

**Rocky Mountain BEST Board of Directors
(Boosting Engineering, Science and Technology)
Daniels Fund, 101 Monroe St, Denver, CO 80206, Room 139
Thursday, 12 January 2012 @ 6:45 PM**

MINUTES

Kathy Geise	y	Lois Walton	y
Tim Bouvia		Carolyn Bauer	y
Jose Lopez	y	Linda Scott	y
Judy Tumlinson - guest	t	Rick Dinsmore	y
Dick Tumlinson - guest	t	t=joined via telecon	

Teleconference Information

Moderator logs on as kmgeise@q.com; password hint is r..7
<https://www3.gotomeeting.com/join/770373174>

Use your microphone and speakers (VoIP) - a headset is recommended.

Or, call in using your telephone. Dial [+1 \(773\) 945-1032](tel:+17739451032)

Access Code: 770-373-174

Audio PIN: Shown after joining the meeting

Meeting ID: 770-373-174

Kathy called the meeting to order at 7:10 (after starting the gotomeeting event on Linda's computer).

1. **Review Agenda** – We discussed the agenda and rearranged items to suit our priorities.
2. **Approval of previous meeting minutes** – **Carolyn made a motion to approve the 9/15/2011 Board meeting minutes. Jose seconded the motion and the motion passed.**
3. **Treasurer's Report** – Lois provided via email the end of December statements from the accountant, including Balance Sheet and Profit and Loss statement. It includes actuals, budget, and over/under budget. **Rick made a motion that we accept the end of December Treasurer's report as provided by Lois with the modification of changing the name of the category called Board Costs to Operating Expenses for 2011, because the costs are not really Board Costs. Carolyn seconded the motion and the motion passed unanimously. (For 2012 we have created new expenditure categories and will build a 2012 budget using the new categories.)**
4. **BOARD membership** – **Carolyn made a motion that the RM BEST BOD asks Rick Dinsmore to become a director, filling a term that begins immediately and ends March 2013. Linda seconded the motion and the motion passed unanimously.** This term means 3 directors end terms in March 2012 and 4 in March 2013.
 - Kathy explained that Rick will continue his role on the Fundraising Committee, focusing on corporate sponsors.
5. **Carolyn made a motion that we schedule the quarterly Board meetings in January, April, July, and November, moving the Board meetings to the 3rd Thursday of the month. Meetings to be held at the Daniels Fund at 6:45 & end at 8:45. Additionally, we**

need to have our annual meeting as a telecon on Sunday, March 18 at 7pm – via a gotomeeting. Lois seconded the motion and the motion passed unanimously.

We recommend the Steering Team move the Steering Team meeting to the 4th Thursday of each month as their normal schedule.

6. **Grant status** – Jose explains that he plans to focus on Grants, working primarily with Alyssa at Metro. He provided this status.
 - We didn't get the NSF ITEST grant and are disappointed that it wasn't even reviewed. We'll resubmit with Rich Pozzi's role being bigger. Alyssa explained that it's not unusual to resubmit to NSF multiple times before receiving a grant award.
 - Alyssa is working on grants for us pro bono on 2 grants.
 - Alyssa is working at Metro on 3 grants – each \$2-3K.
 - Jose will ask Alyssa about submitting a NASA grant.
 - Jose & Carolyn will update and resubmit the Lockheed Martin grant.
 - Carolyn reminds us we have paperwork to update and submit to Alyssa. Most of the tasks are to be done by Lois and some from Carolyn
 - Linda updated us on a grant she was asked to submit to Raytheon Aurora for \$2.5K. She and Carolyn have been working the original draft and she'll send it out for review, asking for redlines by next Wed. She'll have Alyssa review it prior to submittal.
7. **Fundraising Committee report** – Kathy
 - **Corporate Campaign subcommittee** – Rick
 - Rick has just received the 2012 Book of Lists and is requesting we continue to pursue those companies. Follow up is important. We agreed to budget \$100 to get the list in digital format to facilitate our work on the list.
 - He asked us to follow up with contact with people on our list to start to build a relationship that might end in sponsorship.
 - Rick made a motion that we do what we need to do to be in a position to apply for the Colorado Gives Day. Jose seconded the motion and Lois will re-investigate the issue.
 - Dick discussed conversations he has had with Kerwin Lumpkins, a mentor with ThunderRidge High School and a Jeppesen employee. Dick is continuing to pursue Jeppesen to see if we can get mentors and more funding than the \$1K that we received in 2011.
 - Carolyn is attending the Colorado Robotics Association breakfast tomorrow (Friday). The topic of the meeting is how they can help one another. Carolyn will discuss RM BEST again and request their mentorship and possible sponsorship.
 - **Boosting BEST Event – 3/29 at Builder's Appliance Center**
 - i. **Kathy is looking for an event lead for this event!**
 - ii. **Everyone needs to communicate this to their friends and family & obtain items for the silent auction.**
8. **Communications etiquette** – Tim emailed a document from Raytheon that is full of useful information about when to use which types of communication (Email, phone, IM, in person, etc.). We agreed it was a very useful document and that we would all read it and do our best to assimilate those behaviors into our business practice.
9. **Policies & procedures** – Carolyn explained we need modifications to and / or new policies for these topics.

- **Budget and Purchase Policy mods.** Carolyn has emailed a modified (ver02) document to include a better description of our budget process, 501(c) (3) status, use of bank and credit cards, etc. She has received some feedback and will incorporate it and mail the policy to the board for an on-line revision / approval. We intend to complete this prior to the next Board meeting.
- **Consent and Release Policy implementation** (forms from volunteers). Carolyn has discovered that we're not correctly implementing this policy regarding gathering forms for all volunteers. The Steering Team will manage this – probably the Volunteer and Event Committees.
- **New Policy - School Signup Policy.** Jose agreed to write the draft of this policy that will explain the process / procedures for signing up schools for our Hub Events. Steering Team will forward their recommended version to the board for approval / signature.
- **New Policy - Homeschool Policy.** Carolyn agreed to write the draft of this policy that will explain the process / procedures for accepting home schools into our Hub Events. Steering Team will forward their recommended version to the board for approval / signature.

10. BRI Organization Issues

- BRI organizational structure – Kathy led a conversation about our required communication / attendance at BRI meetings.
 - **Hub Council & Hub Director.** Jose has been our Hub council representative and wants to be relieved of this duty. Kathy has been a Co-Hub Director and wants to be relieved of this duty. **Carolyn made a motion that:**
 1. **We accept Jose's resignation as Hub council representative; Linda will replace Jose as the Hub Council representative.**
 2. **We accept Kathy's resignation as Co-Hub Director; Jose will look for a Co-Hub director and communicate his selection to the board.**
 3. **Jose will continue as the Hub Director; normally Carolyn will attend the BRI meeting in April at the Prototype Game Kickoff event, as Jose's proxy.**

Rick seconded the motion and the motion passed unanimously.

11. Committees of the RMB Board

- **Diversity.** Linda made a motion that she creates a diversity committee and will be the chair. She will work with Art's Raytheon Hispanic group and with Dave Dominguez at Metro. Lois seconded the motion and the motion passed unanimously.

12. New Business

- Audit for 2011 - Table to annual BOD meeting.
- **Lois made a motion to purchase online QuickBooks at a cost of \$12.95/month, so she has access to inputting and reviewing financial data. Rick seconded the motion and the motion passed unanimously.** Lois will put that item in the 2012 budget.
- **Rick made a motion to purchase the Denver Business Journal Book of Lists in digital format at a cost of \$100/year to the budget. The list will facilitate corporate communication / fundraising. Lois seconded the motion and the motion passed unanimously.** Lois will put that item in the 2012 budget.

13. **Postponed Business.** We didn't have time for discussion on these topics, which have been brought into these minutes from 9/15/11 meeting minutes.

- Fundraising Committee meeting
- Strategic planning
- Discussion of new hub in Colorado Springs or elsewhere
- Reorganization
- Data security issues
- Google group for BOD / Steering Team
- New Website

14. **NEXT MEETING (DATE and LOCATION)** – Meetings will typically be held at The Daniels Fund, 101 Monroe St, Denver, CO 80206, from 6:45 PM – 8:45PM. We must be out of the building by 9pm.

Upcoming Board Meetings:

- Quarterly board meetings will typically be on the 3rd Thursday of January, April, July, and November
 - **ANNUAL meeting, Sunday, March 18 @ 7pm.** Meeting will be done as a telephone gotomeeting, which Kathy will set up / initiate. The agenda will include board elections, audit, and other items as suggested.
 - Thursday, 4/19/ 2012 @ 6:45 pm
 - Thursday, 7/19/2012 @ 6:45 pm
 - Thursday, 11/15/12 @ 6:45 pm

Upcoming Steering Team Meetings:

- Monthly Steering Team meetings will typically be held the 4th Thursday.
 - **Thurs, 1/26/12, 6:45pm**
 - **Thurs, 2/16/12, 6:45pm, Rm 127 (4th Thursday not available)**
 - **Thurs, 3/22/12, 6:45pm, Rm 137**

○

The meeting adjourned at 9:45

Respectfully submitted,
Carolyn Bauer
Secretary, Rocky Mountain BEST