

**Rocky Mountain BEST Steering Team
(Boosting Engineering, Science and Technology)
@ Mr. Pandas
1830 hours (6:30PM), 23 Aug 2010
Minutes**

Jose Lopez	y	Rick Dinsmore	y
Kathy Geise	y	Chuck Powell	y
Carolyn Bauer	y	Art Silva	y
Lois Walton	y	Teri Eichman	y
John Whiteside		Tyrone Buckman	
Dick Tumlinson		Scott McEwen	y
Judy Tumlinson	y	Kendall Nickle	
		Loni Garcia-Silva	y

Jose called the meeting to order at 6:45pm.

1. Last meeting minutes – Carolyn made a motion to accept the July 22, 2010 steering team meeting minutes. Loni seconded the motion and the motion passed unanimously.

2. Treasurer’s Report – Lois emailed and distributed the cash flow and balance sheet, a donor contribution summary, and a statement of financial income and expense (all from Quick Books). She also sent a sponsor sheet for in-kind donations and pledge info.

Teri made a motion to accept the Treasurer’s Report, Loni seconded and the motion passed.

The 2010 budget has been approved by the Board & accepted by the Steering Team at a value of \$29,075 for the 4 events for 12 teams. It’s possible we need to revisit the budget for non-event related activities later.

3. Announcements –

Thanks – Jose thanked everyone for all the hard work and active participation.

Meeting with CABPES President – Jose met with Dewey regarding the relationship between CABPES, Jose, and BEST. Dewey is ready to volunteer to be a judge and the volunteer committee will contact him.

Meeting with Professor Rich Pozzi, Chair, Department of Engineering Technology, Metro State College of Denver (303-556-4748). We discussed the synergies between RM BEST and Metro State College. Rich expressed interest in strengthening our relationship and capitalizing on one another’s contacts and involvement. He also explained his desire to get the Metro IEEE students to be involved, possibly as mentors and possibly at Game Day as volunteers.

Policies – We discussed a few in-work policies. We also agreed that distribution of policies and forms will be on our website.

- **Background Check Policy.** We need a policy for protecting the students and ourselves from people who should not have contact with children. The discussion centered around who should have a background check and we decided it should be people with direct frequent access to the students in small groups. This essentially means that mentors that RM BEST finds will need background checks. The ones the schools find will be processed through the school, rather than RM BEST. The Board & Steering Team will draft this policy and get it finalized, so it is in effect prior to this season.
- **Liability Waiver and Photo Release Form and Policy.** We discussed the draft of the current policy and form being worked on by the Board. We concluded that one form per student for the entire 3-event season would be sufficient. The teachers will manage the gathering and submittal of the forms (at Event Registration). This RM BEST form will fold into each school's field trip process.

Pre & Post Season Assessment of Students. Kathy led a discussion about the need for pre-season and post-season assessments of students to gauge their interest, attitude and knowledge about engineering, science and technology. Ours will be a high level survey this year – to help determine our effectiveness as a program in achieving goals of exciting students' interest in these fields. She has discussed this topic with John Martini and learned that BRI is doing a similar process this year. We anticipate using the BRI assessment process in the future, rather than our own. This year the Teachers will implement the assessments in our behalf.

4. Priorities – We verified these priorities:

- Recruitment of Sponsors – this is a continuing effort and we need to start soon for the 2011 season.
- Obtain Facilities – **Completed** – except for sending in insurance paperwork and signing contracts or other paperwork. Carolyn will get this accomplished this week.
- Budget and schedule – budget approved. Schedule getting updated by Jose.
- Purchase equipment – nearly complete and evaluating missing items.
- Recruit volunteers – going slowly for recruiting mentors.

5. Activities & Events Schedule

- **Schedule updates.** Art will send floor layout to Jose (or AHEC) for Game Day. People need to contact Art with helpful details for his floor layout.
- **Rocky Mountain Regional Fly-In 28 & 29 August at Rocky Mountain Metropolitan Airport (BJC), Broomfield, CO.** (<http://www.cosportaviation.org/vendor.html>). Booths are open 9-2. Lois is working Sat 9-11 & Jose is working Sat 11-2. We need someone to cover 9-2 on Sunday and request people contact Scott McEwen. Helpers can get in free by working with Scott. The main goals are recruiting sponsors and mentors. We'll be in

a vendor tent. Kathy has package together for Scott to take. Scott will send email asking for helpers and clarifying details with helpers.

- **Kickoff Walkthrough 11 Sep at 1030 AM at Club Workshop.** This will serve as an opportunity to find and fix issues kickoff-related issues prior to kickoff. We'll talk our way through the kickoff at this event and will practice our parts. The whole game field will be up and working. We can use the time to practice scoring, or any other task we find helpful prior to kickoff.

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Sat, 9/18/10 @ St Cajetan's Church Auraria Campus, Denver	Sat, 10/23/10 @ Town Center at Aurora Mall	Sat, 10/30/10 @ Auraria Events Center, Denver

6. Committees Reports. Committee reports were emailed to everyone prior to the meeting. This is a discussion of key issues / topics.

Fund Raising - Rick Dinsmore – Rick expressed concern about sponsor’s need to understand what benefit kids get from being in BEST activities. The pre-season and post-season assessment (discussed above) should help gather, assimilate and distribute that data for this year.

Chuck suggested school and parents can help with this kind of data. Kathy will contact John Martini – Frontier Hub - to see if BRI has any such data. Rick will follow up with Kathy. Rick feels this data is critical and he thinks he needs it in 30 days for fundraising. Chuck will use career and Tech ED formats. This will impact grants and corporate donations. We might also ask for feedback from parents. One strategy is to ask participants at the event (or soon thereafter) for feedback.

Kathy has contacted Susan Lythgoe, who should prove to be very productive. She’s especially interested in seeing how girls are benefiting from this activity. We also are working with Rayna, who is submitting grants for RM BEST. Her contract shows she receives a piece of funds received for the submittal process. If you meet a BEST grad, ask them to send us a letter about their experience.

School Interface – Chuck Powell – The Teacher Institute went very well. Everyone did just great! Teachers enjoyed the experience and it’s a great start. Nine teams were represented at training. Not all teams have signed up yet, because they’re currently gauging student interest. Need teams to be signed up in robots.com by 9/10/10. Our goal is to have 12 teams. Chuck will contact Judy, Scott, and Lois with school signup list.

Volunteer Interface - Lois Walton and Dick Tumlinson – Lois is contacting mentors who have signed up and others who have expressed interest. Art and Loni think the organization called OLA may help get mentors. Another idea is looking via YESNET –

young engineers. Lois is working on a PowerPoint package of schedule, volunteer positions needed, mentor description. Art and Loni are pitching RM BEST at various group meetings.

Events - Judy Tumlinson – Judy presented the draft program for Kickoff and asked for feedback, concerns, and issues. People should call or email with issues, suggestions, etc.

Publicity sub-committee – Teri Eichman – Doing fine via their plan.

Game – Art Silva & Carolyn Bauer–

Rules and Prototypes - Scott McEwen – New rules & score sheets were available 23 Aug. – v 1.2. Carolyn and Lois will discuss the plan of how to explain the Rules and the game at scoring. Often there will be an explanation of the 'story' behind the game or an animation, so they will pursue.

Kits subcommittee - Kendall Nickle - Carolyn explained that 90% of consumables items are in the kits, so the consumable kits are almost ready. We'll start on Returnables kits soon and hope the VEX items are available on time for kickoff.

Game Floor – Art Silva – Art explained that the team is 75% done with field and that final assembly is not too far out. They are about ready to set up the field and start wiring soon. They have the I/O controller and the available laptop should be sufficient for their needs to run the game.

Sept is 1st field setup, with full setup for sure on 9/11. Art expressed concerns about the rest of the items needed to be taken to Kickoff at St. Cajetan's. This team is prepared to move all boxes, hardware, etc. that day, but needs to know what is needed and where it is stored at Club Workshop. Art requested all teams submit data on the table he emailed, so he can create a layout drawing and packing list for kickoff.

The plan is to rent a truck for the transportation of all items in one load that morning.

Carolyn explained that the Game Floor carpet will be purchased this week and taken to CW. Kendall found a nice carpet at a great price!

7. Action Items - None were discussed.

8. NEXT MEETING (DATE and LOCATION) - Sept 11, 2010 at Club workshop – in conjunction with Kickoff Walkthrough – 10:30.

Kathy made a motion that we adjourn and Lois seconded. The meeting adjourned at 8:26pm.

Respectfully submitted,
Carolyn Bauer, Secretary