

**Rocky Mountain BEST Steering Team
(Boosting Engineering, Science and Technology)
Daniels Fund, 101 Monroe St, Denver, CO 80206, Room 139
Thursday, 26 January 2012 @ 6:45 PM**

Jose Lopez	y	Rick Dinsmore	y
Kathy Geise		Chuck Powell	
Carolyn Bauer	y	Art Silva	
Lois Walton	y	Teri Eichman	
Dick Tumlinson	t	Scott McEwen	
Judy Tumlinson	t	Tim Bouvia	y
Linda Scott	y	Lonnie Garcia-Silva	
Patrice Smith		t = telecon attendee	

Jose called the meeting to order at 6-45, including a GoToMeeting as follows:

Teleconference Information.

Linda Scott was the moderator and logged on as kmgeise@g.com; password hint is r..7
<https://www3.gotomeeting.com/join/538200718>

Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. (630) 869-1012; Access Code: 538-200-718. Meeting ID: 538-200-718

- 1. Approval of last meeting minutes – Carolyn made a motion that we approve the October 5, 2011 Steering Team Meeting minutes. Rick seconded and the motion passed.**
- 2. Review of Treasurer’s Report.** Lois explained that she had provided via email the end of December statements from the accountant, including Balance Sheet and Profit and Loss statement to the Board earlier in January. The Board approved the Treasurers report with some modifications, which are in the process of being made. It’s almost complete for the end of 2011 work to prepare for being sent to an auditor.
- 3. Budget.** Lois needs input from all committee chairpersons ASAP for the 2012 budget. Carolyn will create a Google group for the committee chairpersons to facilitate the request. Lois will email a request for input to chairpersons – asking for input by Feb 9 for the Feb 16 Steering Team meeting.
- 4. Announcements**
 - Jose thanked everyone for a great 2011 Competition!
 - Jose requested we review lessons learned at the end of the agenda (from 2010 and 2011).
 - Jose will start sending emails to schools at the end of January. First he’ll invite schools who have competed or contacted him previously; then other schools 5 days later.
 - Kathy is attending the BRI Organizational meeting in Dallas, TX Jan 27-28, 2012 as our hub representative.
- 5. Priorities.** We reviewed these priorities. Some issues are discussed in other places in these minutes. .

- 1) Fundraising & Recruitment of Sponsors– This is a continuing effort. Rick suggested everyone try to help do fundraising. Kathy is the Board’s Fundraising Committee Chairperson.
 - a. Boosting BEST Event is 3/29 at Builder’s Appliance Center, starting at 6pm. We request that everyone obtain items for the silent auction AND invite your friends and family to the event.
- 2) Obtain Facilities – **See below**
- 3) Budget and schedule –
- 4) Purchase equipment
- 5) Recruit volunteers

6. Activities & Events Schedule – Rich Pozzi and Jose went to see the volleyball coach and established contact. Jose reserved all Saturdays in October for the Game Day Competition, but the volleyball team has priority for the venue. We are waiting for the volleyball schedule and expect it by the end of February. (Plan B in 2011 was to have the Game Day Competition at Metro on a Sunday, rather than a Saturday.)

- Additionally GMHS has offered their facility.
- Denver South has offered their facility to us for Kickoff. It is more centrally located and larger. They have 2 gyms. Jose will ask Scott to go check it out from a Venue subcommittee chair perspective. Jose sent an email with information about what South can offer, including the cafeteria.

2012 Competition Dates & Locations

None of these dates / venues are confirmed at this time!

Kickoff Date / Location	Practice Day / Location	Competition Date / Location
Sat, 9/?? @ 1pm @ Denver South High, Denver	Sat, 10/?? @	Fri, 10/ ?? – BEST Presentations & Sat, 10/??@ Auraria Campus Events Center,

7. General Issues:

- **Do we want to rotate Kickoff around different schools?** Jose likes the concept of rotating Kickoff and maybe Practice Day to venues throughout the metro area. That way it doesn’t appear that we’re showing favoritism to any particular school.
- **Are we going to attempt going to a Mall on Practice Day?** Probably not for now. The largest mall is Town Center at Aurora and it is too small to host 20 teams.
- **Should Kickoff and Practice Day be 2 different places?** It’s easier to return to the same venue, if the schedule works.
- **Communication during meetings.** It’s difficult for people who call in to hear and be heard. We believe our current polycon is too small for the number of attendees. Rick will research polycons to see whether he can find a larger / more industrial one at a reasonable price.
- **GoToMeeting Setup.** Tim agreed to be responsible for setup / run of the web-based meetings. Rick believes this service should be free or cheaper since we’re a 501(c) (3). Tim will follow up on this.
- **Communication Discussion.** Tim reminded us that we’re overloading people with emails and suggests we target our communication to the people who need to hear the information from us, not everyone.

- **National Kit Committee.** Rick reports that there is much happening at this time. They're concerned about the VEX motors failing. They're stress testing them right now and are wondering whether they should move to Globe motors. They'll show VEX the testing data and will await a response.
 - **Video.** Our 2011 video should be done soon. It will be put onto the website and copied. Rick will make digital copies. Carolyn will contact Audrey to ask for status and will discuss which sponsors should be included in the video.
8. **Policy discussion.** The Steering Team recognizes that policies are approved by the Board, and that the Steering Team's input is critically important especially on game-related policies.
- **Updated Policy:**
 - **Budget & Purchasing Policy.** Carolyn is leading this update. She reports that most modifications have been made and that she's asked for review / input from Art, Judy and Scott in addition to the board. The Board will approve and distribute the new policy soon.
 - **New Policies:**
 - **School Sign up Policy.** Jose is leading the creation of this new policy. He has included almost all suggestions and will complete the task soon. Because the draft includes a discussion of forms to be signed by teachers / schools, Carolyn requests Jose create the forms before he requests the next review. Jose will ask Chuck and Teri to review the policy draft.
 - **Home School Policy.** Carolyn has input from Tim and from a meeting with a Wichita Homeschool principal. She'll work on the draft of the policy soon.

9. Committees Reports

[Fund Raising](#); **Kathy Giese.** Rick brought us up to date with some status. We're gaining momentum on fundraising and expect sponsorship from Jeppesen, Raytheon, SM Energy, Stellar Solutions, Scitor and Noerr. He will get the digital version of the Denver Business Journal Book of Lists and will resend the list to us soon for our Corporate Campaign. He requests we work our portion of the list. Jose is working contacts at the Colorado Space Roundup & the AF Space Command Industry Day. Dick reminds us that often it's "who you know" that impacts your ability to successfully fundraise. We need to stay coordinated with our efforts – and for now the best we can do is via email. A coordinator would be helpful. This is a team effort and we're working well and with Alyssa from Metro to on grant proposal. She has one to the Dillon Foundation in process. Alyssa helped. Linda / Carolyn with a recently-submitted Raytheon proposal. Jose / Carolyn will work LM proposal. Linda / Carolyn will work Boeing proposal.

[School Interface](#); **Chuck Powell.** Nothing has been started yet this year.

Dick suggested we help teams upload information to the robotevents.com website if BRI doesn't change the use of that website. Linda can help with it, if necessary. The BRI website needs to have correct demographic data for BRI and for RM BEST.

Carolyn updated the demographics data in a local spreadsheet for 2011 – with help from teachers and Dick. The BRI website data isn't complete.

[Volunteer Interface](#); **Lois Walton/Linda Scott.** Nothing has been started yet this year. Lois wants to contact corporations for mentors much earlier this year. She should start soon. We will plan a Raytheon brown bag presentation with Tim's help.

Lois reminded us that we have new volunteers listed in a spreadsheet she sent recently. Lois suggests Committee Leads contact those people!

We need a better description from committee chairs about what kinds of volunteers we need. We need more people to participate throughout the year. Jose suggests we bring a new volunteer to the next Steering Team meeting.

Linda offered to co-chair this committee with Lois.

Events; **Judy Tumlinson**. No meeting yet this year. Judy is concerned that some people are getting burnt out because they have too much work to do. She'll try to resolve those issues in her committee.

Venues subcommittee – **Scott McEwen**. Scott is the new lead for this subcommittee.
Publicity sub-committee – **Teri Eichman**.

Game; **Carolyn Bauer**.

- The 2012 game is called WARP XX and is space-related. Game rules should be posted by February 25, 2012.
- Rick plans to attend the 2012 Prototype Kickoff, March 3, 2012, 1:00pm – 4:00pm, Texas Instruments – Forest Lane, 12500 T I Boulevard, Dallas, TX 7524. This will help give him a head start on the prototype robot for Kickoff.
- Carolyn & Lois are planning to attend the Prototype Game & BRI Annual Organizational Meeting, Friday - Sunday, April 27-29, 2012, Texas Instruments - North Building Cafeteria, 13532 North Central Expressway, Dallas, TX 75243. Prototype game will be on Saturday. The BRI annual organizational meeting is mandatory for hubs. Hubs must send at least one representative to these meetings.
- Rules and Prototypes; **Ted Shin / Rick Dinsmore**. Coming soon!
- Game Floor; **Art Silva**. Carolyn requests people assist Art in taking the field apart at Club Workshop. Please leave Yellow Game Field Pieces intact for display at Club Workshop.
- Kits subcommittee; **Carolyn Bauer**. Carolyn reports the committee is communicating with teachers about kits received and / or not received and is starting to inventory Returnable Kits. Testing of hardware will come later.
- BEST Award – **Dick Tumlinson** – Nothing to report at this time.

10. 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 8:45

Lessons Learned (Written by Jose Lopez 17 Dec)

These are some of the things I believe will give us a better game next year:

1. Get all the teams to the main area before the flag ceremony.
2. We need to control traffic in front in front of the projection screen.
3. We need breaks every couple of hours. This will be critical with more teams.
4. We need to turn off the projection screen BEFORE we have the final scores. That way we can increase the tension and therefore the jubilation in announcing who won.
5. We need to project the winners name on the screen as they are announced. This is easily done with PowerPoint.
6. We need a better winner announcement process. Rich Pozzi mentioned he was not sure how it was going to happen.
7. Also project the awardees' name and company.

This is what I thought went very well:

1. Carolyn narration was superb.
2. Projection system and score board.
3. The schedule was super.
4. We got many complements on the organization and people were surprised it was our first year.

Below are some thoughts for the future that we need to plan for.

1. We will probably need to start earlier with 24 teams if we want to end up by 5PM.
2. We need a storage area at Metro.
3. How do we handle more teams?
4. Team control in rear area – But do we really need restrictions for the team members? There was plenty of space. I can see observers been declined access, but team members?

Lessons learned (Jose Lopez 18 Jan 2011).

1. Need to get gym very, very early.
2. We need 15 minute breaks through the game.
3. Kickoff Pit Nazi's not dependable.
4. To increase visits to the BEST Award booths, booths should be nearer the entrance and not in a back room.