

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

**Thursday, September 17, 2015, 6:00 pm, dinner provided**

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

**Teleconference Information:** (meetingorganizer@rockymountainbest.org – password: r\*\*\*\*\*0):

Kathy called the meeting to order at 6:25.

1. Review/Modify September 17, 2015 Agenda. We reviewed the agenda for potential modifications.
2. Review/Approve minutes. **Jose moved we accept the August 16, 2015 BOD telecon meeting minutes. Lois seconded and the motion passed.** Those minutes will be placed on our website.
3. Review/Approve email votes. None this month.
4. Approval of Treasurer's Report Treasurer's Report – Lois presented 3 Treasurer's Reports dated September 14, 2015: Balance Sheet, Income and Expense, Budget vs Actuals and answered questions. (These reports can be found in Dropbox at the following location: RM BEST / Board of Directors / Treasurers Reports / 2015.) A motion to approve was tabled for revisions described in item b. below. We will approval via email and document in future minutes. These reports showed the month to month info Tim suggested earlier – showing deltas from the past report in a separate column. Additionally, we agreed:
  - a. Funds earmarked to a specific program on Colorado Gives day will be shown as income on those programs in our treasurer's reports.
  - b. Our treasurer to make changes to the current report to show grants given to Front Range BEST in the New Hub Development program.
  - c. Steve will participate in the 2016 budget and financial reporting discussion and will provide input regarding his suggestions.
  - d. **Action to Kathy / Tim** - review grant proposal to ensure Treasurer's Reports and / or financial reporting documentation is sufficient for Verizon Foundation Grant Reporting. The grant proposal can be found in Dropbox / Rocky Mountain BEST Grants / Verizon Foundation.
5. [Diversity Committee Report, Linda King, Committee Chair - NTR
6. President's Report
  - a. Front Range BEST response to our disbursement request. Kathy received a response to our request and will forward it to us via email for our review.
  - b. BRI Executive Director visit (see Regional, below).
  - c. Regional Championship Attendance Plans:
    - i. Fort Smith AK travel. The hub will select who will attend for RM BEST. Kathy asks us to send people to support teams, as well as to gain knowledge regarding running a Regional Championship.
    - ii. MSU Denver personnel will attend South's BEST Regional Championship at Auburn University Dec 5 & 6 – Jose & Kathy will also attend.
    - iii. Steve may be able to attend the Texas BEST Regional Championship on Nov 13 & 14.
7. Executive Director's report – Jose.

- a. Jose reported 28 teams + 1 alternate for the Rocky Mountain BEST hub competition. We have 14 rookie teams in RM BEST. For the state, 51 teams attended Kickoff in our 3 Colorado hubs.
  - b. Jose / Linda K. have been coordinating with the Colorado Mining Association this year.
8. Asset Management Committee Report, Carolyn Bauer, Committee Chair – **Attached to these minutes.**
- a. **Carolyn made a motion to approve request for 1 more kit loan to Front Range BEST. Jose seconded and the motion carried.** Asset Management committee will complete the paperwork and distribute the kit.
  - b. Steve asked why the returnable kits are being depreciated and the group discussed whether or not depreciation is appropriate and what timeframes should be used. The group also briefly discussed if we should establish an equipment replacement program.
  - c. **Steve & Kathy action** to discuss and clarify equipment depreciation issues for our Returnable kits by next BoD meeting.
9. RM BEST Hub Program Status – Carolyn Bauer – **Attached to these minutes.**
- a. Carolyn reports RM BEST Kickoff was successful. Practice Day telecon is scheduled for Friday, 9/18, 2-4pm. Meeting with AHEC is scheduled for Tuesday, 9/22, from 11-1. Kathy and Steve will also attend to evaluate AHEC facilities for potential future Regionals Championship.
10. Fundraising Committee Report – Lois Walton – **Attached to these minutes.**
- a. The BOD asks for a fundraising table at Game Day & Practice Day, advertisement in the program and multiple mentions of it during the events. **Steve & Lori action** to determine how to gather contact information from attendees who enter an adults-only drawing to receive something robotics-related.
  - b. Steve Garran agreed to co-host at the VIP event at Game Day. Kathy would like to have help planning the details of the event, including room reservation and setup, scheduling and catering.
11. New Hub Development Program– OPEN
- a. Pikes Peak BEST
    - i. Kat Baker, Pikes Peak BEST Hub Director, will attend a robotics event at Catalyst Campus on Oct 7 from 5-7 PM. Jose responded to an email invitation from Jenna Celmer of the O’Neil Group, a real estate developer in Colorado Spring. Kathy asked that RM BEST provide some support to Pikes Peak BEST, including financial support and access to Jeppesen for printing their new tri-fold brochures.
12. Regional Championship Program – Kathy Geise & Jose. Janne Ackerman visited this week to discuss the potential of a Regional Championship in Denver with possible launch in 2016. Jose set up meetings with Dean Sandra Haynes and with Jeff Forrest, Chair of the Aviation and Aerospace Department. Jeff agreed to act as Regional Director. Janne toured downtown Denver and Auraria Campus during her visit. There were also several breakfast, lunch and dinner meetings with regional stakeholders, including dinner with Colorado Hub Directors.
13. TMI Program Report – OPEN – Tabled.
- a. Review Exit Survey Responses in meeting folder.
14. Outreach Program Report – Lori Lazuk, Kathy Geise – **Attached to these minutes.**
- a. Erie air show Sat Aug 9
  - b. Upcoming events
    - i. STEMosphere at Share Fair Sat Sept 26 DU Ritchie Center 8AM – 4PM, setup Friday 4PM
    - ii. Southern Colorado Manufacturing Expo, Oct 6-7 (Colorado Springs)
    - iii. Wings Museum Spreading Wings Gala, Sat, Nov 14 @6PM
15. New Business:
- a. 2016 potential new hubs:
    - i. Pikes Peak BEST in Colorado Springs – Kat. They may have access to Missile Defense Agency (MDA) grant money to purchase kits for HS teams new to their hubs. (~\$6000). Must be affiliated with a

college or university. We want Steve to work with UCCS (or PPCC) to do this. We'll ask Trinidad, MSU Denver if they have contacts that can support our request.

- ii. NJC BEST (Northeastern Junior College) – Sterling – could work like SoCo BEST
- iii. St. Vrain Valley School District Innovation Center (SVVSD IC) – They may have funding.
- iv. Chaffee County BEST – (2017?)

16. Review Action Items (attached) – Not done during meeting, but status gathered post-meeting and included here for communication / status updates.

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.**
  - i. October 8, 2015 **\*\*CALL\*\*at 6:30pm**
  - ii. November 12, 2015
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
  - i. September 24, 2015
  - ii. **October 15, 2015 – NOTE Date Change - telecon?**
  - iii. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
  - iv. Dec - TBD

18. Action Items for discussion

19. Assigned	Due	Action	Status
5/8/14	9/17/15	<b>Jose</b> 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	<b>Kathy</b> 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	1/14/16	<b>Carolyn / Tim Linda K / Scott</b> to create policy / process for <b>donating</b> 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.	
3/19/2015	<b>9/17/15</b>	<b>Kathy</b> to start BB planning in August. And to ask <b>Ken</b> at BAC if 2/18 or 2/25 are available for Boosting BEST. <b>Everyone</b> to start gathering auction items.	Status: Carolyn started coordination of BAC reservation.
3/19/15	10/8/15	<b>Linda K</b> to evaluate whether we need Diversity Policy and to start work on it if she determines we do.	
3/19/15	<b>10/8/15</b>	<b>Everyone</b> 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.	
5/14/15	<b>10/8/15</b>	<b>Steve</b> to email Lois names of other companies who manage auctions. Fundraising / BB committee to investigate for 2016 Boosting BEST	
5/14/15	<b>10/8/15</b>	<b>Steve</b> will investigate what other companies use Benevity to do gift matching	
5/14/15	<b>10/8/15</b>	<b>Board</b> will think about folks we can talk to about League play in robotics... politicians, board of education, etc. Jose will lead.	

5/14/15	<b>10/8/15</b>	<b>Steve</b> will investigate cloud storage options in addition to Dropbox.	
5/14/15	<b>10/8/15</b>	<b>Tim</b> 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	<b>10/8/15</b>	<b>New Hub Development</b> 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	<b>10/8/15</b>	<b>Tim</b> to review our hub bylaws for any conflict between BRI and our Bylaws.	
7/16/15	<b>9/17/15</b>	<b>Lois</b> 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.	Status: DONE
8/13/15	<b>9/17/15</b>	<b>Kathy</b> to organize and run a VIP Session at game day	Status: in process. DONE
8/13/15	<b>10/8/15</b>	<b>Carolyn</b> to send list of tools available to be donated to schools to Jose for inclusion in teacher newsletter.	
8/13/15	<b>10/8/15</b>	<b>Lois and Linda S</b> to get Best Buy Foundation banner for events and full page ad for Game Day Program	
8/13/15	<b>9/17/15</b>	<b>Steve</b> to communicate with Protobot team starting after <b>Carolyn</b> introduces them via email	Status: DONE.
8/13/15	<b>10/8/15</b>	<b>Kathy</b> to input a CSBR trip report for next month's BOD meeting.	
8/13/15	<b>9/17/15</b>	<b>Lois</b> to use input from today's discussion and work with Nancy of Maysmith Designs to get updates done to trifold. Get it printed before our events by Jeppesen on 80# paper and fold properly.	Status: Done
8/13/15	<b>9/17/15</b>	<b>Carolyn</b> to modify and post July BOD minutes and to modify September and November BOD meeting reservations	Status: Done
9/17/15	<b>10/08/15</b>	<b>Tim / Kathy</b> review grant proposal to ensure Treasurer's Reports and / or financial reporting documentation is sufficient for Verizon Foundation Grant Reporting. The grant proposal can be found in Dropbox / Rocky Mountain BEST Grants / Verizon Foundation.	
9/17/15	<b>10/08/15</b>	<b>Steve &amp; Lori</b> to determine how to gather contact information from attendees who enter an adults-only drawing to receive something robotics-related.	

The next two BOD meetings are October 8, 2015 **\*\*CALL\*\*** and November 12, 2015 at 6:00 pm at the Daniels Fund.

Respectfully Submitted,  
Carolyn Bauer  
Secretary, Rocky Mountain BEST

ASSET MANAGEMENT COMMITTEE REPORT – submitted by Carolyn Bauer 09/17/15

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

1. Asset Management Policy status:
  - a. Using the Board-approved RMBEST RETURNABLE KIT LOAN POLICY VER01 and RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM VER01, the following kits have been distributed:
    - i. Front Range BEST requested the loan of and has received 13 Returnable kits for the 2015 season. They distributed 12 kits at kickoff and used one for their Protobot. (BBF 1-11 & RM BEST 32 & 33).
    - ii. Front Range BEST requested the loan of and has received 1 additional Returnable kit for the 2015 season for spares (RM BEST 30).
    - iii. SoCo BEST @ Trinidad State requested the loan of and has received 1 Returnable & 1 Consumable kit for the 2015 season for their Protobot. (RM BEST #31).
  - b. Returnable kit modifications included replacing the Belt and Pulley kit with a new Motion Components kit that should be more resilient to student use. We have many now-obsolete B&P kits and have them available for non-competition use!
  - c. NOTE – we should review the policy / form prior to next year.
  - d. 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 completed testing our used Returnable kits, invoiced us and been paid.
  - b. Extra tools given to us by Raytheon will be donated to schools.
  - c. Jose installed Windows 7, Norton Utilities, MS Office on 4 Raytheon-donated laptops. Carolyn added Dropbox. Jose yet to complete similar work on remaining laptops / desktops. We hope Jose can 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)
  - d. We will complete the 2015 Inventory of Fixed Assets soon. Upon completion, we will provide the data / spreadsheet to Lois & Trece.

HUB PROGRAM REPORT – submitted by Carolyn Bauer 09/17/15

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

1. 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.
- 2. Hub Season Event Dates. All venues have been reserved and confirmed as follows:
  - a. Kickoff, Saturday, September 12 @ South HS **was a success. We distributed 28 kits and one more on Monday (to the standby team).**
  - 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.
- 3. Hub Steering Team meetings are monthly on the 4<sup>th</sup> 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. **Work on Returnable and Consumable kits was completed prior to kickoff and appears to be within budget, even though we supported 4 more teams than budgeted.**
  - d. **Building of the game field for Kickoff has been completed. The remaining work on the game field will be completed soon for Referee Training, Practice Day, & Game Day.**
  - e. **Prototype robot team completed the Protobot for Kickoff.**
  - f. **We will determine whether Scott is willing to resume as a Venues subcommittee lead in the future. This year Carolyn, Linda King, Patty Gaspar are supporting these functions.**
  - g. **Awards and Judging team has implemented and will implement various improvements to create a better experience for teams, students and judges.**
    - i. **We would like a lead for this function next year. Linda Scott can / will support the new lead.**
- 4. 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 Stramiello & 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.**

**FUNDRAISING COMMITTEE REPORT –**

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

- o Funding
- o 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
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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. <b>Not received yet.</b>	<b>\$500</b>
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
<b>Other Funding Sources</b>		<b>Status</b>	
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 <b>Sept check \$32750. Total 2015 game year is \$1,450.25 Have 4 cards left to hand out. Purchased 25 more with \$10 on each</b>	
Amazon Smile	Tim / Lois	Several are signed up; <b>Second check for \$11.93</b>	

OUTREACH REPORT – submitted by Lori Lazuk – September 15, 2015

Committee Leads:	Committee Members:
Kathy Geise	Lois Walton
Lori Lazuk	Volunteers as needed

Marketing Materials:

- Retractable banner needs design suggestions.
- 2015 Tri-fold brochure has been completed and was used at Kickoff. **MAJOR THANKS to LOIS!**
- Permission from the BoD is needed to obtain another tablecloth. The large ones have been great at major events. However, sometimes at Outreach events we get a smaller table, and a smaller tablecloth would be useful.

Possible (new for us) Activity Materials:

- Dot and Dash Robots: Good battery life, intuitive, programmable, currently being tested/reviewed. Played with at Kickoff.

Upcoming/Recent Event(s)	Date	Who volunteered/Attended?
Erie Air Fair Erie Municipal Airport 395 Airport Road Erie, Colorado  Contact: Scott McEwen  Jan F. deLuise <a href="mailto:jan@matrix-bc.com">jan@matrix-bc.com</a> 303.888.6544	Saturday, August 8, 2015 10 AM – 4 PM	JoAnne Fry Lois Walton Lori Lazuk
STEMosphere aka Share Fair Nation at the University of Denver	Saturday, September 26, 2015	Partnering with FR BEST.

Comments about the Erie Air Fair:

Activity: **Make a simple "Robot Hand"**  
 (For particulars about the activity, refer back to the 4.26.15. Outreach Report.)

The activity was well received. We worked with kids **to make 78 hands**. Four kits were given away for later completion (3 for kids, 1 for a teacher who wanted to use it for her class).

Approximately **40 Tri-folds were distributed**. Lois was a great pitch person for BEST—even a salesman said that she was a good sales person! 😊

**7 people signed the contact list**. Interesting to note that **2 people from Ball Aerospace** were most interested in BEST. They inquired about Ball's participation and expressed a desire to follow up on their own. **One person** who signed the list **was a possible volunteer for Colorado Springs**.

Approximately **4500 people attended** the Erie Air Fair.

We had three large tables in the hangar-- which was very nice.

I got a business card for a food truck (thanks to Scott who was getting a hamburger while I was waiting for my veggie burger. 😊 ) They have the food truck and also do catering. They were interested in working with us if the need came up. (e.g., if on Game Day we found that we needed help with the eats for the teams if the pizza place didn't work out.... Or on Kickoff Or ?)

**They are: Flight Deck Grill, Vance Brand Airport, 229 Airport Road, Longmont CO 80503. PROPrietors: Dian & Chad Rennie; [www.flightdeckgrill.com](http://www.flightdeckgrill.com) Phone: 303.507.7679.**

NOTE: Maybe FR BEST may be interested in using their services.