

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

Thursday, December 10, 2015, 6:30 pm **CALL**

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

Tim called the GoToMeeting to order at 6:35.

1. Review/Modify December 10, 2015 Agenda. Recent changes were made to the agenda earlier by Lois and Carolyn.
2. Review/Approve minutes from November 12, 2015 BOD meeting. Carolyn distributed the minutes late, so we'll table approval until the next meeting.
3. Review/Approve email votes. None.
4. Treasurer's Report - Lois
 - a. Approval of current Treasurer's Report. Lois presented 3 Treasurer's Reports dated December 6, 2015: Balance Sheet, Income and Expense and Budget vs Actuals. The FR BEST Status Report did not change this month. (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 December 6, 2015 Treasurer's report. Jose seconded and the motion passed.** Tim asked for clarification about the fundraising expense and Lois will look that up and send info via email. **Action**
 - b. Budget discussion. Lois wants us to vote on the budget in January. We have decided to include very little in-kind donation cost. A lot of work has been done by Steering Team, Outreach, TMI, New Hubs, Hub budget. Before the end of Dec Carolyn will update Hub budget and will include computer software licenses. These computers are loanable to other programs. **Action** Jose to send cost of software licenses to Carolyn. **Action** to Kathy to add computers to the regionals planning. **Action** to Kathy to investigate who can do a cost-effective audit in 2016. (Planning is to select the auditor by April for the audit in June or July.)
5. Diversity Committee Report, Linda King, Committee Chair – no report this month.
 - a. Verizon needs a grant report by December 15, 2015 and the work is in progress. We need info from one more team. Kathy / Linda K / Lois to complete. **Action**
6. President's Report – Kathy
 - a. Annual meeting planning – Nominations for Directors. Kathy asked us to reflect upon our ability to serve through the next year because of the upcoming Regional Championship. If you anticipate a problem, please discuss with Kathy.
 - b. Annual report due soon. Need assistance to complete end of season presentation. It is becoming an organization document, not just a hub document, so we'll need input / approval from the BOD. Tim suggests that in the future the Executive Director request input from the programs and consolidates info into the annual report to the Board. **Action** for Kathy/ Carolyn / Lois to update this year's presentation and await BOD approval at the January 2016 BOD meeting.
 - c. Board Development.
 - i. **ACTION** – Jose / Kathy to recruit a student to attend the January BOD meeting in preparation to discuss her being on the Board and the student volunteer coordinator to get MSU Denver student

participants. Advice to her is that she will need to recruit outside of technical areas and talk with every campus student organization (because they all have service requirements).

- ii. **ACTION** – Jose to recruit the MSU Denver student AIAA chapter president to attend the January BOD meeting in preparation to discuss his being on the Board.
- iii. **Action** – Kathy / Carolyn to recruit a current BEST volunteer to attend the January BOD meeting in preparation to discuss his being on the Board.

7. Executive Director's report – Jose

- a. South's BEST Regional Championship. Jose reported that 4 people attended from Denver - Kathy Geise, Jose Lopez, Michael Caston and David Klein (the last two from MSU Denver). Travel to South's BEST is a challenge. 100 judges (with 50-60 from the University). They use at least 50 students. They have 55 teams attending and two game fields. 37 teams competed in BEST award. They make cash by selling lighted trinkets / swag, etc. It's a very theatrical event. Two large screens (\$50K). Bleachers are all around the floor, so the capacity is quite large. Pit tables don't have power, but a power station is in the pit that is shared by all teams. Music – often loud, but not over 75 decibels. They encourage students to use Social Media. The Regional program is fancy, color, tri-fold – very nice. No roll call of teams, but a parade of teams. Lunch break on Sunday. Teams “stake out” a space for their teams – decorate it, etc. All hub directors (25-30 people) were invited to a very nice Hub Director's meeting Saturday night. They met many BRI people. Jose advises we learn to involve more MSU Denver students. We may recruit from the Event Planning class.

8. Fundraising Committee Report – Lois Walton – no report this month

- a. Boosting BEST Thursday, Feb 25, 2016, 6PM – 9PM at Builder's Appliance Center – same location and time. Combining with Front Range BEST. Looking for auction items. Looking for video or marketing presentations – Tami asking for teams to submit their videos. Cash and carry for items up to \$20 (no auction) with cash registers staying open through the evening for those items. Bid sheets will include the ability to pay a certain amount and shorten bid process (like eBay Buy it Now). DSST Byers planning to attend from RM BEST & a BEST award team from FR BEST. The plan is to use the new donor management software at the event to track donors and donated items.

9. Asset Management Committee Report, Carolyn Bauer, Committee Chair – no report this month

- a. Request for review of revised Kit Loan Policy and form. **Action**
- b. Carolyn will send out the form and request feedback by Tuesday. She'll then start to create the first draft of the Kit Grant Policy and Form with help from the Asset Management team prior to submitting it to the BOD for review / feedback. Action already exists.

10. RM BEST Hub Program Status – Carolyn Bauer

- a. Potential space issue. 999 Vallejo may not have space for field setup in 2016. Water issue appears to be resolved. It is possible MSU Denver will have space for us – which would be very helpful. **ACTION** Jose to follow up with MSU Denver POC.
- b. Jose requests we find someone to replace him in School Recruitment for the hub competition.

11. New Hub Development Program– OPEN

- a. Pikes Peak BEST
 - i. Kat is having trouble getting volunteers, so Jose is sending out contact info to Kat and plans to visit orgs in Colorado Springs to start the recruiting efforts there. He'll focus on military orgs, aerospace companies, etc.
 - ii. Jose and Kathy will visit Kat to discuss status and potential solutions to hub startup issues.
 - iii. Kathy working with Janne Ackerman regarding MDA grant to buy kits for this hub, since there is an MDA grant in CS, with MSU Denver submitting the request in April. MSU Denver seems receptive to applying for and submitting this grant to provide Kits for Colorado Springs hub.
 - iv. Kathy suggested we could consider making PP BEST a program of RM BEST until they become their own 501(c) (3).
 - v. MSU Denver could reach out to Colorado College to partner on the MDA grant. Kat is a CC alum.
 - vi. Kat scheduled two meetings

1. Steering Committee Meeting - Saturday, November 14 at 2pm - with only one attendee
 2. Pikes Peak BEST Winter Exhibition Match - Saturday, January 16 is planned – with Colorado Springs teams doing a scrimmage.
- b. NE Colorado. The group in Julesberg (BOCES – which provides services to a collection of school districts) seems to be gelling as a potential new hub. Our teaming partner (Mike Sullivan, Sedgewick County Economic Development) is very engaging. Kathy anticipates they'll submit an application to BRI as a new hub. Kathy has visited twice and took the DSST Byers robot and it was a very helpful recruiting tool. They met with superintendents from 13 districts. Typical district is one school is a district. Dena Palser also attended. Hardcopy of presentations is required and you cannot make them there. There is very little technology in the buildings / districts. They are all interested in bringing the BEST program to their districts. All students are bussed to / from school. Everyone is a farmer / rancher. It will be a challenge to get parent support. They spent lots of time with students. Students were excited and were asked to recruit their parents. Kathy will return January 7, 2016 when BOCES will have a vote to support the hub application. Kathy will suggest they write a letter of intent to BRI and submit it prior to the January 15, 2016 New Hub Application submittal deadline. The New Hub Application will come from the Sedgewick County Economic Development organization.
 - c. Sandra (MSU Denver) is encouraging St. Vrain Valley School District to become a hub. **Action** – Kathy / Carolyn to respond to Axel's list of questions about hub requirements made via email.
12. Regional Championship Program – Kathy Geise
- a. **Application due mid-January, 2016 ** 33 days and counting ****
 - b. Kathy asked Sandra and Jeff from MSU Denver to submit the application on MSU Denver letterhead. Jose is helping with the list of leadership team, including position descriptions. MSU Denver, Jose, Kathy are collectively writing the application.
 - c. Kathy may attend the annual in-person BRI BOD meeting Fri-Sun, January 29-31, 2016. The New Hub and Regional Applications will be on the agenda. She notes there is a new position on the BRI BOD representing Regional Championships.
 - d. There should probably be monthly meetings of the Regional Championship Steering Team to plan the Regional Championship. Kathy / Jose to start to gel the concept of who should participate, when and where. Tim suggests a workshop after the application is submitted to focus the group.
13. Outreach Program Report – Lori Lazuk, Kathy Geise – no report included this month
- a. Colorado Science Conference was Nov 19 – 20. Lois, Lori, Tami attended. We may take a larger presence next year if we have the manpower to do it. They're willing to accept an article from us – it may help find new schools. Good timing would be 1st quarter of the year – explaining there are new hubs and how to sign up.
 - b. Colorado Space Business Roundup at DMNS Dec 9 –Jose and Kathy attended the Colorado Space Roundup 12/9/15. There was some discussion about how BEST can support STEM initiatives in Colorado. Jose found someone who might be interested in being the Head Judge and he will follow up. **ACTION** Jose to follow up with many key people he met to see if they can participate in BEST. Kathy to follow up with a potential fundraiser.
 - c. Upcoming events – RATH is in April and we're recruiting teams to participate.
14. New Business:
- a. Mentor request for Simulink training – Carolyn reported the request that occurred at training. She reports Joel from FR BEST created a presentation and will share it. There is online training available and Simulink will support teams.
 - b. Concerns about Regional Championship scoring changes – Carolyn led a short discussion about score sheets.
 - c. Discussion of Donor/Event Management Systems – Lois has had 4 organizations contact her about Donor / Event Management. Two were expensive. She is interested in two – Neon CRM and LGL (Little Green Light). They offer similar tools / capabilities. Lois thinks LGL will provide what she needs and is cheaper (\$39/month). She can download it through Tech Soup for the entire year for \$40. Data can be imported / exported via spreadsheets, so changing to another tool later should work okay. **Lois made a motion to purchase LGL as our Donor / Event Management Systems software starting immediately in preparation for**

Boosting BEST in February, 2016. Carolyn seconded and the motion passed. ACTION Jose will give her info about how to download from Tech Soup.

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 6:00 PM and adjourn by 8:45 PM. Committee reports are not submitted for conference calls.
 - i. January 14, 2016
 - ii. February 11, 2016 ****CALL****
 - iii. **March 10, 2016 **Annual Meeting 5:30 PM****
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
 - i. Dec 8 (rescheduled and combined)
 - ii. January 28?

17. Action Items for discussion

| Assigned | Due | Action | Status |
|------------|-----------------|---|---|
| 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. | |
| 3/19/15 | 1/14/16 | 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 | 1/14/16 | 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 | 1/14/16 | Steve to email Lois names of other companies who manage auctions. Fundraising / BB committee to investigate for 2016 Boosting BEST | |
| 5/14/15 | 1/14/16 | Steve will investigate what other companies use Benevity to do gift matching | |
| 5/14/15 | 11/12/15 | Kathy will pursue how to position ourselves in Colorado for robotics being part of league play, as it is in Texas. | Kathy to follow up with Melissa Ingalls |
| 5/14/15 | 1/14/16 | Steve will investigate cloud storage options in addition to Dropbox. | |
| 5/14/15 | 1/14/16 | Kathy to contact New Hub Development POC to discuss exit interviews about why hubs left BEST. | |
| 8/13/15 | 1/14/16 | Carolyn to send list of tools available to be donated to schools to Jose for inclusion in teacher newsletter. | |
| 9/17/15 | 12/15/15 | Kathy to submit Grant report for Verizon Foundation Grant. The grant proposal can be found in Dropbox / Rocky Mountain BEST Grants / Verizon Foundation. | Status. Kathy / Linda K working on report and will submit by Dec 15. |
| 10/08/15 | 1/14/16 | Kathy to contact references from Dan Thurlow for Grand Junction BEST teaming partners. | |
| 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. | |

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| 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 | 1/14/16 | Kathy 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 | 1/14/16 | Lois to contact Shannon Ragland and invite her to a January Board and or Steering Team meeting. | |
| 12/10/15 | 1/14/16 | Lois to clarify the fundraising expense presented at the December BOD meeting. | |
| 12/10/15 | 12/25/2015 | Jose to send cost of software licenses to Carolyn for hub budget. | |
| 12/10/15 | 1/14/16 | Kathy to add computers to the regionals planning documents. | |
| 12/10/15 | 1/14/16 | Kathy to investigate who can do a cost-effective audit in 2016. (Planning is to select the auditor by April for the audit in June or July.) | |
| 12/10/15 | 1/14/16 | Kathy/ Carolyn / Lois to update year-end review presentation and await BOD approval in January. | Status: Volunteer info is correct. |
| 12/10/15 | 1/14/16 | Jose / Kathy to recruit a student to attend the January BOD meeting in preparation to discuss her being on the Board and the student volunteer coordinator to get MSU Denver student participants. | |
| 12/10/15 | 1/14/16 | Jose to recruit the MSU Denver student AIAA chapter president to attend the January BOD meeting in preparation to discuss his being on the Board. | |
| 12/10/15 | 1/14/16 | Kathy / Carolyn to recruit a current BEST volunteer to attend the January BOD meeting in preparation to discuss his being on the Board. | Status: invitation sent and accepted |
| 12/10/15 | 12/31/15 | Carolyn to update and request review of revised Kit Loan Policy and Form and approval via email. | |
| 12/10/15 | 1/14/16 | Jose to follow up with MSU Denver POC regarding potential space for our kits and workspace. | |
| 12/10/15 | 1/14/16 | Kathy / Carolyn to respond to Axel's list of questions about hub requirements made via email. | |
| 12/10/15 | 1/14/16 | Jose / Kathy to follow up with many key people they met at Colorado State Business Roundtable (including potential sponsor). | |
| 12/10/15 | 12/31/15 | Jose will give Lois info about how to download from Tech Soup so she can download LGL. | |
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Respectfully Submitted,
Carolyn Bauer
Secretary, Board of Directors