

**Rocky Mountain BEST
Steering Team
Minutes**

**The Daniels Fund, 101 Monroe St, Denver, CO 80206, Room changed to ?
Thursday June 28, 2012 (6:45 PM – 8:45PM)**

Kathy Geise		Linda Scott	
Tim Bouvia		Scott McEwen	
Jose Lopez		Dick Tumlinson	x
Carolyn Bauer	x	Judy Tumlinson	x
Lois Walton	x	Chuck Powell	
		t = telecon attendee	

**Carolyn called the meeting to order at 6:35 pm, including a gotomeeting as follows:
Teleconference Information:**

Carolyn Bauer was the moderator and logged on as kmgeise@q.com; password hint is r..007
https://www3.gotomeeting.com/join/635277678. The previous number didn't exist so Carolyn set
up the following number:479701238) Use your microphone and speakers (VoIP) - a headset is
recommended. Or, call in using your telephone 1-619-550-0002; Access Code: 635277678.

**1. Approval of last Steering Team meeting minutes: Judy made a motion that we
approve the May 24, 2012 Steering Team Meeting minutes. Dick seconded and the
motion passed.**

2. Hub News: Carolyn Bauer

- a. Status of 2012 Game school registration – 24 teams with no one on wait list. Carol Fortino in Pueblo worked with Upward Bound and got a team formed from 3 high schools... got one of those schools to sponsor (Centennial) and they are 24th team. New Vista lost their sponsoring teacher and we will put them at 25th if they decide they can get another teacher to sponsor.
- b. Potential request for lodging for Pueblo mentors – There will probably be 3 mentors coming to TMI and perhaps we can find places for them to stay (in folks houses). May be needed for other schools too. Otis, Breckenridge too if folks are coming.
- c. 2012 Event Schedule
 - Hospitality Event needs to be added below for November 11 at 11:00 so volunteers will put it on their calendar. Deposit has been made. Maggiano's does

Event Title	Teacher / Mentor Institute	2012 Kickoff	2012 Practice Day	2012 Game Day
Location	Lowry Conference Center	Denver South HS	Denver West HS	Auraria Event Center
Dates	Aug 6 & 7, 2012	Sept 15, 2012	Oct 20, 2012	Oct 27, 2012
Times	8:30am - 3pm	12pm - 4pm	9am - 3pm	7:30am - 5:00pm

not ask for money for the room, so we saved \$750 from last year.

3. **Treasurer's Report:** Lois presented Budget vs. Actual thru May. Will send out so Linda can include in the minutes.

4. **Committee Reports:**

a. Fund Raising – Kathy Giese (Lois)

- i. Judy needs the current list of donors and their amounts for the programs and t-shirts. Lois will supply.
- ii. Discussed Giving First and Colorado Gives. Giving First is the non-profit that sponsors the Colorado Gives day. Giving First is an organization that tries to help local non-profits raise funds and obtain volunteers. We are filling out our profile with them, and once approved, we can refer donors to our page of their web page and they will collect and forward funds to us with no charge for the credit card fees (up to \$50K per year). They send the tax letters, and we send thank you letters. They also sponsor Colorado Gives day, and all funds raised on that day are forwarded to us with no extra fee (separate from the \$50K mentioned earlier). Donors can set up a monthly donation and they will handle that too. Lois will soon send out to board a summary of what she has put in our profile for comment.
- iii. Dick Tumlinson had a meeting with Dr Roger McNamara of AIAA (American Institute of Aeronautics and Astronautics). Roger is taking information back to his council and wants to provide some financial support and volunteers!

b. School Interface – Chuck Powell – New report –

i. TMI RSVPs –

Currently, we have 22 teams who plan to compete in next fall's competition. (There is room for a couple more!) Of these, 20 are sending representatives to the TMI on August 6 & 7. The number of participants (so far) will be 24. (Carolyn is concerned that Chuck doesn't have contact information for the Pueblo team, so she'll forward that to Chuck for invitations / signup.)

Chuck sent out confirmation emails today (Jun 28). We may get a few more participants added in response to these emails, mostly mentors. After July 5, Chuck will send out an email offering unclaimed spaces to schools that want to send more than 3 participants.

ii. TMI Agenda

Scott and Chuck will meet soon to work on the agenda. We will use last year's agenda and suggestions from the Steering Committee as a guide.

c. Volunteer Interface – Lois Walton

i. We have a list of Volunteers we are contacting for various positions as follows:

- Greg Barber – Pit boss?
- Brian Whitley – Sent email to Brian about being Head Ref – have not heard back. Anyone have phone number for him?
- Judy will talk with Connie V about position
- Chris Gray from Westminster Business Development Office
- Kerwin Lumpkins - Ref or Judge – he is open to either one we need most

- Laurie Harrison (was Marketing Presentation Judge last year... see if she'd like to do more this year!)
- Sent an email to the attendees of the Automate Denver event at Club Workshop. Haven't heard back yet.
- Please let us know of others you want us to contact

d. Events - Judy Tumlinson

- Venues: (facilities, set-up and schedules) – Scott
 - Proposed schedule process review updates
 - Focus on Teacher-Mentor event
 - Mascot for 2012 Warp XX - volunteer t-shirts # and color. Ordered 75 volunteer shirts last year. How many this year? Is there any input from Steering team?
 - Hospitality sub-committee – Lonnie Garcia-Silva and team
 - Hospitality Party – Celebration
 - Nov 11 starting at 11:00 a.m.
 - Maggiano's on Clinton in the Tech Center
 - Publicity: Teri Eichman
 - Bestique: Dick has ordered ball caps with generic robot emblem. Royal blue like our shirts. Khaki for test ones. Carolyn wondered if they could also get visors. Could be used for BESTique to raise funds. Dick is underwriting. Should we have some of certain colors for certain positions? Will also have last year's t-shirts leftover to sell.
- e. Game – Carolyn Bauer Carolyn has looked at BRI website and lots of documents are in review. Hope to release early if possible (before mid July)
- Rules and Prototypes – David Dominguez from Metro is the new team lead. David Dominguez, David Wilkerson and Scott McEwen are the prototype team.
 - Game Floor – Art will be starting soon. Prototype robot needs the game floor to do anything.
 - Kit Team – Carolyn - Team is doing pretty well. Almost finished with last of testing and kit cleanup. List is getting smaller for returnable kits. There will be some last minute stuff to do. Preparing to send in broken parts for repair / replacement. Will have inventory of consumable kits that were returned or did not get used. Then will be able to make shopping list
 - BEST Awards - Dick will be talking to all of his head judges. Wants to have the head judges have all their judges recruited by TMI. Will talk to them about their presentations at the TMI.
 - Game Awards - Tim We will have Tim do the same.

5. Action Item Status:

a. Old Actions:

- 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. **Still open.**

- ii. 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. **Still open.**
- iii. **for the rest of the year.**
- iv. 4/26: **Carolyn** to contact Dave Dominquez to see if he has time and would consider being the Rules and Prototype sub-committee chair. **Done**
- v. 5/24: **Judy** - Review the TMI budget and see if it needs to be amended for 3 people per school. **In work**
- vi. 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. **Open**
- vii. 5/24: **Lois** to call Greg Barber as potential "pit boss" (referred by Judy) **In work**
- viii. 5/24: **Carolyn:** Game committee to meet to and determine full volunteer requirements and review Lois's volunteer spreadsheet **In work**
- ix. 5/24: **Scott** asked that Lois extend invite to Bryan Whitley to be "head ref" **In work**
- x. 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. Not everyone responded, and decided we should focus on one event at a time. Close this action to number ix of new actions.
- xi. 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. **Done – won't work for this year, but could be considered next year. Will need to determine if it is feasible to ask lunch personnel to work on a Saturday with no pay, etc.**
- xii. 5/24: **Lois** will contact our individual donors to see if they want to be listed on the website. **Not done yet**

b. New action items 6/28:

- i. Carolyn will contact the New Vista principal to see if the mentor would help enough to get another teacher to sign up
- ii. Lois will give the list of Donors and amounts to Judy to use for t-shirts. Needs to know which ones should have logos on the shirts.
- iii. Lois needs to bring most recent significant donors to each meeting with Treasurers report.
- iv. Carolyn make sure Chuck has communicated with Pueblo team. Also what is difference between Jose's number (24) and Chuck's number (22). Also Chuck needs to know about Jennifer Taylor who is from Chamber of Commerce in Colorado Springs and may bring 3 folks to TMI. Also Breckenridge may bring folks to TMI in case they participate in the future.
- v. Dick will follow up with Jennifer Taylor.
- vi. Judy will follow up with Breckenridge.

- vii. Linda to add Hospitality event to agenda in table about events and their dates.
- viii. **Committee chairs** send Lois a list of near-term volunteer requirements for inclusion in monthly Volunteer Newsletter. Need by the 7th of July.
- ix. **All Steering Team members** - need to read TMI portion of Events Schedules and Events Venues documents and send comments and questions to Scott ASAP. Scott will send to BOD and request inputs.

New Business:

- Steering team recommends that everybody use acronym **RM BEST** in all places we use that instead of RMBEST or R M BEST.
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, 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

Meeting adjourned at 8:25 pm.

Respectfully submitted,
Lois Walton
Treasurer, RM BEST