

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

**Thursday, November 12, 2015, 6:00 pm, dinner provided**

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

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

Kathy Geise called the meeting to order at 6:30pm after we moved rooms because the projector didn't work properly.

1. Review/Modify November 12, 2015 Agenda. Carolyn reported she added a couple of items to the Asset Management and Hub report sections. We added a few modifications from Jose
2. Review/Approve minutes. **Lois moved we accept the October 8, 2015 BOD meeting minutes. Jose 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 current Treasurer's Report. Lois presented 4 Treasurer's Reports dated November 10, 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 November 10, 2015 Treasurer's report. Jose seconded and the motion passed.**
  - b. Budget discussion. **Kathy** will work on regional expenses budget ; **Carolyn** and Steering Team will work on Hub expenses budget; New hub expenses – plan on 2 new hubs in 2016; Lori to do Outreach budget; Kathy to lead New Hub budget; Lori/ Carolyn / Lois to do TMI; Kathy / Lois / Carolyn to do General Expenses.
  - c. Need to work on grants. Lois to convene Grants subcommittee telecon. Kathy to be BB lead this year.
  - d. Desired schedule is to approve the 2016 budget at the January BOD meeting. So most of the work towards creating the budget should be done by mid-December.
  - e. Jose to work on MSU Denver / AHEC expenses / in-kind expenses to document and to discuss Regionals expenses with Jeff, Sandra, etc.
5. Diversity Committee Report, Linda King, Committee Chair. No Report.
  - a. **Kathy** action to follow up regarding Verizon Foundation grant. **Action.**
6. President's Report – Kathy, report emailed.
7. Executive Director's report – Jose
  - a. 460 space wing presentation – *Buckley Guardian* included photos / story about RM BEST Game Day. Jose to go to a February meeting to explain BEST and request volunteers. Jose to tell them about Boosting BEST event.
  - b. Teams that fail to show up to competitions. Do we invite them back? **Jose** to write a draft policy about putting them to the bottom of the following year's list, using an existing policy document as a template. **Action**
8. Fundraising Committee Report – Lois Walton – no report

- a. Boosting BEST Thursday, Feb 25, 2016 6PM – 9PM. Kathy to be BB chair. Sabina will help at event.
  - b. Invite one team from RM BEST and one team from FR BEST to the event. Carolyn / Tami to invite all teams going to Regionals with space for two and invite first two that accept. **Action**
  - c. Lois is investigating donor management software. (See Little Green Light – available through Tech Soup).
9. Asset Management Committee Report, Carolyn Bauer, Committee Chair
- a. How to handle kit parts loaned to FR BEST that are damaged by student teams. We need to update policy and maybe the form. Carolyn to talk to Tami & Phil ASAP, so he can handle testing kits. He should get with teacher ASAP.
  - b. Concurrence that Scott McEwen to test RM BEST kits.
  - c. Concurrence that FR BEST test RM BEST kits loaned to FR BEST – using RM BEST test code, procedures, reporting processes, etc.
10. RM BEST Hub Program Status – Carolyn Bauer
- a. Need assistance to complete end of season presentation – not just hub info.
  - b. Potential space issue. 999 Vallejo may not have space for field setup in 2016. Water issue. Carolyn to ask Linda if space is available. Kathy sent garage thing. Carolyn to ask Suzanne Y. Jose to ask about MSU Denver. Check out Deep Space Parker. Need light manufacturing space – reach out to Mark Welle – RMTMA. And ask about space. Recommend. Do they have space for us for 2 months? Kathy **Action**
11. New Hub Development Program – OPEN
- a. Pikes Peak BEST
    - i. Kathy volunteered to pick up kits and return them to the Denver area. Some teams may want to request returnable kit donation. Six teams are from Cripple Creek, Woodland Park, Colorado Springs.
    - ii. Jim Cline attended Manufacturing expo <http://www.socomexpo.com>
    - iii. Kat scheduled two meetings
      - 1. Steering Committee Meeting - Saturday, November 14 at 2pm.
      - 2. Pikes Peak BEST Winter Exhibition Match - Saturday, January 16 – a scrimmage.
12. Regional Championship Program – Kathy Geise -
- a. **Application due mid-January, 2016 \*\* 63 days and counting \*\***
  - b. Responsibility document – Jose to document responsibilities of key positions.
  - c. **Action** to discuss this application soon. Kathy.
13. Outreach Program Report – Lori Lazuk , Kathy Geise
- a. STEMosphere at Share Fair Sat Sept 26
  - b. Upcoming events
    - i. Wings museum Spreading Wings Gala Sat Nov 14 6PM
    - ii. Colorado Science Conference Nov 19 - 20
      - 1. **Check-in and set-up: 1:00 pm - 5:00 pm on Thursday, November 19, 2015.**
      - 2. **Exhibits open: 7:00 am to 4:00 pm on Friday, November 20, 2015.**
      - 3. **Exhibitors may disassemble their booths after 4:00 pm on Friday.**
      - 4. This year's schedule for Nov 20:
        - a. 8:00-8:55 Session 1
        - b. 9:10-10:05 Session 2
        - c. 10:20-11:20 Keynote Speaker in the Plaza
        - d. 11:20-12:15 Lunch and Networking
        - e. 12:15-1:10 Session 3 \*\*DU Graduate student presentation K35-39 \*\*
        - f. 1:10-1:55 Awards and Dessert
        - g. 1:55-2:50 Session 4
        - h. 3:05-4:00 Session 5
        - i. 4:00 Door Prizes in the Exhibit Hall

5. The keynote speaker this year is Dr. Scott Sampson. His presentation is titled The Power of Place: Children, Education, and Nature in the 21st Century.
6. CSBR – December 9, 2015. Jose to attend. Kathy to join and to attend.
7. RATH – April 2016 – invite 2 teams to RATH & 1 with BEST award booth. Invite two teams that earned berth at regionals and didn't go: DSST Stapleton, D'Evelyn? OR invite teams that went to Regionals. **Action to Carolyn**

14. New Business:

15. Review Action Items (attached)

16. 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. December 10, 2015 **\*\*CALL\*\***
  - ii. January 14, 2016
  - iii. February 11, 2016 **\*\*CALL\*\***
  - iv. **March 10, 2016 \*\*Annual Meeting 5:30 PM\*\*** - Carolyn to MODIFY Daniel's Fund request!
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
  - i. Dec 8, 2015 **\*\*CALL\*\***
  - ii. January 28, 2016
  - iii. February 18, 2016 (**Rescheduled - Boosting BEST is 2/25/16**)
  - iv. March 24, 2016

17. Action Items for discussion

18. 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 always looking for potential 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. 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	<b>Linda K</b> to evaluate whether we need equal opportunity employer policy and to start work on it if she determines we do.	
3/19/15	<b>11/12/15</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>11/12/15</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>11/12/15</b>	<b>Steve</b> will investigate what other companies use Benevity to do gift matching	
5/14/15	<b>11/12/15</b>	<b>Board</b> 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	<b>11/12/15</b>	<b>Steve</b> will investigate cloud storage options in addition to Dropbox.	
5/14/15	<b>11/12/15</b>	<b>New Hub Development</b> contact from RMBEST to contact and / or become a part of the BRI New Hub Development Committee.	Kathy tried to join and got a failure message to her email. So she emailed the chair and awaits a reply.
8/13/15	<b>11/12/15</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>11/12/15</b>	<b>Lois</b> to get Best Buy Foundation banner for events and full page ad for Game Day Program	Status: Lois and Carolyn both tried to find banners via emails and store visits.
9/17/15	<b>11/12/15</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.	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	<b>10/24/15</b>	<b>Steve &amp; Lori &amp; Carolyn</b> to determine how to gather contact information from attendees who enter an adults-only drawing to receive something robotics-related.	Status: DONE for Game Day. Put more #s here from Lori.
10/08/15	1/14/16	<b>Kathy</b> to contact references from Dan Thurlow for Grand Junction BEST teaming partners.	

10/08/15	11/11/15	<b>Kathy</b> to follow up on invitation of Dianne Primavera to Wings Gala via email	Others, see guest list
10/08/15	1/14/16	<b>Kathy</b> to contact Christie Lee re: Citizens for Space Exploration (CSE) PR materials for RM BEST Game Day.	Status: DONE for Game Day.
10/08/15	1/14/16	<b>Kathy</b> to discuss joining CSBR with RM BEST BoD.	Status: will do it
10/08/15	1/14/16	<b>Kathy</b> to follow up regarding Ute tribe interest in STEM education.	
10/08/15	1/14/16	<b>Kathy</b> 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	<b>Carolyn</b> to reach out to Sabina to see if she can either chair or help us with Boosting BEST this year.	Status: Carolyn emailed 11/6 and awaits response
10/08/15	11/12/15	<b>Kathy</b> 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.	Kathy spoke with Tami – YES
10/08/15	11/12/15	<b>Kathy</b> to organize strategy session with Kat Baker and / or BOD after Game Day regarding New Hub Growth.	Kat added Kathy to email distribution list
11/2/15	Jan bod mtg	<b>Lois</b> to contact Shannon Ragland and invite her to a January Board and / or Steering Team meeting.	
11/2/15	11/18/15	<b>Carolyn to get kit and robot ready for Kathy for Thursday, 11/19/15</b>	
11/2/15	1/14/2016	<b>Kathy</b> action to follow up regarding Verizon Foundation grant.	
11/2/15	1/14/2016	Everyone to follow up regarding space that might work for our game field setup in 2016.	
11/2/15	1/14/2016	<b>Jose</b> to write a draft policy about putting teams who repeatedly fail to compete at the bottom of the following year's list, using an existing policy document as a template.	
11/2/15	1/14/2016	Kathy / Jose / MSU Denver, etc. to discuss status of the Regional Application	
11/2/15	1/14/2016	Carolyn to invite 2 Regional competitor teams to RATH & 1 with BEST award booth.	Status: Carolyn asked DSST Byers and Ralston Valley (BEST competitor). Both are interested and ask for more details.

Respectfully Submitted,  
Carolyn Bauer  
Secretary, Rocky Mountain BEST

<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).
    - 1. Phil plans to test this batch of kits using Scott’s testing procedures, software, etc. and to report to us as Scott has.
    - 2. Phil Hardy reports he’s doing inventory and has found some damaged motors. The damage appears to be from mishandling the kit. Need a decision about how to handle. RM BEST to bill FR BEST & FR BEST to bill team?
  - 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). David D returned this kit, so we will update all documents and follow normal procedures.
- 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 need minor updates to this procedure, form and will provide updated documents prior to the next meeting for BOD approval.
- 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. Creation of this document will be after Loan policy mods have been done and accepted by BOD.

2. Other Inventory Status / Issues.

- a. Scott McEwen completed testing our used Returnable kits, invoiced us and been paid. I’ve inquired whether he can test our 2015 kits and await a response.
- 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 need to decommission another old laptop. It can’t be updated and can’t connect to new WiFi systems.
- e. We will do the 2016 Inventory of fixed assets in 2016 for Lois and Trece.

<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. TJHS says they cannot provide us space for PD in 2016. Discussions with South HS – which has multiple gyms – says they can probably give us space. **Patty and Carolyn will visit South HS to make multiple “potential reservations” on the anticipated dates as we await 2016 Hub Game Day reservation with MSU Denver.**
  - 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. **We are in the process of creating End Of Season charts. Celebration?**
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 will review feedback to verify the changes were improvements and / or whether they need additional change.**
    - ii. **We would like a lead for this function next year. Linda Scott can / will support the new lead.**
    - iii. **Linda suggests the Awards Ceremony portion of this task be separated from the task list and given to a different person.**
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 improvement in the roof leak situation problems are not yet solved.

- d. Additional changes at 999 Vallejo mean we may have a problem setting up the game field in 2016 and beyond. We may need to look for another space for our equipment and / or field build.

#### **Status of Dash / Dot drawings at Hub Game:**

80 cards were put in the jar. 7 people indicated an interest in volunteering. One person said she gave an \$11 cash donation (but could not volunteer)-- and she was from Woodland Park. I recognized 10 cards from Denver area teachers (but I think that there are more teachers-- I just don't recognize their names). 8 cards did not give complete info (email or phone or address). Nice comments were made. All of this I will put in my feedback file (except for names).

Here are the names of people who volunteered to volunteer (some familiar, some not): Axel Reitzig (Hub development); Joel Noble (Team Liaison, Team Mentor, In Kind Donations: building supplies); Lisa Luciano (VIP event); Shanai Brown (Robot Check-in); Thomas Hanblin in Firestone (Game Ref, Scoring, Game Field); Shannon Ragland (Robot Check-in, Compliance, Game Ref, Scoring, Staging Crew, BoD, Game Field, Kits) She said that she is interested in transitioning from mentor to BEST volunteer; ?Rtou Juska? (Kits) Gave address, phone number, no email (can't read writing).

The winner of the drawing was: Tracy Krug from Black Hawk. She has a JeffCo Schools email.