

**Rocky Mountain BEST Steering Team  
 (Boosting Engineering, Science and Technology)  
 Eastridge Recreation Center, 9568 University Blvd., Highlands Ranch, CO 80126  
 Thursday, 4 August 2011 @ 7 PM**

**MINUTES**

Jose Lopez	y	Chuck Powell	
Carolyn Bauer	y	Lois Walton	y
Judy Tumlinson	y	Tim Bouvia	
<b>Subcommittee members</b>		<b>and guests</b>	
Rick Dinsmore	y	Kathy Geise	t
Scott McEwen	t		
Dick Tumlinson	y	T = attended via telecon	

**Jose called the meeting to order at 7:12.** We started late getting started because we were setting up the GoTo Meeting application. Those people listed above as “t” were in attendance either on-line or via telephone using this application.

**1. Approval of last meeting minutes – Carolyn made a motion that we approve the July 14, 2011 Steering Team Meeting minutes. Rick seconded and the motion passed.**

During the discussion of the minutes, Dick expressed a concern about the updated schedule. He doesn't believe the schedule was properly updated & distributed AND that people have agreed to their new tasks. **Jose will resend the updated schedule ASAP and will ask people to verify their tasks look correct.** The schedule should be a valuable management tool for our team, if used correctly by everyone.

Scott is sending an email to everyone on the RM BEST Steering Google group to verify the list is correct. Scott will modify with any updates sent to him, so please review the list to verify it looks correct and send an email to Scott of modifications to the list.

**2. Discussion of Treasurer's Report -** Lois distributed via email the end of July financials – the Profit and Loss and the Balance Sheet. **Lois made a motion that we recommend the Board accept the July financial report. Carolyn seconded the motion and the motion passed.** The correct process is that the Steering Team should recommend approval for the Board to actually accept the financial reports.

**3. Discussion of financial situation –** Prior to the meeting Kathy emailed a lengthy discussion of our financial situation so far this year. We discussed the email and now recognize that we are short of funds to achieve this year's budget. The Tumlinsons offered challenges grant and will double any new donation – up to \$5K.

Lois and Kathy will make a list of people to solicit – accepting the challenge grant from the Tumlinson's. We agreed to forward the email to potential new sponsors to increase our number of sponsors. Dick's suggestion is to make personal contact with potential donors and indicates that phone calls probably work better than emails.

**4. Institute Report** – We feel it was very helpful. The feedback from an online survey was sent by Kathy to everyone. She should have additional feedback and can forward it to us later.

**5. Team Status** – Jose has distributed via email the list of competing teams, including those that have officially registered on RobotEvents.com. We have 24 teams, but only 13 have registered online at Robot Events.com so far. When officially registered they receive “a B number”. We’ve asked them to register by August 16. Kathy will be the POC for teachers / teams while Jose is on vacation.

#### **6. Review Kick-Off schedule –**

- Kathy suggests we add an award for the Middle School with the highest score in the game competition. We agreed.
- One school asked whether they could bring a live mascot - a wolf. We will clarify that the mascots we are inviting to events are costumed mascots.
- We need a Head Judge and **we will ask Tim whether he can fill that role on Game Day.** We need lots of judges for Game Day.
- The presentation of awards is an opportunity for people from industry to get involved in the event. Pass any ideas along to Judy Tumlinson.
- We can move Game Field and kits to GMHS the night before kickoff.
- We need Art to explain allowable access to the Game Field during Kickoff. We need to ensure the Game Field pieces and people are safe.
- We need to **recruit mentors for teams. Send ideas to Lois!**
  - Rick will contact his Cricket volunteer to see whether he can get volunteers from IEEE.
  - Carolyn will follow up with an email to the CRA people
  - We should go back to IEEE and work with Curtis to get additional mentors.
  - We should get Tim to work with Raytheon people
  - We’ll have to meet with IEEE, AIAA, etc.
- Scott discussed the audio / video situation. We need better systems at our events. Scott / Teri Eichman should discuss ideas. **If anyone has an idea of how to get free A/V equipment to use, please contact Scott & Judy!**
- Judy will modify the schedule. **See attached Kickoff schedule!**

#### **7. NEXT MEETING (DATE and LOCATION)**

We will continue to use Eastridge as a meeting location until we find a better location.

##### **Upcoming Board Meeting:**

- Typically these will be Quarterly on the 4<sup>th</sup> Thursday @ 7pm
- The next quarterly meeting will be on **Thurs, Sept 15 @7pm @ Eastridge Recreation Center, 9568 University Blvd., Highlands Ranch, CO 80126.**

##### **Upcoming Steering Team Meetings:**

- Typically these will be monthly on the 2<sup>nd</sup> Thursday @ 7pm.
- **Tuesday, Aug 23 @ 5pm for meeting / dinner at Green Mountain High School, 13175 W Green Mountain Dr., Lakewood CO 80228.** We can see the school to evaluate / plan for Kickoff and we’ll work around student activities, since this is the first day back to school for the students.

Mapquest or GoogleMaps can get you to the corner of Alameda and Green Mountain Dr. Turn onto Green Mountain Dr., and the high school will be on your left. Turn into the first lot, which is bigger and known as the student lot. As you drive along the high school, you will see several sidewalks that go from the parking lot to the school. **One of these walkways has a big statue of a ram next to it – use this entrance!**

- **Thurs, Sept 29 @ 6pm for meeting / dinner inside Town Center at Aurora.** Meet in the area just outside Penneys on the south end of the mall – on the first floor. We'll go to dinner afterwards at a nearby restaurant.

**Carolyn made the motion to adjourn at 9:00.**

Respectfully submitted,

Carolyn Bauer  
Board Secretary