

# Minutes

Rocky Mountain BEST Steering Team  
 @ Highlands Ranch Eastridge, 9568 S University Blvd, Highlands Ranch, CO  
 Thursday May 30, 2013 (6:00pm - 8:00pm)

Carolyn Bauer	x	Scott McEwen	
Tim Bouvia		Linda Scott	
JoAnne Fry	x	Linda King	x
Patty Gaspar		Kevin Barrett	
Lori Lazuk		Keith Rodefeld	x
Jose Lopez		t = telecon attendee	
Lois Walton	x		

1. Carolyn Bauer called Meeting to Order at 6:00pm.
2. Agenda was reviewed and no changes were made.
3. JoAnne Fry made motion to approve 4/25/13 Steering Team Minutes and Lois seconded. Motion was approved.
4. Lois presented new Budget vs Actual which is included with the email of these minutes.
5. Action Item Review - Carolyn

Name	Date Assigned	Due Date	Action	Status
Linda	1/24/13	4/25/13	Make recommendation to Carolyn for what score's from the Engineering Notebook Score sheet should be used for judging the Founders Award	DONE: Linda provided her recommendations to Carolyn and Carolyn approved.
Linda	1/24/13	6/27/13	Contact Eileen Flanigan to get her recommendations on additional upgrades the Most Robust Score sheet	Status: Linda met w Eileen on 5/9. Eileen will send her recommendations to Linda in June.
Carolyn	4/25/13	6/27/13	Mail a 2012 video to all the team's that participated in 2012 competition	
Patty	4/25/13	5/30/13	Patty to propose the shirt color and provide a price. Get shirt sizes from BOD and ST (via email)	Post-meeting Note – Patty had been given the wrong logo colors, so we're working shirt colors post-meeting.
Lois / Patty / Carolyn	4/25/13	5/30/13	Create the 2013 Game Logo. (Note: Carolyn is going to send a summary of 2013 Game to Lois and Patty)	Carolyn sent summary for meeting. Draft logos emailed prior to meeting. Reviewed 6 samples at 5/30 meeting. Came up with suggestions which Lois will forward to Nancy.

<b>Name</b>	<b>Date Assigned</b>	<b>Due Date</b>	<b>Action</b>	<b>Status</b>
Scott	4/25/13	5/30/13	Call South HS to reserve venues for Kickoff & Practice Day for 2013.	DONE.
Scott	4/25/13	5/30/13	Call AHEC to confirm Auraria Events Center is scheduled for Game Day.	DONE.
Linda	4/25/13	6/15/13	Linda Scott to coordinate a meeting with Lori, Lois, Patty and Carolyn to come up with a proposal to present to ST in June for 2013 awards.	Dinner meeting planned for June 13 at 101 Asian Fusion.
Scott	4/25/13	4/30/13	Scott will coordinate ST volunteers for the Share Fare (STEMosphere) outreach event. He will send an email to Kathy with volunteer info	DONE.
Scott / Kathy / Jose	4/25/2013	6/27/13	BEST Day at Wings is Nov 9, 2013 or Jan 11, 2014. We need to facilitate partnering with Wings and to help them increase STEM awareness in the community.	DONE.
Scott	4/25/2013	8/30/13	Determine whether TMI 2014 is workable at WOR. Aug 4&5, 2014.	
Scott / Jose / Kathy	4/25/2013	12/31/13	Determine whether Practice Day 2014 is workable at WOR. Oct 11 or 18 are tentative dates.	
Carolyn	5/30/2013	6/20/13	Solicit vote for Polo Shirt Color and have folks give their size requests along with the vote.	
Carolyn/ Lois	5/30/2013	6/13/13	Call teachers from previous teams who have not yet signed up, to ask if they are planning to, and to feedback on why not.	
Carolyn / Jose	5/30/2013	6/9/13	Send newsletter before Jose goes on vacation	6/4 – Jose sent the newsletter out!
All ST members	5/30/2013	7/31/13	If know anyone who could help get better prices on PVC, give JoAnne or Lori their contact information. One of them will contact them. Linda K. will add this to the newsletter so that all volunteers can have a chance to help.	
Carolyn	5/30/2013	6/20/13	Make sure all new ST members are on distros and have logins at BEST (BRI)	
Linda K	5/30/2013	6/20/13	Upload Volunteer addresses to Constant Contact and release newsletter	

6. Hub Director's Report - Carolyn
  - a. Prototype Game 26-28 Summary Report was given in April.

- b. Club Workshop Status – Staying in business. Came up with lots of ideas to help make that happen.
  - c. BOD Strategic Planning Status – Meeting has been postponed.
  - d. ST Staffing status – Website is correct, but will remove the box of volunteer check-in from the org chart.
  - e. Select the mascot logo – Suggestions from meeting were to use the square (#6), add the movement stuff from #1, spread out the circuit so that it can be distinguished, and use the “letters” from #1 for the Gatekeeper part.
  - f. Does anyone feel that we’re behind on any task / issue?
  - g. TMI planning status
7. Executive Director Report – Jose
- a. Report on School Registration – We have 27 teams as of today (16 returning and 11 new). The new ones came in thru our website, answers to February emails, and recruitment when I went to the APS innovation office. I sent an email May 21<sup>st</sup> to the teams that competed in 2012 asking if they were competing this year and received two positives. I had problems with Comcast early May and I have a feeling I might have lost some emails. I have way too many things to get done before I leave next week, so I will not be able to contact more schools. I suggest someone calls the previous three years teams that have NOT registered and see if they want to compete. Please document why not. I think Tim will find that useful.
  - b. Others?
8. Committee Reports
- a. Events - Patty – Nothing to report
  - b. Venues – Scott - Will attach Scott’s status with this email. The attached files are: VenuesStatus05302013.docx and Event Schedules.docx.
    - i. Are the dates for Kick-off, Practice Day and Game Day confirmed?
  - c. Game (including Game Field, Kits) – Carolyn Bauer
    - i. Game field committee – no lead yet Linda King will put something in the next newsletter.
    - ii. Refurbishment kits will be sent to VEX on June 3.
    - iii. Purchasing to ramp up soon
    - iv. Prototype robot team has formed – Kevin / Keith – Keith reported they have had a couple strategy sessions on how to 'play the game' and are waiting the final parts list to begin real construction planning, although I believe we may make a mock up to get the motions planned and see if we can come up with a build plan for our strategy. If anyone is interested in participating please have them contact me. Email is best, but my cell phone is 303 981 7781. Input from ST to Keith – Don’t try to make the robot the best in the world. We want the students to believe they can do better, rather than trying to copy our Prototype robot.
  - d. Volunteer Committee – Linda King – 2 main things. She is changing approach of spreadsheet to keep track of volunteers and working on newsletter in Constant Contact. Linda will create a Constant Contact email list of volunteers using the spreadsheet that she already has.
  - e. Awards & Judging - Linda. Suggestions from ST meeting for a new award is perhaps a best rookie team award. Also, make sure there is a sportsmanship award.
9. New Business - Carolyn

10. Upcoming Meetings:

- a. 2013 Board Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
  - i. Thursday, 07/11/13
  - ii. Thursday, ~~09/12/13~~ 09/19/13
  - iii. Thursday, 11/14/13
  
- b. 2013 Steering Team Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
  - i. Thursday, 06/27/13
  - ii. Thursday, 07/25/13
  - iii. Thursday, 08/22/13
  - iv. Thursday, 09/26/13
  - v. Thursday, 10/24/13
  - vi. November Meeting Date: TBD
  - vii. No meeting planned for December
  
- c. Note that 2013 meetings are planned as follows:
  - i. Board meetings: second Thursday of every other month, starting in January
  - ii. Steering Team meetings: fourth Thursday of every month, starting in January
  - iii. The date of the meetings can be changed at the discretion of the Steering Team and BOD.

11. Meeting adjourned at 7:48 P.M. (EARLY!)

Respectfully submitted,  
Lois Walton, acting Secretary