

MINUTES
Rocky Mountain BEST (Boosting Engineering, Science and Technology)
Board of Directors Meeting
Daniels Fund, 101 Monroe Street, Denver 80206

Thursday, July 16, 2015, 6:30 pm

Board Members:		Stephen Garran	Y
Carolyn Bauer	Y	Jose Lopez	
Tim Bouvia	Y	Lois Walton	Y
Kathy Geise	y		
		t = telecon attendee	

Teleconference Information: (meetingorganizer@rockymountainbest.org – password: r*****0). GoToMeeting was started and we awaited committee chairs calling in.

Kathy Geise called the meeting to order at 6:38pm.

1. We reviewed this meeting agenda and recognize many items on the agenda may be tabled because of important discussions. We will discuss tabled items at the next BOD meeting (a telecon).
2. Review/Approve minutes. **Tim moved and Lois seconded to approve the minutes from the May 14, 2015 BOD meeting. The motion was approved.**
3. Treasurer's Report – Lois presented the 4 Treasurers Reports dated July 11, 2015: Balance Sheet, Income and Expense, Budget vs Actuals, and Front Range BEST and answered questions. (These reports can be found in Dropbox at the following location: RM BEST / Board of Directors / Treasurers Reports / 2015) **Carolyn moved and Tim seconded that the Treasurer's Report be approved. The motion passed.**
 - a. Tim requested Lois show a column with deltas from the past report to current report in addition to January to current report data. Lois understands the request and will do that starting with the next Treasurer's Report. **ACTION to Lois.**
4. Diversity Committee Report, Linda King, Committee Chair
 - a. In April a Verizon Foundation local POC contacted us and requested we write a grant proposal. Linda King did the majority of the grant submittal. The subject of the submittal is exclusively focused on schools serving at least 40% students with free and reduced lunch. Therefore, the grant activities are focused on the Diversity Committee teams (currently 15 teams).The metric we put into the grant is the number of students we serve. We are receiving the \$3,000 grant and need to decide how to disperse the funds. Our report will need to include the number of students served as well as how the funds were dispersed.
 - i. **Linda King, the Diversity Committee chair, proposed we plan to allocate Verizon grant money evenly across schools that meet the criteria to support the most students. Tim made a motion to accept Linda's proposal. Carolyn seconded and the motion passed.**
 - ii. **Linda King proposed a process of coordinating with teachers of target schools to ask whether they have a need for the funds, how they intend to use the funds and get information about how to send funds to the schools. Funds could be reallocated if some schools do not need the funds. Teams must attend Kickoff (or pick up kits) in order for schools to receive grant funding. Teachers must explain how they used the grant funds and how many students were impacted in order for their schools to compete on Game Day. Tim made a motion to accept Linda's proposal. Carolyn seconded and the motion passed.**
 - iii. The Board wasn't certain whether the grant mentioned **only RM BEST Schools (Post meeting note: Linda K confirms grant included only RM BEST schools.) Tim made a motion to spend up to \$1K to fund target FR BEST schools at the same level as the RM BEST schools. Steve seconded and the motion passed.**

- iv. The Diversity Committee will manage this process, most likely through the survey tool in Constant Contact. **ACTIONS to Carolyn and Linda K.**

5. President's Report

- a. Front Range BEST disbursement request. Lois presented a request for \$ 3,530 from FRBEST. This is a shortfall of \$2,500 to date. RM BEST recognizes the importance of not canceling their event and supporting their teams. **Tim made a motion we provide most of these funds with these contingents:**
 - i. **Receipt of a fundraising plan for the rest of the year – including selling unsold auction items on e-bay, etc.**
 - ii. **Receipt of a plan to demonstrate Improved Community engagement – (e.g., plan / document showing how they are engaging returning schools in fundraising and volunteer recruitment.**
 - iii. **Lois seconded and the motion passed.**
 - iv. **ACTION to Kathy to communicate to FR BEST hub directors.**
 - v. **ACTION to Kathy and Steve will discuss what kind of help Steve can offer to them.**
 - vi. **ACTION to Carolyn to re-evaluate the TJ gym to determine if it is large enough for two game fields and two scoring tables and a pit large enough for 41 teams.**

6. All other items were tabled because of time constraints.

7. Review Action Items (attached)

8. Upcoming Meetings

- a. BOD meetings - every other month on the 2nd Thursday of the month with teleconference calls in the alternate month. Meetings convene at 6:30 PM and adjourn by 8:45 PM. Committee reports are not submitted for conference calls. Carolyn will set up GoToMeeting activities.
 - i. August 13, 2015 ****GoToMeeting**** at 6:30pm
 - ii. September 17, 2015 – **REVISED Schedule – meeting at 6pm with dinner included.**
 - iii. October 8, 2015 **** GoToMeeting ****
 - iv. November 12, 2015 – **meeting at 6pm with dinner included.**
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
 - i. July 23, 2015
 - ii. August 27, 2015
 - iii. September 24, 2015
 - iv. October 22, 2015
 - v. November 19, 2015 (**rescheduled from Nov 22 – Thanksgiving**)
 - vi. Dec - TBD

9. Action Items for discussion

Assigned	Due	Action	Status
5/8/14	9/17/15	Jose to investigate whether we can fit into the Section M of the types of organizations GM Foundation supports.	Process started 10 May 2014.
11/20/2014	9/17/15	Kathy to communicate with two potential Board candidates, as suggested by Jose and Linda Scott, and to invite them to a Board meeting.	Status: Action remaining for Jose to talk to 2 other candidates, since Steve Garran is on the BOD.
11/20/2014	9/17/15	Kathy to form and have kickoff meeting for Regional Championship program after MOU is signed.	
11/20/2014	11/12/15	Carolyn / Tim Linda K / Scott to create policy / process for donating kits to new hubs that are to be taken from RM BEST inventory. Process will include new hubs requesting kits; elimination from inventory; managing, tracking, donating status.	Status: Will do this one when loaning policy & season are complete.
3/19/2015	8/13/15	Kathy to start BB planning in August	
3/19/15	9/17/15	Linda K to evaluate whether we need Diversity Policy and to start work on it if she determines we do.	
3/19/15	8/13/15	Lois / Carolyn to work with Nancy of Maysmith Designs to do another update of the trifold. Jeppesen will print on 80# paper and do folding for free.	Status: Work in process. Requesting help to make everyone happy with photos will be appreciated.
3/19/15	8/13/15	Everyone to review the <u>RM BEST Budget and Purchasing Policy Ver02</u> . If program requires budget above the amount approved, should bring to board for a change.	
3/19/15	8/13/15	Linda K to chat with Jenn & Debbie about making fundraising a priority.	Status: Linda reported via email that she is having those conversations with Jenn.
5/14/15	8/13/15	Steve to email Lois names of other companies who manage auctions. Fundraising / BB committee to investigate for 2016 Boosting BEST	
5/14/15	7/16/15	Jose to check to see if we can get Quick Books through Tech Soup	Status: Jose provided info to Lois for further evaluation
5/14/15	7/16/15	Lois have fundraising committee investigate other opportunities (Safeway cards like KS cards)	Status: DONE. Safeway does not have a similar card.
5/14/15	8/13/15	Steve will investigate what other companies use Benevity to do gift matching	
5/14/15	7/16/15	Lois to invite Steve to Dropbox. Steve will read the asset management stuff.	Status: DONE. Steve has access to the files.
5/14/15	8/13/15	Board will think about folks we can talk to about League play in robotics... politicians, board of education, etc. Jose will lead.	
5/14/15	8/13/15	Steve will investigate storage besides Dropbox.	
5/14/15	8/13/15	Jose to give Co Springs contacts to Linda / Scott to pass on to Pikes Peak team	Status: DONE via email.
5/14/15	7/16/15	TMI team will document (if they decide to do it) a change to their budget to use printing costs to instead host a dinner for teachers on the evening of the first day of TMI.	Status: TMI team planning to host appetizers on Thursday, 7/30.

5/14/15	7/16/15	Linda K to call Kathy and discuss inviting VIPs to TMI or schedule time with them to show them what we're about. Jose will also work on this.	Status: Linda K inviting Chaffee County volunteers to TMI and the season's events.
5/14/15	7/16/15	Carolyn to put our minutes on the web site. – Look at by-laws to see if we have to.	Status: DONE although bylaws and process documents don't say it's necessary. BRI doesn't post theirs to the world.
5/14/15	7/16/15	Carolyn to contact Front Range BEST about Returnable Kit Loan Policy and form and request they submit their request for kits soon.	Status: DONE. FRBEST requested 13 kits and BOD approved 5/15/15. Kits will be distributed when complete and final inventory done with 2015 kit list.
5/14/15	7/16/15	Carolyn to bring suggested modified board responsibilities document with suggestion Hub manage teams attending Regionals, rather than BOD.	Status: DONE with file showing suggested modifications in Dropbox / RM BEST Board of Directors / RMB organization / BOD Position Descriptions. See v7-cb
5/14/15	8/13/15	Tim to investigate whether our hub bylaws should be updated with some verbiage from the BRI bylaws about using email for BOD business.	
5/14/15	8/13/15	New Hub Development contact from RMBEST to contact and / or become a part of the BRI New Hub Development Committee.	
5/14/15	8/13/15	Tim to review our hub bylaws for any conflict between BRI and our Bylaws.	
7/16/15	8/13/15	Lois to provide modified Treasurer's report showing a column with deltas from the past report to current report in addition to January to current report data.	
7/16/15	8/13/15	Carolyn / Linda K to write the initial survey and ask Diversity Committee & BOD for review	
7/16/15	8/13/15	Linda to contact Art to discuss giving each target school a helper POC.	
7/16/15	8/13/15	Kathy to inform FR BEST hub directors of their funding request status.	
7/16/15	8/13/15	Kathy and Steve to coordinate what help Steve can offer to FR BEST to assist them this year.	
7/16/15	8/13/15	Carolyn re-evaluation the TJ gym to determine if it is large enough for two game fields and two scoring tables and a pit large enough for 41 teams for Practice Day.	

The next two BOD meetings are August 13, 2015 ****GoToMeeting**** at 4:00pm and September 17, 2015 at 6:00 pm at the Daniels Fund – with dinner at September meeting.

Respectfully Submitted,
Carolyn Bauer
Rocky Mountain BEST, Secretary