

**Rocky Mountain BEST Steering Team**  
**The Daniels Fund**  
**101 Monroe St, Denver, CO 80206**  
**Thursday 16 Feb 2012 ( 6:45 PM – 8:45PM)**

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

**Jose called the meeting to order at 6:48, including a GoToMeeting as follows:**

Teleconference Information.

Linda Scott was the moderator and logged on as [kmgeise@g.com](mailto:kmgeise@g.com); password hint is r..7  
<https://www3.gotomeeting.com/join/110799838>

Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. (213) 289-0010; Access Code: 110-799-838. Meeting ID: 110-799-838

- 1. Approval of last meeting minutes** – Judy made a motion that we approve the January 26, 2012 Steering Team Meeting minutes. Linda seconded and the motion passed.
- 2. Comments on Treasurer’s Report** – No updated report was available, and no questions were made.
- 3. Budget** - Lois sent out the budget earlier in the week. We specifically went over the last page of the Income budget and answered questions. We discussed other items as questions were raised, and Lois will incorporate comments. Steering team recommends forwarding to the board.
- 4. Announcements & Short discussions – Jose**
  - a. School recruitment report** – 25 schools have signed up. Jose will send out. Jose gave statistics from last year and this year so far. Table of statistics is at the end of this report.
  - b. Denver South visit by Jose, Scott & Judy report** This report found under events team report
  - c. Please have email discipline!**
  - d. Please have comment discipline!**
  - e. Video status** – Kathy working on getting to You Tube first and then to web site. Kathy is having trouble getting to You Tube. Lois will contact the media folks to tell them to cut 100. Will have them in a week? Kathy has one for Judy and one for Dick who had asked for them.
  - f. Fund Raising**
    - The Boosting BEST fundraising 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. Kathy offered a challenge. Kathy will match any \$ that we make at this fundraiser. Any entrance fee, any auction item, etc. Need to grow the fundraising event. Need all the volunteers to really work at this. Any money raised at the event will be matched \$ for \$. Please come! Or send a donation. Any money associated with the event will be matched, so if someone donates ahead of that night or on that night and references Boosting BEST, that donation will be matched.

- Don't need an audit this year (Alyssa indicated this).
- Jose talked about grants. The Dillon application has been sent out. Lockheed Martin is in process. Jose doesn't know where it is at. Linda thinks comments went to Alyssa. Anyone applying for a Grant needs to send it to Jose who will send to Alyssa if we want her to review. Jose is coordinating all grant applications and keeping Alyssa from being overwhelmed. Raytheon grant application has been turned in. Grant coordinator (Jose) will send as a cc to folks who want to see a grant application before it goes out the door. Process is as follows: two people write a grant application, get the reviews done, then send to Jose who distributes for one last review to those who want to be involved prior to submitting. If a director wants to be included in review, then they will be included in the cc.

**g. 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. Carolyn sent this one out for final review today. Will pass on to board for their approval. Jose had one question/comment which he will forward with his reply. Linda indicated she thought that our Tax ID should not be in the text of the Policy.
- **New Policies:**
  - **School Sign up Policy.**
  - **Home School Policy.**

**h. Lessons Learned Included here, but not discussed on 16 Feb meeting. (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.

**5. Priorities – NO Change – for information only**

- 1) Recruitment of Sponsors – continuing effort
- 2) Obtain Facilities – **See below**
- 3) Budget and schedule –
- 4) Purchase equipment
- 5) Recruit volunteers

**5. Activities & Events Schedule – NO Change – for information only**

Rich Pozzi and Jose went to see the coach and establish contact. Jose reserved all Saturdays in October. Dick had suggested saving dates in Oct-Nov rather than all four weeks in Oct. BUT volleyball team has priority. We are waiting for their schedule. Kathy was given action to give Jose the possible dates for Metro within a day or two. Dick suggested a Saturday at a high school instead of Sunday at metro (if can't get the Saturday) Kathy suggested our media

coverage may had been better on Sunday than Saturday. Tim indicated that based on last years participation on a Sunday, that we are probably fine with a Sunday game day, if that is what is required. Tim pointed out that we need to keep in mind that we want to strengthen relationship with Metro, and the collegiate aspect of Game Day is very important.

### 2012 Competition Dates & Locations (not yet confirmed)

Kickoff Date / Location	Practice Day / Location	Competition Date / Location
September 15th Denver South HS	October 20th Green Mountain HS	October 27th Metro

## 8. Committees Reports

School Interface – **Chuck Powell** – No report from Chuck.

Volunteer Interface (VI) - **Lois Walton and Linda Scott** – Committee has grown... have three members now. Lois and Linda are Co-chair, and Colleen Lindauer has joined their team. Colleen has a strong contact (brother) at Air Force Academy. She hopes to get Colorado Springs mentors. We want her brother to meet Dr. Crisler and perhaps they can work together. Linda says that she will talk to Colleen to coordinate the right time for her brother to meet Dr. Crisler because she hasn't even talked to her brother yet. VI is meeting every 2 weeks via telephone. Want to know what kind of volunteers we need. Right now we are seeking help for event and game floor committees and working on getting mentors. Tim will do Raytheon brown bag if we give him a list of roles that we are trying to fill. VI will put together a package before he does it.

Events - **Judy Tumlinson** –

Venues – **Scott McEwen** – Judy, Scott and Jose went to South. Nice facility. Jose says the facility is bigger than GM. We would have the whole gym, another gym, the auditorium. Also could supply food from vendors in the cafeteria. It is a really good location. Everyone they met with was excited to have us come there. The only date restriction is homecoming and the school does not know when homecoming is. Jose committed to Kickoff at that location. Judy is breaking down the team to sub teams and would like to get more folks in charge of their part. Green Mountain would like to host something one more time. Their homecoming is September 15. Judy would like to honor Green Mt. request, since they helped us out last year by providing a venue for kickoff and practice day at the last minute. Dick asked about Colorado Springs for an event. Jose said it was too far and our volunteers would not go. Kathy indicated we need to keep an open mind about helping Colorado Springs teams out by having something there. Jose suggested we hold a teacher institute there. Jose also suggested that Dr. Crisler indicated he would help by getting a venue for us, and Jose would like us to keep that in mind. Furthermore, we discussed whether to use 3 different venues vs. 2. Judy would like to use Green Mountain for one of Kickoff or Practice day to acknowledge that they helped us so greatly last year, and use South Denver for the other. Jose may have committed us for Kickoff at South, with the provision that it not fall on their Homecoming weekend.

Judy asks when we are planning to have Teacher Institute... first week in August?? Will talk to Chuck for the dates. Tim suggests Tues/Wed instead of Mon/Tues for the Teacher Institute, since some people (including Tim) like to take long weekends in the summer. We will ask if August 1st and 2nd are okay. Two days seems to be the best idea so that teams can have more training to get their teams up to speed. We may consider holding TI in two different places... one Denver metro, one Colorado Springs. Challenger center is a big backer for Shades of Blue. Jose doesn't want us to go check on Colorado Springs unless Dr. Crisler (USAF STEM) provides the funds. We will give Jose time to work on it. Plan for two days for Teacher Institute. Scott will find the Denver venue for TI, but hold off on a Colorado Springs venue.

We also discussed trying to augment TI with more focus on software which might be held at a separate time.

**Publicity sub-committee – Teri Eichman –**

Audrey Strong is willing to help to do PR for a fee. Scott also has someone who he will talk to.

**Game – Carolyn Bauer–**

- The 2012 game is called WARP XX and is space-related. Game rules should be posted by February 25, 2012.

**Rules and Prototypes – Ted Shin / Rick Dinsmore**

- Rules and Prototypes - Rick Dinsmore. Rick has signed up for the 2012 Prototype Kickoff, March 3, 2012, 1:00pm – 4:00 pm in Dallas. This will 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 in Dallas. Prototype game will be on Saturday. They will attend the BRI mandatory annual organizational meeting, representing our RM BEST Hub.

**Game Floor – Art Silva**

- The 2011 game field has been taken apart and anything potentially useful has been stored at Club Workshop for use in the 2012 game field. Jose indicated he thought we talked about donating it to a team, but it's too late for that.

**Kits subcommittee – Carolyn Bauer**

- The kit committee is inventorying all the kits that have been received and will continue to follow up with teachers for kits that have not yet been returned. When the inventory is complete, they will begin hardware testing, using the files /procedures received from OK BEST in 2011

**Best Award – Dick Tuminson** Nothing to report at this time

## 9. Action Items -

- Kathy to give the possible Kickoff dates to Jose so that he can reserve dates 6 weeks later with Metro.
- Tim to talk to Kevin Barrett about helping port the web stuff.
- Jose to see if there was a fee for the Saturday use of classroom for marketing presentations. It was one of Rich Pozzi's classrooms, but need to know if there should be credit to Metro for that In-Kind donation, and if so, what should the value be.
- Lois to incorporate Budget comments and send out to Board members.
- All RM BEST folks need to invite people to Boosting BEST, and also find Auction Items.
- Lois to invite all volunteers and donors to the event.
- Lois to contact Media folks to get 100 discs made.
- Other committees let Linda/Lois know of any volunteer needs.
- ? will talk to Chuck to verify dates for TI. (who was going to do this?)

**10. Meetings –** 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 2012 Board Meetings:

- Quarterly board meetings will typically be on the 3<sup>rd</sup> Thursday of January, April, July, and November
  - **Special Board Meeting, Tuesday, Feb 28 @ 6:30pm** at El Senor Sol - 2301 7<sup>th</sup> St
  - **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 2012 Steering Team Meetings:**

- Monthly Steering Team meetings will typically be held the 4<sup>th</sup> Thursday.
  - Thursday, 22 March, 6:45pm, Rm 137 at Daniels Fund
  - Thursday, 26 April, 6:45PM
  - Thursday, 24 May, 6:45

Jose's statistics are below:

2010 Teams	
Listed	12
Competed	10
Dropped	2
Colorado Springs Teams	0
Rural teams	0
2011 Teams	
Listed	35
Competed	20
Total left	15
Dropped	7
Declined	3
No Show at Kick Off	1
Left between Kick Off and Game	4
Total Left	15
By Kick Off	24
Return from 2010	7
Rural teams	1
Colorado Springs Teams Total	10
RMBEST teams attended regionals	4
2012 Teams	
New	6
Repeat	19
Total	25
Declined	1
Colorado Springs Teams	2

**Jose moved and Judy seconded a motion to adjourn at 8:33.**

Respectfully Submitted,  
Lois Walton