

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

Thursday, August 13, 2015, 4:00 pm

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

Teleconference (meetingorganizer@rockymountainbest.org – password: r*****0). GoToMeeting was started here.

Kathy Geise called the meeting to order at 4:30pm.

1. Agenda review. We used the July 16 BOD meeting agenda and discussed those items not discussed at that meeting.
2. Review/Approve minutes. **Lois moved we accept the July 16, 2015 BOD minutes with revisions. Jose seconded and the motion passed.** Those minutes will be modified, reissued, and re-placed on our website.
3. Review/Approve email votes. **Lois made a motion we affirm the motions made via email. Jose seconded and the motion passed.** Details of email votes are:
 - a. Prism workspace expansion. **Carolyn made a motion via email that we rent (150 sq ft for \$195/month) space adjacent to our current workspace at 999 Vallejo. Carolyn also asked for approval to go no more than \$1170 over budget. Kathy informed Carolyn that the board approved the motion.** However by the time Carolyn informed Barbara Zalewski of the approval, the space was already promised to a new renter.
 - b. Survey Monkey subscription. **Lois made a motion to subscribe to Survey Monkey so that our reports from TMI surveys, etc. could be managed more effectively. Kathy informed Lois that the board approved the motion.** Subsequent to the approval Lois found that Constant Contact does similar functions and costs less. Lois is identifying whether Constant Contact is the best choice for us and will subscribe to the best product at the lowest price.
 - a. Loan of Kit to SoCo BEST. **Carolyn made a motion we approve SoCo BEST @ Trinidad State’s request for the loan of one Returnable and one Consumable Kit in 2015 for the Prototype Robot build task. If approved, Carolyn will deliver Kit #31 to Jenn at 7/30/15 TMI. Lois seconded and the motion passed.**
4. Treasurer's Report – Lois will prepare Treasurer’s Reports for future telecon BOD meetings, but did not prepare them for this meeting.
5. Presidents Report:
 - a. Email voting discussion. **Carolyn made a motion regarding email voting that:**
 - i. **Anyone on the Board can initiate a motion and request a second**
 - ii. **Anyone else can second**
 - iii. **If the responses are clearly positive or clearly negative then the President will email and declare that the motion carried or did not carry**

- iv. **If there is a discussion with no apparent consensus, then the President email and table the issue until the board can have a conversation regarding the motion**
- v. **The motion will be formally affirmed and documented in the following board meeting minutes.**

Steve seconded and the motion passed.

- b. We agreed Board Development will be a continuing agenda item on the President's Report.
6. Executive Director's report – Jose reported:
- a. Status of teams: We have enough teams for RM BEST (28+1) and FR BEST (12) with some teams on standby. Jose is working closely with FR BEST to ensure both hubs have all teams for this year. Jose is reminding teams to register on EventBrite. We discussed that it may be beneficial to assist teachers register on EventBrite during future TMI sessions.
 - b. Kathy, Jose and Kat Baker met with Dr. Sandra Haines & Dr. Jeffrey Forest at MSU Denver. They discussed the Regional MOU in 2016 called (as a working title at this time as) Colorado BEST at MSU Denver. Sandra is planning to support fully. Jose is meeting with a committee to create the Regional Committee with MSU Denver personnel (schedule, responsibilities, logistics, etc.) MSU Denver is taking primary responsibility for this Regional Championship and considers us their teaming partner. Regionals are a recruiting event for them – bringing students to their campus.
 - c. Jose has invited Janne Ackerman, the BRI Executive Director, to visit MSU Denver September 14-18 staying on the campus Marriott. He is scheduling meetings and tours. Kathy will show her light rail and downtown Denver. Jose is planning a meeting before Janne's visit and another after her visit with Metro Regional Team.
 - d. Jose reports that Kat Baker is willing to be the Hub Director for Pikes Peak BEST hub in Colorado Springs in 2016. She worked previously in Texas on Dallas BEST.
7. Fundraising Committee Report – Lois Walton
- a. Report attached with **updates in red**. We read the report into the minutes (attached).
 - b. The Board directed Lois to purchase the minimum number of additional King Soopers gift cards so we have them at our events.
8. Asset Management Committee Report, Carolyn Bauer, Committee Chair.
- a. Report attached with **updates in red**.
 - b. Newsletter – Jose will write a short article with what tools are we ready to give away. Carolyn will send Jose list of available tools. **ACTION**
 - c. Update – Best Buy kits loaned to FR BEST today.
 - d. Need Best Buy banner for our events. **Lois** to go ask Store Manager and Lois to ask Linda Scott to email Best Buy POC for a banner and full page ad in program. **ACTION**
9. RM BEST Hub Program Status – Carolyn Bauer
- a. Report attached with **updates in red**. We read the report into the minutes (attached).
 - b. Any budget modifications to request? Not yet, although there may be budget overrun because we are planning to give kits to 29 teams and we budgeted for 24 teams.
 - c. **Steve** to communicate with Protobot team starting soon. **Carolyn** to introduce them to Steve via email. **ACTION**
10. New Hub Development Program– OPEN
- a. Kathy to input a CSBR trip report for next month's BOD meeting. **ACTION**
11. Regional Championship Program – Kathy Geise – See Jose's Executive Director Report above.
12. TMI Program Report – OPEN. **Report for next BOD meeting.**
13. Outreach Program Report – Lori Lazuk no discussion required

- a. Upcoming events
14. Potential updates to RM BEST By-laws in accordance with BRI By-laws – Tim
- a. Consider updating our by-laws with some verbiage from the BRI By-laws - **Tabled**
15. New Business:
- a. Kathy reports FR BEST BOD reports they received their 501(c)(3) designation
 - b. Trifold updates. There was a lively discussion about updating the trifold. The language concerns were discussed thoroughly and we agreed upon new phrasing.
 - i. **Remove wording “Free to Schools.”**
 - ii. Change wording to “No registration fee and robot building kit and materials are provided at no cost to participating schools.”
 - iii. On heading “BEST Facts”, change to “National BEST Facts”
 - iv. On back page remove National website info.
 - v. Change Red text on Blue to Yellow on Blue, so it is more readable
 - vi. Confirm resolution for photos is as high as possible. Jose or Mike King have original photos. See especially the 2 photos on the middle back page.
 - vii. Lois will work with Nancy Maysmith to get the document finalized and request a proof.
 - viii. When completed, Lois will place the final version in Dropbox / RM BEST / Reference Material / Trifold for review.
 - ix. Carolyn will put it on the website when it is finalized.
 - x. Lois will email to Jeppesen for printing and folding – requesting 500 copies. **ACTION**
 - c. Lois requested input from Board about value of MSU Denver sponsorship, including TMI venue. Lois to communicate with Patty to confirm MSU Denver is now at Gold level.
16. Review Action Items (attached)
17. 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. September 17, 2015 – **REVISED Schedule – meeting at 6pm with dinner included. Carolyn to modify the schedule and email about dinner choices. Panera.**
 - ii. October 8, 2015 ** GoToMeeting **
 - iii. 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. August 27, 2015
 - ii. September 24, 2015
 - iii. October 22, 2015
 - iv. November 19, 2015 (**rescheduled from Nov 22 – Thanksgiving**)
 - v. Dec - TBD

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.	Jose reports we qualify. Fundraising / grant writing team should pursue.
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: Kathy to approach two candidates to see if they are interested in becoming BOD members.

11/20/2014	9/17/15	Kathy to form and have kickoff meeting for Regional Championship program after MOU is signed.	DONE. Met with MSU Denver on 8/6/15.
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 season is complete.
3/19/2015	9/17/15	Kathy to start BB planning in August	Status: Kathy will ask Ken at BAC if 2/18 or 2/25 are available for Boosting BEST. We suggest everyone start gathering auction items.
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	9/17/15	Lois 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: Finalize with today's revisions and print.
3/19/15	9/17/15	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	7/16/15	Linda K to chat with Jenn & Debbie about making fundraising a priority.	Status: DONE. Linda reported via email that she is having those conversations with Jenn.
5/14/15	9/17/15	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: DONE. They provide only the downloadable version and Lois and Trece need the online version.
5/14/15	9/17/15	Steve will investigate what other companies use Benevity to do gift matching	
5/14/15	9/17/15	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	9/17/15	Steve will investigate cloud storage options in addition to Dropbox.	
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: DONE. Linda K invited Chaffee County volunteers to TMI and the season's events.
5/14/15	9/17/15	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	9/17/15	New Hub Development contact from RMBEST to contact and / or become a part of the BRI New Hub Development Committee.	Kathy to be on that committee. It's about sustaining current hubs.
5/14/15	9/17/15	Tim to review our hub bylaws for any conflict between BRI and our Bylaws.	

7/16/15	9/17/15	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	Status: DONE. In Process
7/16/15	8/13/15	Linda to contact Art to discuss giving each target school a helper POC.	Status: DONE. In Process.
7/16/15	8/13/15	Kathy to inform FR BEST hub directors of their funding request status.	Status: DONE. They have their check and our requests for follow-up,
7/16/15	8/13/15	Kathy and Steve to coordinate what help Steve can offer to FR BEST to assist them this year.	Status: OBE to let Steve work VIP event on Game Day.
7/16/15	9/17/15	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.	Status: DONE - OBE Tami paid deposit on PD event location.
8/13/15	9/17/15	Kathy to organize and run a VIP Session at game day	
8/13/15	9/17/15	Carolyn to send list of tools available to be donated to schools to Jose for inclusion in teacher newsletter.	
8/13/15	9/17/15	Lois and Linda S to get Best Buy Foundation banner for events and full page ad for Game Day Program	
8/13/15	9/17/15	Steve to communicate with Protobot team starting after Carolyn introduces them via email	
8/13/15	9/17/15	Kathy to input a CSBR trip report for next month's BOD meeting.	
8/13/15	9/17/15	Lois to use input from today's discussion and get updates done to trifold. Get it printed before our events.	
8/13/15	9/17/15	Carolyn to modify and post July BOD minutes and to modify September and November BOD meeting reservations	

The meeting adjourned at 6:50pm.

Respectfully submitted,
Carolyn Bauer
RM BEST Secretary

FUNDRAISING COMMITTEE REPORT –

Committee chair:	Committee members:
Kathy Geise	Carolyn Bauer
Grants Subcommittee chair:	Lois Walton
Lois Walton	Linda King
Boosting BEST Subcommittee chair:	
Sabina Kilpatrick (2015), Kathy Geise (2016)	Carolyn Bauer, Patty Gaspar, Linda King, Lori Lazuk, Lois Walton

- Funding
 - Development Plan – open. Suggest we pursue Companies as sustaining donors.
- Grants Subcommittee: submitted by Lois Walton– 07/11/15**

Grants in Process	Responsible	Status	Amount
Quick Foundation --For 2015 operations	Linda S	Submitted March 15, 2014 Awaiting response which was expected at end of 2014	\$3,000
GM Foundation	Jose	Investigating	
Raytheon Company	Linda S	Submitted 1/13/15 for 26 consumable kits. Connie V was notified that we've been included in the 2015 grant budget but we don't know the amount or the date of notification because the budget has not been approved for release. Grant was awarded for \$1,500 and has been received.	\$1,500
Ent Foundation Grants – Denver/Firestone Region and Pikes Peak Region.	Linda S	Both Denied	\$4,400 & \$880
Jeppesen, A Boeing Corporation	Carolyn	2015 grant submitted on 2/25/15. Grant was awarded and received and deposited check.	\$7,500
Littleton Rotary Foundation	Carolyn/ Carl	Grant was submitted 3/31/15 by Carl Gaspar in person. We received response July 3 with an award of \$500. Not received yet.	\$500
Verizon Foundation	Linda / Linda / Kathy	Submitted proposal 5/9/15. Response received June 15 with full \$3000 awarded.	\$3,000
BRI Mini-Grant	Carolyn / Lois / Linda	We missed the submittal date and did not receive this grant.	\$3,000
Other Funding Sources		Status	
Google/Benevity	Carolyn, Lois	Open – continuing. Last donation from them was in April for \$250. Total 2015 game year is \$770	
Kroeger Gift Cards	Pamela	Donating 5% of Gift Card purchases – most recent donation June check \$295. Total 2015 game year is \$1,122.75 Have 4 cards left to hand out.	
Amazon Smile	Tim / Lois	Several are signed up; First check for \$5	

ASSET MANAGEMENT COMMITTEE REPORT – submitted by Carolyn Bauer 07/16/15

Committee Lead:	Carolyn Bauer
Committee:	
Lois Walton - Budget	Jose Lopez - computers
Patty Gaspar	Scott McEwen – Returnable kit testing
JoAnne Fry	Angie Mathias
Lori Lazuk	Jan Gorski
And others	

1. Asset Management Policy status:

- a. Board approved the RMBEST RETURNABLE KIT LOAN POLICY VER01 and RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM VER01 at the 5/14/15 board meeting. The policy and form have been posted on our website and made available to Front Range BEST.
- b. Front Range BEST has requested the loan of 13 Returnable kits for the 2015 season. The Board approved the request at the 5/14/15 board meeting. Front Range BEST has been told we have approved their request.
- c. BRI & VEX modified the contents of the Returnable kits this year with a new Motion Components Kit replacing the now-obsolete Belt and Pulley Kit. The new parts were not received until after the planned May 31 distribution of kits to Front Range BEST.
- d. The Asset Management Committee has nearly completed all work associated with the 11 kits purchased with funding from BEST Buy Foundation in 2014 / 2015. When those 11 kits are ready and when 2 more from our RM BEST kits are ready, we will distribute the kits to Front Range BEST – completing all paperwork and following the new policy.
- e. Note: Although we are officially behind schedule, Front Range BEST has informed us that the delay is causing them no negative impacts.
- f. NOTE – we should review this date on the form / policy in the future & potentially extend it.
- g. New Policy and Form regarding Granting kits to teams or other nonprofits will be done at the completion of this year’s season. It will be very similar to the Kit loan policy described above in Item a.

2. Other Inventory Status / Issues.

- a. Scott McEwen expects to finish testing our Returnable kits with delivery 7/20/15.
- b. Steve Garran purchased one toolbox.
- c. Extra tools given to us by Raytheon will be donated to schools.
- d. Jose installed Windows 7, Norton Utilities, MS Office on 4 Raytheon-donated laptops. Carolyn added Dropbox. Jose yet to complete similar work on the 2 desktops.
- e. We will have Jose complete the same work on all remaining Raytheon laptops. We can / do use 6-7 on Game Day (4 for scoring, 1 for Awards & Judging team, 1 for Floor Boss for reference)
- f. We will complete the 2015 Inventory of Fixed Assets when all Returnable kits have been inventoried and bad parts replaced with new ones. Upon completion, we will provide the data / spreadsheet to Lois & Trece.

HUB PROGRAM REPORT – submitted by Carolyn Bauer 07/16/15

Program Director:	Carolyn Bauer (& Game, Consumable Kits)
Hub Steering Team:	
Lois Walton - Budget	Jose Lopez – School Interface
Linda Scott – Secretary & Awards & Judging	Linda King – Volunteer Interface
Patty Gaspar – Events	Scott McEwen – Venues
JoAnne Fry – Consumable Kit	Lori Lazuk – Consumable Kit
And others	

1. 2014 Regional Championship info:
 - a. Carolyn still needs to forward feedback from teams regarding Regionals to appropriate people.
2. 2015 Game – Pay Dirt:
 - a. Pay Dirt trailer link is on the BRI website. It’s about mining and economics.
 - b. Prototype Game Weekend –April 24 & 25 in Kansas City, KS was attended by: Linda & Mike King, Carolyn Bauer, Lois Walton from RMBEST; Joel Kirkland from FRBEST; Jenn Swanson & husband from SoCo BEST @ Trinidad State.
3. Hub Season Event Dates. All venues have been reserved and confirmed as follows:
 - a. Kickoff, Saturday, September 12 @ South HS. We have plans to host 24 teams and anticipate this number could grow – although increasing the number of teams will have budget implications.
 - b. Practice Day, Saturday, October 17 @ Thomas Jefferson HS
 - c. Game Day, Saturday, October 24 @ Auraria Campus Event Center.
 - d. Celebration – TBD. We are reviewing the effectiveness of this event as a way to thank our volunteers. Feedback is appreciated.
4. Hub Steering Team meetings are monthly on the 4th Thursday of each month.
 - a. Minutes are taken and distributed to Steering Team.
 - b. Feedback from this year’s hub events have been gathered and will be reviewed and changes implemented.
 - c. Building of the game field has started and is expected to be on schedule for integration mid-August.
 - i. We’re looking for a lead for this committee ASAP to work with Carolyn & Mike King this year to take the leadership role next year.
 - d. Prototype robot team is in place with all files made available to them via Dropbox and first meeting with Carolyn and some of team members on Saturday, 7/18.
 - e. Carolyn needs Venues subcommittee team lead to replace Scott and will contact a candidate.
 - f. Work on Returnable and Consumable kits is on schedule & budget.
 - g. Awards and Judging team has implemented and will implement various improvements to create a better experience for teams, students and judges.
 - i. We’re looking for a lead for this committee ASAP to work with Linda Scott this year to take the leadership role next year.
5. Status of Club Workshop Closure & Move:
 - a. We are paying \$375 rent monthly for our new 350 sq. ft. downstairs location at 999 Vallejo St. Carolyn signed the lease (which is in Dropbox). We have property insurance starting in 2015. We have asked to be told when contiguous small spaces are available, so we have the opportunity to increase our workspace area.
 - b. We have a work bench, toolbox, tools, work table & lighting & power.
 - c. Carolyn continuing to coordinate with Dan Stramiello (owner), Linda, & Barbara Zalewski about the leaks in the roof that drip water into our area. We are collecting it in buckets and

tubs and so far no real damage has been done. We have seen vast improvement in the roof leak situation but are not yet convinced all problems are solved.

6. Inventory Status / Issues. Asset management has been moved to BOD committee.
 - a. Scott McEwen expects to finish testing our kits with delivery 7/20/15
 - b. Returnable Kit Loan Policy and accompanying form was approved by BOD 5/15/15.
 - c. Steve Garran to purchase one toolbox.
 - d. Extra tools to be donated to schools.
 - e. Jose installed Windows 7, Norton Utilities, MS Office on 4 Raytheon-donated laptops. Carolyn added Dropbox. Jose yet to complete similar work on the 2 desktops.
 - i. We will have Jose complete the same work on all remaining Raytheon laptops. We can / do use 6-7 on Game Day (4 for scoring, 1 for Awards & Judging team, 1 for Floor Boss for reference)