

**Rocky Mountain BEST
Steering Team
Minutes
The Daniels Fund, 101 Monroe St, Denver, CO 80206, Room 139
Thursday May 24, 2012 (6:45 PM – 8:45PM)**

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

**Carolyn called the meeting to order at 7:09pm, 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/233322086>. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone (213) 289-0016; Access Code: 233322086. However, there were some difficulties with the phone line and we phoned Jose.

1. **Approval of last Steering Team meeting minutes: Scott made a motion that we approve the April 26, 2012 Steering Team Meeting minutes. Jose seconded and the motion passed.**

2. **Treasurer's Report:** Lois
 - a. Lois recommended and the ST agreed that during the months when there is a BOD mtg, Linda will send the approved Budget vs. Actuals to the Steering Team with the agenda so that all ST members can have a copy.
 - b. Sponsor Status:
 - i. Lois announced that the second Scitor donation arrived and the third donation is in process.
 - ii. Linda made contact with Dr Mary Anne Murphy (Front Range Eye Associates) regarding a donation and she said to send her a donation request letter.
 - iii. Lois gave an overview of Giving First - Colorado Gives. She has submitted the initial required info and has received the profile that needs to be completed by 8.31.12.

3. **Committee Reports:**
 - a. Fund Raising – Kathy Giese - no report.
 - b. School Interface – Chuck Powell
 - i. Linda requested a copy of the Teachers "Save the Date" letter that Chuck sent out for Teacher & Mentor Institute (TMI) and Jose sent it out to ST during the meeting.
 - ii. We questioned how to plan for the number of attendees at TMI.

Action: Judy - review the TMI budget and see if it needs to be amended for 3 people per school.

- iii. Tim asked if someone else could do the website section of the TMI and Carolyn and Scott volunteered.

Action: Tim will not be able to create the integrated presentation or the CDs for TMI - so there is an open action to find another volunteer.

c. Volunteer Interface – Lois Walton and Linda Scott

- i. Linda and Lois had a committee meeting on Tues, 5/22. We have assignments including some recent potential volunteers

- ii. Action: Lois - Review Volunteer email list

- iii. Action: Lois to call Greg Barber as potential "pit boss" (referred from Judy)

- iv. Action: Game committee to meet to and determine full volunteer requirements and review Lois's volunteer spreadsheet

- v. Action: Scott asked that Lois extend invite to Bryan Whitley to be "head ref"

d. Events - Judy Tumlinson

- i. Venues sub-committee (facilities, set-up and schedules) – Scott

- 1. Scott sent two attachments - Event Schedules and Event Venues. He reviewed Event Schedules during this meeting. The Events committee would like to reduce the potential for last minutes changes to the Event Agendas this year so they are asking all ST and BOD members to review their reporting documents and requesting changes immediately. The goal will be that the planning documents and all changes will be incorporated by the July Steering meeting,

- 2. Action: All Steering Team members need to read both Event Schedules and Event Venues documents and send comments and questions to Scott by June ST meeting. Scott will send to BOD and request inputs and have an updated set of documents for the BOD by their July 12th meeting. BOD will review again and have their final back to Scott so a final will be ready by July ST meeting.

- 3. Action: Scott to talk to Judy about the BOD request to potentially sell food through the school vendor as an RM BEST fundraiser. The BOD is requesting that this be investigated during the 2012 game planning, as a fundraising possibility for the future.

e. Game – Art Silva & Carolyn Bauer

- i. Rules and Prototypes - Scott

- 1. We have a prototype team (Dave Dominguez, Dave Wilkerson, Scott McEwen)

- ii. Game Floor – Art

- 1. He'll start later; he's got a bunch of folks lined up.

- 2. Carolyn will ask Jim Baron if he can help

- iii. Kits subcommittee – Carolyn

- 1. We're moving along. We finally have all kits. Next year's process will get all kits back earlier.

- 2. Kit sub-committee needs help - Monday's in the daytime at Club Workshop

- iv. BEST Awards - Dick - no report.

- v. Game Awards - Tim volunteered to lead this again this year.

4. RM BEST Executive Director Report - Jose

- a. We basically have 24 teams and 2 teams on standby. Jose has had good communication with the teachers so far this year.

- b. Dick and Jose met with a potential folks at Colorado Space Coalition for hub in CS - potential info luncheon in late July.

5. 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 to see our website to see if 2011 video is there yet. **5/24: Per Carolyn, it should be there soon. Secretary's Note: 5/2: DONE**
- iii. 4/26: **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. **5/24: DONE**
- iv. 4/26: **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. **5/24: DONE**
- v. 4/26: **Scott** to coordinate meeting at Auraria for alternative space solutions. **5/24: DONE**
- vi. 4/26: **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.
- vii. 5/24: **Committee chairs** send Lois a list of near-term volunteer requirements for inclusion in monthly Volunteer Newsletter. (Only Scott sent in his needs). **5/24: Carolyn requested that this action remain as a standing action for the rest of the year.**
- viii. 4/26: **Carolyn** to contact Dave Dominquez to see if he has time and would consider being the Rules and Prototype sub-committee chair.
- ix. 4/26: **Scott** to write blurb for Volunteer Newsletter about volunteers for RM BEST booth at the Aug 25/26 Airshow. **DONE**

b. New action items:

- i. 5/24: **Judy** - review the TMI budget and see if it needs to be amended for 3 people per school.
- ii. 5/24: **Committee chairs** - send Lois a list of near-term volunteer requirements for inclusion in monthly Volunteer Newsletter. (Only Scott sent in his needs)
- iii. 5/24: **Carolyn** - Tim will not be able to create the integrated presentation or the CDs for TMI - so there is an open action to find another volunteer.
- iv. 5/24: **Lois** - Review Volunteer email list
- v. 5/24: **Lois** to call Greg Barber as potential "pit boss" (referred by Judy)
- vi. 5/24: **Carolyn**: Game committee to meet to and determine full volunteer requirements and review Lois's volunteer spreadsheet
- vii. 5/24: **Scott** asked that Lois extend invite to Bryan Whitley to be "head ref"

- viii. 5/24: **All Steering Team members** - need to read both of Events Schedules and Events Venues documents and send comments and questions to Scott by June 28 ST meeting. Scott will send to BOD and request inputs.
 - ix. 5/24: **Scott** to talk to Judy about the BOD request to potentially sell food through the school vendor as a fundraiser for RM BEST. Note: the BOD has asked about this and just need info.
 - x. 5/24: **Lois** will contact our individual donors to see if they want to be listed on the website.
6. 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 – BOD meetings have been changed to every other month on the 2nd Thursday of the month. Remaining 2012 meetings are:
 - Thursday, 7/12/2012 @ 6:45 pm
 - Thursday, 9/13/2012 @ 6:45 pm
 - Thursday, 11/08/12 @ 6:45 pm
 - b. Upcoming 2012 Steering Team Meetings – Monthly Steering Team meetings will typically be held the 4th Thursday of every month at Daniels Fund. Remaining 2012 meetings:
 - Thursday, 28 June, 6:45pm (Room
 - Thursday, 26 July, 6:45pm
 - Thursday, 23 Aug, 6:45pm
 - Thursday, 27 Sept, 6:45pm
 - Thursday, 25 Oct, 6:45pm
 - Nov & Dec, TBD or may be cancelled
7. New Business:
- a. We have Game 2011 DVDs - some will go to Kathy, some to CW and Carolyn will have the rest.
 - b. WebEx: BRI has WebEx and both Scott and Carolyn have asked to be host admins and they were told they are working on it and to be patient.
 - c. We've been listing our business sponsors and individuals on the website.
 - i. Action: Lois will contact our individual donors to see if they want to be listed on the website.
 - d. Status of RMBEST webpage - content continues to be added.
 - e. Audrey Strong is doing our social media (Facebook, Twitter, LinkedIn and YouTube) and there will be lots of action as the events get closer. She'll be working 1 - 2 hours per week with new posts and building excitement. Kathy was very interested in these social media outlets because the kids were doing it at Regionals.

Meeting adjourned at 8:55pm.

Respectfully submitted,
Linda Scott
Secretary, RM BEST
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