Steering Team Members and Phone & email information**

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