

**Rocky Mountain BEST
Steering Team Minutes**
The Daniels Fund, 101 Monroe St, Denver, CO 80206, Room 139
Thursday 26 April 2012 (6:45 PM – 8:45PM)

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

Carolyn called the meeting to order at 6:50pm, including a gotomeeting as follows:

Teleconference Information.

Carolyn Bauer was the moderator and logged on as kmgeise@q.com; password hint is r..7 <https://www3.gotomeeting.com/join/222141926>. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. (312) 878-3078; Access Code: 222-141-926.

1. **Approval of last Steering Team meeting minutes: Judy made a motion that we approve the March 22, 2012 Steering Team Meeting minutes. Dick seconded and the motion passed.**

2. **Treasurer's Report:** Lois presented a report comparing RM BEST budget vs. actuals through 3/31/2012 (See attachment entitled "*Budget vs. Actual through 31 March*" from Lois). Following Lois's report there was a discussion on what would be included in the monthly Treasurer's report. It was decided that the report would be modified to include the full annual budget and that the actuals would include expended to date. Lois will highlight the rows in the report that are specific to the Steering Team committees.

3. **2012 Schedule:** Scott (See attachment entitled "*Event Venues*" from Scott and Judy)
 - a. Teacher & Mentor Institute - (See attachment entitled "*Teacher Institute Ideas*" from Chuck Powell). Location has been confirmed for Aug 6 & 7 2012 at Lowry Center. Hands-on activity will start earlier in the day, based on teacher feedback.
 - i. We had a discussion on participants. It was decided that each school would be allowed 3 participants but one teacher must attend. This will hopefully encourage schools to invite more mentors to attend.
 - ii. Steering Name changed name of event to Teacher & Mentor Institute
 - iii. How should we get mentors - should we have a "campaign" to get more mentors? Scott asked the volunteer committee to create a two-prong approach - corporate and relationship / individual recruiting and present a plan next month.

- a. Scott asked the volunteer committee that as we're building volunteer information, get it posted on the website.
 - b. Dick T will contact Jeppesen for mentors, Tim will have a mtg at RTN, Carolyn will contact SM Energy and Linda will contact Boeing for mentors. Jose is also making contacts with RTN leadership that he met at Space Symposium in order to get more local RTN support for RM BEST.
 - iv. Action: Chuck Powell to compile Save the Date email for T&M Institute to include basic info about event - date, time, locations, 3 people per school, more info to follow.
- b. Kick-off Day confirmed for 9/15/12. Next steps: Judy and Scott are mtg at South High on 4/27 to discuss food and potential food fundraisers. Also getting floor plans.
- c. Practice Day - Oct 20 West HS confirmed. Next steps: get floor plans.
- d. Game Day - Oct 27 at Auraria Campus confirmed. Next step is to meet with campus event planner.
 - i. Action: Scott will get Judy and Carolyn to Auraria to discuss alternative space solutions.
 - 1. Request made separate judges room.
- e. Volunteer / Sponsor Celebration:
 - i. Exploration for Celebration Party location has begun. We would like to find a venue that is less expensive and has easier access.
 - ii. Lonnie, Scott and Judy will be visiting locations - they are meeting with Lone Tree Art Center on 4/27.
 - iii. Thinking of Sunday brunch and presenting a "season recap" at this event that we can start writing now.
 - iv. The Steering Team discussed possible dates for the activity and it was decided Nov 11 or 18.
 - v. Jose asked if there was a requirement for an annual report but Lois thought there was no requirement.
 - vi. If any member has suggestions, please contact Lonnie, Scott or Judy.
 - vii. Action: Scott is going to make a proposal to RM BEST BOD for a season recap report to be provided at the Celebration - including format, content, & purpose.

4. Committees Reports

- a. School Interface – Chuck Powell (provided the following report via email 4/26/2012.
- b. Volunteer Interface – Lois Walton and Linda Scott
 - i. Lois reported that she will include near-term as well as long-term volunteer needs in the monthly Volunteer Newsletter.
 - 1. Action: Lois requested that each committee chair send Lois a list of near-term volunteer requirements.
 - ii. In order to keep the master volunteer list current, all Committee Chairs are requested to send the names and addresses of any new volunteers to Lois

- iii. Dick T commented that the most effective way to recruit is to start at the top of the org. and fill the chairs, then sub-committees leaders, and then fill in the team requirements.
- c. Events - Judy Tumlinson
- The Event Committee has been working to fill key lead positions and defining their responsibilities for the 2012 Game year. Judy will continue to contact possible candidates.
 - The current leads are:
 - Venues and Schedules – Scott McEwen
 - Hospitality – Lonnie Garcia-Silva
 - Warp XX Mascot creation – Nancy Maysmith
 - Work will begin once Carolyn and Lois return from BEST meeting in Dallas
 - Press Releases – Teri Eichman
 - Team photographer – David Stevens
 - Registration – lead not confirmed
 - Signage/Banners – coming
 - BESTique - coming
 - Awards – coming
 - Event monthly meetings will begin in May. Dates and times have not been set.
- d. Game – Carolyn
- i. Kit Team - Carolyn
 1. Starting to do hardware testing but keep running into issues. Hopefully progress will be made this Mon, Apr 30.
 2. This committee is meeting regularly on Mondays at CW
 3. Kit List is final and the draft that was issued is the final. Carolyn will distribute to Steering Team.
 - ii. Rules and Prototypes – Scott??
 1. We have two volunteers Dave Wilkerson and Dave Dominguez and possibly Ted Shin. Carolyn has no idea if any of the folks has time to be sub-committee chair so we've named Scott. Dave Dominguez has bought his own VEX products so he may be a good candidate for sub-committee chair for prototypes. Action: Carolyn to contact Dave Dominquez to see if he has time and would consider being the Rules and Prototype sub-committee chair.
 - iii. Game Floor – Art Silva - nothing to report till June. Steering Team had the following discussion.
 1. Carolyn and Lois are going to Dallas Prototype meeting on Apr 27-28.
 2. Lois will take videos of prototype game playing
 3. Carolyn will take lots of photos of prototype robot and game field
 4. Judy wants info on game logo

5. They will ask someone (George/Mary Lou) to do a better job with demographic data because it has been such a problem in the past.
 6. There is a mandatory hub meeting that Carolyn and Lois will attend.
 7. Carolyn invited everyone to call her if they have questions.
- iv. Best Awards – Dick Tumlinson
1. Dick has met with Rick Pozzi (Head Judge for Exhibits and Spirit and Sportsmanship awards) and David Klein (Head Judge for Marketing Presentations) and Linda Scott (Head Judge for Notebooks) to review 2011 lessons learned. Rich has been creating a process for 2012 that will include pre-planning meetings with judges as well as coordination meetings on Game Day.
 2. Dick mentioned that there is another set of awards and they are called "special awards". Carolyn took an action to talk to Tim B to see if he'd be willing to coordinate (including recruiting and training) of the Special Awards: Game Award; Founders Award for Creative Design; Most Robust Machine; Sportsmanship Award; Craftsmanship Award; Middle School Award; Founders Award for Creative Design

5. Executive Director Status / Announcements: Jose

- a. Jose sent out the current school list (for 2012 game)
- b. Jose attended the National Space Symposium last week and met many high level corporate people. He was mostly talking from a Metro viewpoint, but also discussed RM BEST too.
- c. Jose is going to meet with Jose Ruiz (IIS VP who works at RTN Aurora)
- d. Jose met interim Pres and CEO of Kansas Cosmosphere in Hutchinson, KS and he'll introduce Dick T to him via email.
- e. Jose had a conversation with CO Lt Gov and recommended that we can invite him to Game. Jose will send his business card to Judy.
- f. Asked Willie Daniels if we could get a booth at Space Symposium. More to come.

6. New Business:

- a. Update on new RM BEST website – Scott (see attachment entitled "RM BEST Website Portal Project" for details). The website will go live on April 30 but there is still quite a bit of work that will continue. Scott gave special thanks to Carolyn for all her work on the new website. Scott asked that everyone look at the new website and continue to give feedback.
- b. Aug 25/26 is the Airshow and we'll have a booth. We need to staff booth. We're doing a space pavilion and it will be a great place to network. Need two people for two days. Action: Scott to write blurb for Volunteer Newsletter.

7. Action Item Status:

a. Old Actions

- i. 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.

ii. Check our website to see if 2011 video is there yet.

b. New action items:

- i. **Linda** to write Kathy G and ask the status of the DVDs. Dick T says the quality of the ones he received is very poor.
- ii. **Chuck Powell** to compile Save the Date email for T&M Institute to include basic info about event - date, time, locations, 3 people per school, more info to follow.
- iii. **Scott** to coordinate meeting at Auraria to alternative space solutions.
- iv. **Scott** is going to make a proposal to RM BEST BOD for a season recap report to be provided at the Celebration - including format, content, purpose.
- v. **Committee chair** send Lois a list of near-term volunteer requirements for inclusion in monthly Volunteer Newsletter.
- vi. **Carolyn** to contact Dave Dominquez to see if he has time and would consider being the Rules and Prototype sub-committee chair.
- vii. **Scott** to write blurb for Volunteer Newsletter about volunteers for RM BEST booth at the Aug 25/26 Airshow.

8. 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.

a. Upcoming 2012 Board Meetings. Bi-monthly board meetings will typically be on the 3rd Thursday of January, March, May, July, September, November.

- i. Thursday, 5/17 @ 6:45 pm, Room 138
- ii. Thursday, 7/19 @ 6:45 pm
- iii. Thursday, 9/20 @ 6:45 pm
- iv. Thursday, 11/15 @ 6:45 pm

b. Upcoming 2012 Steering Team Meetings. Monthly Steering Team meetings will typically be held the 4th Thursday.

- i. Thursday, 5/24
- ii. Thursday, 6/28
- iii. Thursday, 7/26
- iv. Thursday, 8/23
- v. Thursday, 9/27, 10/25, 11/22 may not be needed.

Respectfully submitted,
Linda Scott
Secretary, RM BEST
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