

Minutes

Rocky Mountain BEST Steering Team
 @ The Daniels Fund
 101 Monroe St, Denver, CO 80206, Room 137
 Thursday, June 27, 2013 (6:30pm - 8:45pm)

Carolyn Bauer	X	Linda Scott	X
JoAnne Fry		Linda King	t
Patty Gaspar	X		
Lori Lazuk			
Jose Lopez			
Lois Walton	X	t = telecon attendee	
Scott McEwen	X		

Teleconference Information: (kmgeise@q.com - password hint is r..007):

1. Please join my meeting, Thursday, June 27, 2013 at 6:30pm Mountain Daylight Time. <https://global.gotomeeting.com/join/151190589> . Use your microphone and speakers (VoIP). A headset is recommended
2. Carolyn called the meeting to order at 6:38pm.
3. Agenda was reviewed and updated to incorporate participate changes.
4. **Patty Gaspar made motion to approve 5/30/13 Steering Team Minutes and Scott seconded. Motion was approved.**
5. RM BEST Treasurer's Report. Lois presented Budget vs Actuals Report ending 5/30/2013.
6. Action Item Review - Carolyn

Name	Date Assigned	Due Date	Action	Status
Linda	1/24/13	6/27/13	Contact Eileen Flanigan to get her recommendations on additional upgrades the Most Robust Score sheet	DONE. Linda and Eileen have met and they agreed that the 2012 criteria is good for 2013.
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.	DONE. Meeting held on 6/13 and proposed award list created for presentation at 6/27 ST meeting.
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 / Kathy / Jose	4/25/2013	8/30/13 1/31/14	Determine whether TMI 2014 is workable at WOR. Aug 4&5, 2014.	6/27: Scott is going to ask Jose to work this action.

Name	Date Assigned	Due Date	Action	Status
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.	6/27: Scott is going to ask Jose to work this action.
Carolyn	5/30/2013	6/20/13	Solicit vote for Polo Shirt Color and have folks give their size requests along with the vote.	DONE. 6/27 Status: BOD and ST will buy their own shirts. ST selected colors at 6/27 ST mtg
Carolyn/ Lois	5/30/2013	6/13/13 7/27/13	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	DONE. 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, and let them know one of them will contact them. Linda will add this to the newsletter so that all volunteers can have a chance to help with this.	DONE. Request included in June Volunteer newsletter.
Carolyn	5/30/2013	6/20/13	Make sure all new ST members are on distros and have logins at BEST (BRI)	DONE. Carolyn, Scott and Lois met with Connor on 6/25 and this resulted in a decision to change the email distribution list. An email will be sent out explaining this. Once this is complete, the prior google groups will be eliminated.
Linda K	5/30/2013	6/20/13	Upload Volunteer addresses to Constant Contact and release newsletter	DONE: Linda King emailed the newsletter 6/25 to the volunteers.
Carolyn	6/27/13	7/25/13	Send email to our District Rep and ask for criteria for Best Rookie Team	
Linda	6/27/13	7/25/13	Add action item in October 2013 actions for Patty to include cost for additional awards.	
Patty	6/27/13	6/30/13	Send Elly Baldwin's email address to Linda King who will add Elly to Volunteer Email List.	
Carolyn	6/27/13	7/5/13	Send an email to ST and BOD requesting polo shirt sizes and advising cost is \$25. Note in the email that purchasing polo shirts is optional.	

7. Hub Director's Report - Carolyn.
 - a. ST Staffing status
 - i. Elly Baldwin volunteered to be the 2013 Hospitality Chair.
 - ii. Scott and Carolyn are going co-lead the Game Field team.
 - b. Update on mascot logo - Carolyn presented the 2013 logo that Lois' niece Nancy created. The ST in attendance really liked the design.
 - c. BOD Strategic Planning postponed till date TBD.

8. TMI planning status – Scott
 - a. Scott reviewed the TMI staffing requirements.
 - b. TMI hard-copy Notebook recommendation. Linda Scott is going to create a hard-copy notebook for each teacher that leads a team for this year's competition. The notebook will include important information to facilitate the teacher's role leading a team. The ST reviewed a draft contents list and agreed upon what should be included in the notebook.
 - c. TMI dry-run will be held on Wednesday, July 31st at 1:00pm @ Linda Scott's home

9. Committee Reports
 - a. Events - Patty
 - i. Patty needs the TMI school list for name tags. Carolyn told her that we need to wait for Jose to return to get this list.
 - ii. T-shirts
 - For the volunteers, Jean Barber from Artistic Apparel said that last year's silver printing was very popular and she's recommending that we do it again. The ST chose royal blue, purple or garnet as potential colors.
 - Select color for volunteer tee shirts - we need to get them ordered early as there is a tee shirt shortage nationwide - who knew.
 - iii. The ST decided that we will sell water and energy bars at 2013 Bestique.
 - b. Venues - Scott
 - i. In August, walk-throughs will be scheduled for South High and Auraria Campus (John Mosley)
 - c. Game (including Game Field, Kits) – Carolyn Bauer
 - i. The final drawings for Game Field have been released.
 - ii. The refurbished kits have been returned from VEX and a lot of parts were fixed.
 - d. Volunteer Committee – Linda King
 - i. PDF Release Letter - plan to use the pdf electronic signature capability. Will send to steering team with instructions to complete
 - ii. Volunteer Newsletter 13-001 released on 25 June. The ST gave appreciation to Linda for her efforts. She would like comments as they come in.
 - iii. Newsletter email addresses - exporting a download of the volunteer contacts to send to steering team for comment
 - iv. Steering Team volunteer hours - suggest at each steering team meeting capturing estimate of volunteer hours for the previous month.
 - e. Awards & Judging - Linda presented proposed 2013 Game awards and ST approved.

10. New Business - Carolyn

- a. Recommendations for next Teacher Newsletter - TMI will be a priority topic.

11. 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 (**NOTE:** this is a new meeting date)
 - iii. Thursday, 11/14/13

- b. 2013 Steering Team Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
 - i. Thursday, 07/25/13
 - ii. Thursday, 08/22/13
 - iii. Thursday, 09/26/13
 - iv. Thursday, 10/24/13
 - v. November Meeting Date: TBD
 - vi. 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.

Meeting Adjourned at 8:45pm.

Respectfully submitted,
Linda Scott
RM BEST Secretary