

Minutes
Rocky Mountain BEST (Boosting Engineering, Science and Technology)
Board of Directors Meeting
GotoMeeting

Thursday, October 08, 2015, 6:30 pm

Board Members:		Stephen Garran	
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):

Kathy called the meeting to order at 6:35pm.

1. Review/Modify October 8, 2015 Agenda. We made no changes to the agenda.
2. Review/Approve minutes. **Lois moved we accept the September 17, 2015 BOD meeting minutes. Tim seconded and the motion passed.** Those minutes will be placed on our website.
3. Review/Approve email votes. None
4. Treasurer's Report – Lois
 - a. Approval of September 14, 2015 updated Treasurer's Report. Lois modified the September 14 Treasurer's reports after a discussion about properly classifying grants and other donations. She submitted modified Treasurer's reports via email soon after that meeting. **Tim made a motion we approve the updated September 14, 2015 Treasurer's report. Carolyn seconded and the motion passed.**
 - b. Approval of current Treasurer's Report. Lois presented 4 Treasurer's Reports dated October 7, 2015: Balance Sheet, Income and Expense, Budget vs Actuals and the FR BEST Status Report and answered questions. (These reports can be found in Dropbox at the following location: RM BEST / Board of Directors / Treasurers Reports / 2015.) **Carolyn made a motion we approve the October 7, 2015 Treasurer's report. Tim seconded and the motion passed.**
 - c. We approved the list of donors that will be in the 2015 RM BEST Game Day Program.
5. President's Report – included at the end of these minutes. **ACTION** items from the report.
6. Executive Director's report – Jose. Not present at meeting.
7. Fundraising Committee Report – Lois Walton
 - a. Boosting BEST – Thursday, February 25, 2016, Builders Appliance Center.
 - i. Committee chairperson. **ACTION** – Carolyn to reach out to Sabina to see if she can either chair or help us with Boosting BEST this year.
 - ii. Auction item collection. Kathy emailed ST and BOD reminding everyone to collect auction items.
 - iii. FR BEST is interested in collaborating again this year with our Boosting BEST event. **ACTION** Kathy to confirm with FR BEST. She will ask them to share fairly in the out-of-pocket costs and potentially planning the effort.
 - b. Promotion in 5280 Magazine for Colorado Gives Day – Steve and Lois concluded we could not participate in 2015.
8. RM BEST Hub Program Status – Carolyn Bauer
 - a. Game Status: moving along nicely but Linda King feels we're a bit short on volunteers and asks anyone / everyone to send volunteer names / contact info to her.

- b. Lisa Luciano is facilitating the VIP session this year, supporting Kathy Geise.
- c. Regional Championship Info:
 - i. There is a discrepancy between 2 BRI documents of which teams get invited to Regional Championship. Linda Scott has advice from Greg Young to use this year's A&J Policy.
 - ii. RM BEST can send 6 teams; FR BEST can send 3 teams; SoCo BEST @ Trinidad State can send 2 teams.
 - iii. Frontier Trails BEST Regional Championship - Dec 4 & 5, 2015 in Ft. Smith, Arkansas. Jason.merritt@uafs.edu will be communicating more info and asking for volunteers after Oct 17.

9. New Hub Development Program– OPEN

- a. Pikes Peak BEST - Kat Baker said she is ready to take a leadership role, but is new to the area and has additional commitments. New Hub applications are due Jan 9, 2016. Could we find her a strong support person for her hub? She'll need volunteers, New Hub Workshop, potentially a College or University as a collaborator (potentially providing access to an MDA Grant), New Hub Workshop, etc.
- b. **ACTION** – Kathy to organize strategy session with Kat and / or BOD after Game Day regarding New Hub Growth.
- c. Kat was unable to attend the robotics event at Catalyst Campus Oct 7, 5-7 PM.

10. Regional Championship Program – Kathy Geise. See the President's Report. Kathy will attend the BRI BOD telecon meeting 10/13/15, since Janne Ackerman is discussing her visit to us and MSU Denver.

11. New Business:

- a. NASA is providing grants to schools to buy VEX kits for robotics.
- b. Morgridge foundation is providing NAVY underwater robotics kits to Colorado Schools.
- c. BRI still has sole access to MDA funding.

12. Review Action Items (attached)

13. 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. November 12, 2015 – in person @ 6pm with dinner ordered from Panera
 - ii. December 10, 2015 **GoToMeeting at 6:30**
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
 - i. October 22, 2015
 - ii. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
 - iii. Dec - TBD

14. Action Items for discussion

15. 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 always looking for potential BOD members.
11/20/2014	1/14/16	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.	

3/19/2015	9/17/15	Kathy to start BB planning in August. Ask Ken at BAC if 2/18 or 2/25 are available for Boosting BEST.	Status: Ken Jensen confirmed 2/25/16 reservation.
3/19/15	11/12/15	Linda K to evaluate whether we need equal opportunity employer policy and to start work on it if she determines we do.	
3/19/15	11/12/15	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.	
5/14/15	11/12/15	Steve to email Lois names of other companies who manage auctions. Fundraising / BB committee to investigate for 2016 Boosting BEST	
5/14/15	11/12/15	Steve will investigate what other companies use Benevity to do gift matching	
5/14/15	11/12/15	Board will think about folks we can talk to about League play in robotics... politicians, board of education, etc. Is there any discussion about this in Colorado? Jose will lead.	
5/14/15	11/12/15	Steve will investigate cloud storage options in addition to Dropbox.	
5/14/15	11/12/15	New Hub Development contact from RMBEST to contact and / or become a part of the BRI New Hub Development Committee.	Kathy tried to join and got a failure message to her email. So she emailed the chair and awaits a reply.
5/14/15	10/08/15	Tim to review our hub bylaws for any conflict between BRI and our Bylaws.	DONE: no issues.
8/13/15	11/12/15	Carolyn to send list of tools available to be donated to schools to Jose for inclusion in teacher newsletter.	
8/13/15	11/12/15	Lois to get Best Buy Foundation banner for events and full page ad for Game Day Program	Status: Lois planning to visit local Best Buy to ask for these items.
8/13/15	10/08/15	Kathy to input a CSBR trip report for next month's BOD meeting.	Status: Done – in New Hub Info in Dropbox.
9/17/15	11/12/15	Tim / Kathy 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.	Report is due 2 weeks after Game Day. We should check Verizon website to see if there is a Grant Template. Survey responses will be included in report – answers due PD.
9/17/15	10/24/15	Steve & Lori & Carolyn to determine how to gather contact information from attendees who enter an adults-only drawing to receive something robotics-related.	Lori looking for soft copy of volunteer file. Need to add email. Dash and Dot Kit may be the right drawing prize. Could put with BESTique.
10/08/15	1/14/16	Kathy to contact references from Dan Thurlow for Grand Junction BEST teaming partners.	
10/08/15	11/11/15	Kathy to follow up on invitation of Dianne Primavera to Wings Gala via email	
10/08/15	1/14/16	Kathy to contact Christie Lee re: Citizens for Space Exploration (CSE) PR materials for RM BEST Game Day.	
10/08/15	1/14/16	Kathy to discuss joining CSBR with RM BEST BoD.	

10/08/15	1/14/16	Kathy to follow up regarding Ute tribe interest in STEM education.	
10/08/15	1/14/16	Kathy to follow up with Christie Lee and Stacey DeFore regarding invitation to join the CSE trip to Washington D.C. in May 2016.	
10/08/15	11/12/15	Carolyn to reach out to Sabina to see if she can either chair or help us with Boosting BEST this year.	
10/08/15	11/12/15	Kathy to confirm with FR BEST that they want to share in our 2016 Boosting BEST. She will ask them to share fairly in the out-of-pocket costs and potentially plan the effort.	
10/08/15	11/12/15	Kathy to organize strategy session with Kat Baker and / or BOD after Game Day regarding New Hub Growth.	

The next two BOD meetings are November 12, 2015 at 6:00 pm at the Daniels Fund and **Dec 10, 2015 6:30 pm telecon.**

The meeting adjourned at 9:00pm.

Respectfully submitted,
Carolyn Bauer
Secretary, Rocky Mountain BEST

President's Report
Rocky Mountain BEST (Boosting Engineering, Science and Technology)
Board of Directors Meeting

Thursday, October 08, 2015, 6:30 pm

1. Colorado BEST Regional planning meeting at MSU on September 3 with Dean Sandra Haynes. Sandra is Dean of Professional Studies (see departments, below). In attendance: Jose Lopez, Kathy Geise, RM BEST, Sandra Haynes and Jeff Forrest, MSU, also **Dr. Elizabeth (Liz) Hinde**, Dean School of Education and **Dr. Joan Laura Foster**, Dean of Letters, Arts and Sciences (Cynthia Philbrook, Assistant to Dean Foster and Leah Parker, Assistant to Dean Hinde on email distribution).
 - a. Discussed event name branding. Prefer *Rocky Mountain BEST Regional Championship* at MSU Denver.
2. Janne Ackermann, Executive Director BEST Robotics Inc. (BRI) visit to MSU campus.
 - a. Stayed at Spring Hill Suites with MSU rate (thanks, Jose!)
 - b. Dinner Jose and Kathy Monday September 14. Tour downtown Denver.
 - c. Walking tour of Auraria campus on Tuesday, September 15. Jose led the tour including the Auraria Event Center.
 - d. Met and had lunch with Jeff Forrest on Tuesday and toured MSU Aviation and Aerospace facility. Flew in simulator. Jeff is Department Chair and Director of the *Rocky Mountain BEST Regional Championship*.
 - e. Met with Sandra Haynes on Wednesday, September 16.
 - f. Dinner with local BEST Hub Directors on Wednesday night.
 - i. Carolyn Bauer, Kathy Geise RM BEST
 - ii. Tami and Joel Kirkland and Greg Gerlich, Front Range BEST
 - iii. Kat Baker, Pikes Peak BEST
 - iv. Axel Reitzig, St Vrain School District Innovation Center (SVVSD IC)
 - g. Follow-up email received on October 2 offering to help with application due January 2016 for Fall 2016 event.
3. Pikes Peak BEST
 - a. Emailed Kathleen Fitzpatrick about teaming on MDA grant application (due in April) on September 21, 2015, no reply. Tried calling no reply on office phone. Kathleen is Program Manager/Events Coordinator, Center for Science, Technology, Engineering, and Mathematics Education at the University of Colorado at Colorado Springs (UCCS). UCCS and RM BEST teamed with MSU Denver on iTEST grant in 2011.
 - b. Kathy registered to attend **Colorado STEM Summit** on [October 30, 2015](#). David Khaliqi is a breakout session speaker, **Keeping Educators Ahead of the Curve**. David is Director of the *Partnership in Innovative Preparation for Educators & Students (PIPES) Research Program, Center for STEM Education (cSTEMe)* at UCCS. Many other STEM educators and business leaders are scheduled to attend.
 - c. Emailed and telephoned Jim Cline, OutWest Systems about VIP event on Game Day.
 - d. NEXT STEPS: Discuss with RM BEST BoD, What is the preferred relationship between Pikes Peak BEST and RM BEST?

- i. Fiducial sponsorship
 - ii. Program of RM BEST
 - iii. University/college program
 - iv. Other great ideas?
- 4. St Vrain Valley School District, Innovation Center
 - a. Patricia Quinones, Executive Director, must approve any programs such as BEST Hub. Patty directs the \$16.6 million Race To The Top grant, funding STEM education throughout the Skyline High School feeder system. I met with Patty to discuss BEST during an event at SVVSD IC on Monday, August 3.
 - b. Axel Reitzig, Program Director at IC and Tom Heinen, Senior Systems Programmer at IBM are interested in establishing a BEST Hub but need our help getting to next steps.
 - c. NEXT STEP: Reply to Colorado BEST Dinner Follow-up email dated 9/18/15 requesting more information re: new Hub. My preliminary response dated 9/18/15 said more information would follow and suggested that we schedule a New Hub Workshop.
 - d. NEXT STEP: Schedule New Hub workshop in Longmont after Patty buy-in to Hub program idea.
- 5. Northeastern Junior College (NJC)
 - a. Northeastern Junior College is located in Sterling, Colorado (130 miles from Denver). I visited NJC campus during the Colorado Space Business Roundtable (CSBR) road trip to NE Colorado and met with **Stanton Gartin**, Vice President of Academic Services.
 - b. **Jason Hazlett**, Department Chair for Transportation & Energy, is registered for VIP event on Game Day.
 - c. **Jim Engelker** also registered for VIP event on Game Day. Jim is with the Revere School District in Ovid, Colorado (50 miles from Sterling). I met Jim on the CSBR road trip. Revere K-6 and Junior – Senior High school recently completed a major renovation and expansion. The facility could house a BEST Hub.
- 6. ULA Atlas V rocket launch Cape Canaveral Air Force Station, October 2
 - a. August and I attended the United Launch Alliance (ULA) Atlas V rocket launch of the Morelos-3 satellite as VIP guests. Briefing and photo shoot at the historic Pad 39 viewing platform on October 1, launch at 0628 on October 2. Post-launch reception at 1100 on October 2. This was the 100th successful ULA launch.
 - b. In attendance: **Joe Rice** and **Christie Lee**, Lockheed Martin. **Joe Mayer**, Director Government Relations for Lockheed Martin Space Systems in Florida. **Stacey DeFore**, Director External Relations for Ephemian and Citizens for Space Exploration (CSE) Chair. **Dianne Primavera**, Colorado State Representative - District 33 (Broomfield, Superior) and **Dan Thurlow**, State Representative – District 55 (Grand Junction). **Jay Lindell**, Major General (Ret.) USAF and Aerospace and Defense Industry Champion at Colorado Office of Economic Development and International Trade. ULA President and CEO Tory Bruno and Steve Skladanek, President of Lockheed Martin Commercial Launch Services. Dignitaries from the Mexican Ministry of Communications and Transportation and Mexican Navy and Air Force. Dignitaries from Boeing Satellite Systems (manufactured the Morelos-3 satellite).
 - c. Note: **Alex Sweetman** (MSU) is a CSE student scholar.
 - d. See press re: 100th launch and Morelos-3 at (or other Google searches) <http://www.ulalaunch.com/news-press.aspx>

- e. NEXT STEPS: Contact references from Dan Thurlow for Grand Junction BEST teaming partners.
- f. NEXT STEPS: Invited Dianne Primavera to Wings Gala via email, no response.
- g. NEXT STEPS: Contact Christie Lee re: Citizens for Space Exploration (CSE) PR materials for RM BEST Game Day.
- h. NEXT STEPS: Discuss joining CSBR with RM BEST BoD.
- i. NEXT STEPS: Join CSE (as private citizen) – Done.
- j. NEXT STEPS: Follow up regarding Ute tribe interest in STEM education.
- k. NEXT STEPS: Christie Lee and Stacey DeFore invited Kathy to join the CSE trip to Washington D.C. in May 2016.
 - i. Note that the CSE trip is a space industry event and not the USA Science and Engineering Festival, April 16 & 17 in Washington D.C. or the X-STEM (Extreme STEM) symposium for middle and high school students on April 14. Both are held at the Walter E. Washington Convention Center, 801 Mt Vernon Place NW, Washington, DC 20001. Lockheed Martin is the founding and presenting host.
 - ii. <http://www.usasciencefestival.org>

Metropolitan State University (MSU), Denver

Departments, College of Professional Studies

Aviation & Aerospace Science
Criminal Justice & Criminology
Engineering Technology
Health Professions
Hospitality, Tourism, & Events
Human Performance & Sport
Human Services
Industrial Design
Journalism & Technical Communication
Nursing
Nutrition

Departments, College of Letters, Arts and Sciences

Africana Studies
Art
Biology
Chemistry
Chicano Studies
Communication Arts and Sciences
Earth and Atmospheric Sciences
English
History
Mathematics and Computer Science
Modern Languages
Music
Philosophy
Physics
Political Science
Psychology
Sociology, Anthropology, and Behavioral Science
Social Work
Theatre
Women's Studies and Services Institute