

Rocky Mountain BEST Steering Team
The Daniels Fund, 101 Monroe St, Denver, CO 80206, Room 137
Thursday 22 Mar 2012 (6:45 PM – 8:45PM)

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

Carolyn called the meeting to order at 7:00 including a GoToMeeting as follows:

Teleconference Information.

Scott was the moderator and logged on as kmgeise@q.com; password hint is r..7

<https://www3.gotomeeting.com/join/324759750>

Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. Dial +1 (213) 493-0601, Access Code: 324-759-750. Meeting ID: 324-759-750

1. Approval of last meeting minutes – Jose made a motion that we approve the February 16, 2012 Steering Team Meeting minutes. Lois seconded and the motion passed.

2. Policy Status

- **Updated Policy:**
 - **Budget & Purchasing Policy.** Carolyn announced Version 2 of this policy & procedure was recently approved by the Board. The file is named “**RM BEST BUDGET AND PURCHASING POLICY VER02**” and was attached to the agenda. The Steering Team members need to carefully read and review this document, because it includes more detail and some significant changes to our process of budgeting and purchasing.
- **New Policies:** These policies are in work and should probably be approved by the Steering Team– and then forwarded to the Board. These are Steering Team policies because they only apply to Hub.
 - **School Sign up Policy.**
 - **Home School Policy.**
- Jose has sent out something about policies to board members who will review. This just for info for steering team.

3. 2012 Budget - Lois announced that the 2012 budget was recently approved by the Board. The file is named “**Copy of 2012 BudgetVersion1**” and the file was attached to the agenda.

- Carolyn has a number in the cost of the game floor a little high, but Scott is working on something to keep the carpet out of the way at Club Workshop. That extra \$ will be used for that.
- If a steering team member has any suggested changes to budget any time during the year (over running, etc) please bring to attention of meeting and we will forward to the board to amend the budget if necessary.

4. **Treasurer's Report (Budget vs. Actuals)** – no updates at this time.

5. **2012 Schedule.** Tabled for next meeting.

6. **Activities & Events Schedule** – Scott provided a detailed status of the following:

Teacher Institute,

- Chuck has suggested August 6 & 7 (Monday, Tuesday) and Steering Team thinks we should go with Chuck's suggestion. The 1&2 had been suggested so that if any of the teachers / presenters were taking long weekends then it would not impact that.
- Considering same location as last year. Events Team will be talking to them soon. We need to find out if the facility is free this year.

2012 Competition Dates & Locations (RED not yet confirmed)

Kickoff Date / Location	Practice Day / Location	Competition Date / Location
Sat., September 15th Denver South HS	Sat., October 20 th , Denver West HS	Sat., October 27 th Auraria Campus Events Ctr

- **Kickoff.** South HS is confirmed for Kickoff on September 15th. Will need to figure out for sure if want to use the cafeteria at South for that day. Not sure if it makes sense. Will look into what will work for food for that day. May use it as a fundraiser. Depends on what it might cost, etc. Scott and Judy will pursue.
- **Practice Day.** Carolyn, Lonnie and Scott visited West High School yesterday and talked to Principal of the school. The location is 10 minutes from Club Workshop, and not far off of I-25. Logistics to get to the Gym are really easy. Cafeteria is close for feeding the kids. Room for volunteers close by. Events team will look into food (vendor, etc) and see if we can make some money in those transactions. Principal suggested ROTC could provide 20-30 kids to volunteer! Color guard and other. Events team recommends this venue and Steering Team agrees. Events team will lock in dates for this event.
- **Game Day.** We are confirmed with AHEC for Game day. Working on same setup as last year and have confirmed the rooms we used before. If possible we'd like BEST award booths in lobby / hallways so people visit them. If too many teams to fit in lobby, is there a better way to make sure more people get back to see the booths? Does David Klein take care of getting the room for the presentations on Friday or do we do those logistics?

7. Committees Reports

School Interface – **Chuck Powell** – Request Aug 6 & 7 for dates for Teacher Institute.

Volunteer Interface (VI) - **Lois Walton and Linda Scott** – We have not met since the last steering meeting. Colleen did have a conversation with Billy Crissler on the phone, and passed on that information to Jose who was going to pursue it. Our team is working on many action items, including a package to present at brown bag lunches, a cover letter to send to organizations to recruit volunteers and mentors. If your team has any requests for volunteers that you haven't filled, please let us know. Also, we are trying to put out a volunteer newsletter each month to our current (and prospective) volunteers. We need to know what you are working on so that they can volunteer to help when interested!

Events - **Judy Tumlinson** –

Venues – **Scott McEwen** – see above – Item 6.

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

- Scott has a suggestion for someone (Candy Brown) to help with Publicity who helped with redwings. Also, Jose suggested Willie Daniels might be able to help. Nelson Garcia from Channel 9 news – Education Beat Reporter?

Game – Carolyn

- The 2012 game is called WARP XX and is space-related. Game rules & field information has been posted on the BRI website / Private Files.
- Carolyn & Lois are planning to attend the Prototype Game & BRI Annual Organizational Meeting, Friday - Saturday, April 27-28, 2012 in Dallas. Prototype game will be on Saturday. They will attend the BRI mandatory annual organizational meeting, representing our hub.

Rules and Prototypes – Ted Shin /??

- Rules and Prototypes - Rick decided not to attend the 2012 Prototype Kickoff, March 3 in Dallas. Need to find someone else to work on prototype with Ted. Will put in newsletter.

Game Floor – Art Silva

- The first drawings of the game field & game field BOM have been published. The field looks to be cheaper and easier to construct this year. Drawings and pictures are for about ½ of game field instead of whole field.

Kit subcommittee – Carolyn

- The kit committee is continuing the inventory process and has begun hardware testing, using the modified files /procedures received from OK BEST in 2011. We're stuck right now with the testing of hardware until we have additional help from Matt Lapolla at OK BEST who is currently on Spring Break.

Best Award – Dick Tumlinson.

- Dick has asked and received confirmation that Rich Pozzi, Linda Scott and David Klein are willing to be the BEST Head Judges this season.

8. Executive Director Status / Announcements– Jose

- Grants. Will be working on small grants with Alyssa. Jose is coordinating all grants... not doing all of them.
- Jose has 25 teams for 24 slots. Wants more for waiting list.
- Jose will be concentrating more on Grants, talking to teams, etc. now that Carolyn is Hub Director. Also will be gone for about a month where he will not even have a cell phone.
- Still struggling with demographics. Believes using Denver schools will help with those.

9. Action Items.

- **Past action items:**
 - **Current Status**
- Kathy to give the possible Kickoff dates to Jose so that he can reserve dates 6 weeks later with Metro.
 - OBE
- Tim to talk to Kevin Barrett about helping port the web stuff. –
 - Kevin cannot do this now. Scott is talking to a friend to get something up when we lose the old one.

- 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.
 - Jose will talk to facilities to see if they can come up with a number.
- Lois to incorporate Budget comments and send out to Board members.
 - Done
- All RM BEST folks need to invite people to Boosting BEST, and also find Auction Items.
 - Done (unless they can find more auction items)
- Lois to invite all volunteers and donors to the event.
 - Done. Question if we have asked Jeppesen person who helped with Grant, and also the person who helped with Raytheon. Kathy will invite the Jeppesen person, Tim to ask the Raytheon person.
- Lois to contact Media folks to get 100 discs made.
 - Kathy arranged for 200, and that is what was put in the budget.
- 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?)
 - Chuck suggested different dates.

New action items:

- Check our website to see if 2011 video is there yet.
- Kathy to invite Suzanne Yeonopolis (Community Relations) from Jeppesen to be our guest at fundraiser.
- Tim to invite Jamie Dorr from Raytheon to be our guest at fundraiser.

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:

- Bi-monthly board meetings will typically be on the 3rd Thursday of January, March, May, July, September, November.
 - Thursday, 5/17 @ 6:45 pm, Room 138
 - Thursday, 7/19 @ 6:45 pm
 - Thursday, 9/20 @ 6:45 pm
 - Thursday, 11/15 @ 6:45 pm

Upcoming 2012 Steering Team Meetings:

- Monthly Steering Team meetings will typically be held the 4th Thursday.
 - Thursday, 4/26, 6:45pm, Room 139
 - Thursday, 5/24, 6:45 pm, Room 138
 - Thursday, 6/28, 6:45, Room 138
 - Thursday, 7/26
 - Thursday, 8/23
 - Thursday, 9/27, 10/25, 11/22 may not be needed.

Meeting adjourned at 8:25

Respectfully Submitted,
Lois Walton
Acting Secretary, RM BEST