

**Rocky Mountain BEST Steering Team
 (Boosting Engineering, Science and Technology)
 @ CABPES Facility (#4256)
 4301 East Colfax Avenue (QWEST Building/Bunker)
 1900 hours (7 PM), 3 Feb 2011**

Minutes

Jose Lopez	y	Chuck Powell	
Carolyn Bauer	y	Lois Walton	y
Judy Tumlinson			
Subcommittee members		and guests	
Rick Dinsmore	y	Kendall Nickle	y
Kathy Geise	y		

Jose called the meeting to order at 7:25 pm.

1. Last meeting minutes – Carolyn made a motion to accept the August 23, 2010 Steering Team meeting minutes. Kathy seconded the motion and the motion passed unanimously.

2. Treasurer’s Report – Lois presented slides with the balance sheet (from Feb 1, 2011) and the profit and loss sheet from 2010. Carolyn will email the presentation with minutes. **Kathy made a motion to accept the Treasurer’s Report. Rick seconded and the motion passed unanimously.**

Kathy also suggested we do a pledge drive to last year’s donors and track anticipated donations. Fundraising committee will follow up on this idea.

3. President’s Report – Kathy emailed slides prior to the meeting.

- **Status of 501(c)3 application** – it’s very close to being submitted, since we have the 2010 year end summary. Peter Nagle is a non-profit attorney who will review the application and will submit it in our behalf as Power of Attorney.
- Board is working on **Strategic Planning** process to describe our plans. Once complete, Raina Shields will have clarification about our plans and will submit grants to find funding for our activities / programs.
- **Promotional video** status –The 2nd set of revisions to the script have been returned and the script is nearly complete and sounds great. The video will be 5 minutes long and of all of last season’s activities. Carolyn to follow up on completion date.
- **Frontier Trails Regional Competition**
 - o Nancy Rosslund, NDSU, Bison BEST is re-elected Secretary for the BRI Board. They had teams advance to nationals and are a 4-year hub. They

- can give us a lot of feedback about being a better hub. Kathy is very excited about making this personal contact.
 - There was a lot of concern about all the travel required to get to such a distant Regional. Nancy R suggested the concept of a more local mini-Regional. John Martini is willing to let us work with ND hubs to organize or attend a mini-regional that is nearer.
 - Kathy also sat in on a 15 hour telephonic BRI Board meeting. Nothing is published yet from that meeting, but Kathy learned a lot about BRI status and plans.
 - BRI Kits committee is making good changes for next year.
 - New Game is being developed by OK BEST. New rules in March
- We discussed FLL (elementary – middle school), FTC (high school) and FRC (high school) as the 3 steps of **FIRST**. We should be able to coordinate with them well.
- **Our Path to Regional** – maybe we can help ND become a mini-regional; maybe we can become a mini-regional later.
 - Most Regional organizations are associated with major Universities / major Donors. How many hubs could we have in Colorado, based on educational institutions which could house it? Maybe 4. Main possibilities for 4 hubs (& Universities to participate) are: Metro in Denver; UNC or CSU to the north; UCCS to the south; Mesa State to the west. UCCS could be a big helper with us, since they are very involved in robotics currently.
- **National BEST Schedule:**
 - **Prototype Kick-off is March 26 in Dallas.** OK BEST 2011 Game Rules are distributed. No attendance from RM BEST is necessary or expected.
 - **Prototype Game is May 14 in Oklahoma City.** OK BEST has game floor complete and hubs bring prototype robots to the event and attempt the game activities. Rules are discussed. This is useful for Game Floor / Game / Prototype robot team. Carolyn may attend this event.
 - The **BEST National Competition** is April 14-16 in conjunction with the VEX World competition again in 2011. Event is at the ESPN Center in Orlando. No attendance from RM BEST is necessary or expected.
 - Our only obligatory meeting is the **National Conference** which we did not attend last time (it has a two year cycle). Event is July 18-23 at Auburn (in Alabama) and includes teacher training. **RM BEST requirement** is to attend a **Hub Best Practices Workshop July 21-23**. Kathy plans to attend this event. Jose may also try to attend.

3. Announcements - Jose

- **Thanks.** The 2010 Competition was a great success – Thank You All!
 - We will be compiling a lessons learned. Jose will gather more feedback and start with his items at the end of these minutes.

- **Policies.** Anyone with idea for necessary policy should contact the Board. The Board will inform Steering Team of new policy changes.
- **Board Meeting with Mr. Rich Pozzi (MSCD) – 27 Jan 2011.** Rich wants to continue to be involved with RM BEST. He is getting us venues and volunteers. There are additional possibilities of doing collaborative events or getting additional help with grants.
- **Soliciting teachers / schools for 2011 competition.**
 - o Jose plans to have introductory sessions at Metro, similar to those done last year. Need dates / times. Action to Jose.
 - o Need to schedule Teacher Institute –dates / location. Action to Events Committee.
 - o Need decision on when team registration opens. When we hit 24 we're closed, no matter whether team competed last year.
 - o Jose to revise last year's letter with above info to schools / teachers and is looking for input on modifying letter and / or adding to list of schools / teachers to email to. Action to Jose to modify and ask for input.
 - o Everyone should send contact info to Jose about schools / teachers you have or you think might be interested.
 - o Send targeted email to people whose cards we have gathered – the DVD, personal letter.

4. Priorities – We verified these priorities:

1. Recruitment of Sponsors – ongoing effort
2. Obtain Facilities – waiting for Metro to confirm reservations. Once confirmed, we will contact TCA.
3. Budget and schedule – each Committee will have its own budget. **Lois needs committee chairpersons to start 2011 budget updates. She will email requesting input. Please work on this and reply to Lois' request.**
4. Purchase equipment – June
5. Recruit volunteers – ongoing

5. Activities & Events Schedule

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Sat, 9/17/11 @ Auraria Events Center, Denver	Sat, 10/22/11 @ Town Center at Aurora Mall	Sat, 10/29/11 @ Auraria Events Center, Denver

2011 Competition Dates & Locations – Not yet confirmed

We will do a BEST Award this year. This means we need space for team booths at Competition.

6. Committees Reports

- **Fund Raising – Kathy Giese.** This committee is on its way to becoming a board committee. Members are encouraged to join us in fundraising efforts.

- **School Interface** – **Chuck Powell**
- **Volunteer Interface** - **Lois Walton**
- **Events** - **Judy Tumlinson**
 - o Venues – **Lonnie Garcia-Silva**
 - o Publicity sub-committee – **Teri Eichman**
- **Game** – **Carolyn Bauer**
 - o Rules and Prototypes – **Elwyn Allyn? & Ted Shin?**
 - o Game Floor – **Art Silva**
 - o Kits subcommittee - **need new chair since Kendall is moving to Iowa!**
 - o BEST Award subcommittee – **Dick Tumlinson**

7. Action Items - see matrix

Date Opened	Priority (H,M,L)	Actionee(s)	Action Description	Status Date
02/03/11		Kathy	contact Raina prior to next BOD mtg to identify possible grantors and time frames	02/24/11
02/03/11		Carolyn	Contact Rich Strong about status on when video will be completed.	02/24/11
02/03/11		carolyn	Contact Judy to get ACC for Teacher Institute for 2 days in July.	02/24/11
02/03/11		Kathy	Talk to Chuck. Can he get Teacher Institute accredited this time.	02/24/11
02/03/11		carolyn	Doodle Steering Team for date / time for next Steering Team meeting. Try 3 Saturdays starting end of Feb.	02/24/11
02/03/11		carolyn	Fix org chart to match new org changes.	02/24/11
02/03/11		Kathy	Does Ted Shin want to become our prototype robot subcommittee lead?	02/24/11
02/03/11		Jose	Send out lessons learned questionnaire to Steering Team about last year's Game Day	02/24/11
02/03/11		Rick	Contact BEST Assessment person to give us data to validate last year's success. Other choices are to get it from Students or Teachers.	02/24/11

8. UPCOMING MEETINGS (DATE and LOCATION)

- **Board of Director Meetings:**

- **Monthly BOD Meeting:** Thurs, Feb 24, 4-6pm @ Highlands Ranch Westridge Rec Center & then dinner afterwards
- **Annual RM BEST BOD meeting,** Thurs, Mar 24, 6:30-8:30pm @ Highlands Ranch Eastridge Rec Center. All are invited to attend this meeting which will elect Directors for two year terms.
- **Steering Team Meetings:**
 - Carolyn will do a doodle poll to find the best date & time that is one of the Saturdays in late Feb – mid March to see if that time works better. She'll try for a Highlands Ranch Community Association space. It would be great to reserve a room with a teleconference capability!

The meeting adjourned at 8:46 pm.

Lessons Learned (Written by Jose Lopez 17 Dec)

These are some of the things I believe will give us a better game next year:

1. Get all the teams to the main area before the flag ceremony.
2. We need to control traffic in front in front of the projection screen.
3. We need breaks every couple of hours. This will be critical with more teams.
4. We need to turn off the projection screen BEFORE we have the final scores. That way we can increase the tension and therefore the jubilation in announcing who won.
5. We need to project the winners name on the screen as they are announced. This is easily done with PowerPoint.
6. We need a better winner announcement process. Rich Pozzi mentioned he was not sure how it was going to happen.
7. Also project the awardees' name and company.

This is what I thought went very well:

1. Carolyn narration was superb.
2. Projection system and score board.
3. The schedule was super.
4. We got many complements on the organization and people were surprised it was our first year.

Below are some thoughts for the future that we need to plan for.

1. We will probably need to start earlier with 24 teams if we want to end up by 5PM.
2. We need a storage area at Metro.
3. How do we handle more teams?
4. Team control in rear area – But do we really need restrictions for the team members? There was plenty of space. I can see observers been decline access, but team members?