

# Minutes

Rocky Mountain BEST Steering Team  
 @ The Daniels Fund  
 101 Monroe St, Denver, CO 80206, Room 139  
 Thursday July 25, 2013 (6:30pm - 8:45pm)

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

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

Please join my meeting, Thursday, July 25, 2013 at 6:30pm Mountain Daylight Time.  
<https://global.gotomeeting.com/join/881832069> . Use your microphone and speakers (VoIP).  
 A headset is recommended

1. Carolyn called the meeting to order at 6:43pm MDT.
2. Agenda was reviewed and updated to incorporate recommended changes.
3. **Patty made motion to approve 6/27/13 Steering Team Minutes and Jose seconded. Motion was approved.**
4. RM BEST Treasurer's Report
  - a. Lois presented Budget vs. Actuals Report ending 6/30/2013.
    - i. \$500 received this month from Stellar Solutions
5. Action Item Review – Carolyn I removed old due dates and shortened some status

Name	Date Assigned	Due Date	Action	Status
Jose	4/25/2013	1/31/14	Determine whether TMI 2014 is workable at WOR. Aug 4&5, 2014.	7/25: Getting an event at WOR is complex Jose has established a good working relationship with Megan Quitter WOR Chief Education Director. Scott has been to a robotics event at WOR and says fees could be a constraint, but not the facility. Jose says another constraint is if we can get the date because we must get Game Day scheduled first at Auraria.

Name	Date Assigned	Due Date	Action	Status
Jose	4/25/2013	1/31/13	Determine whether Practice Day 2014 is workable at WOR. Oct 11 or 18 are tentative dates.	7/25 Status: Jose will work this.
<del>Carolyn/</del> Lois Jose	5/30/2013	8/22/13	Call teachers from previous teams who have not yet signed up, to ask if they are planning to, and to feedback on why not.	7/25:Status: Carolyn has asked Jose to complete this action.
Carolyn	6/27/13	8/2/13	Send email to our District Rep and ask for criteria for Best Rookie Team	7/25: Carolyn sent email and awaits criteria but received no response. Carolyn is now going to send an email to Hub Directors with the same question.
Linda	6/27/13	10/31/13	Discuss with ST if there should be additional awards in 2013. If so, then include additional costs for awards in 2014 budget.	
Patty	6/27/13	6/30/13	Send Elly Baldwin's email address to Linda King who will add Elly to Volunteer Email List.	7/25: DONE
Linda	7/25/13	1/14/14	Add agenda item in Jan 14 to discuss moving TMI to July 2014 to better accommodate school start dates and teacher availability.	
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.	7/25 Status: DONE – shirts were delivered Thursday. Carolyn has the rest.
Carolyn	7/25/13	8/22/13	Send email to ST and BOD advising new ST and BOD email addresses and elimination of "Google groups" email lists.	
Jose	7/25/13	8/1/13	Send email or call schools that have not RSVPd to TMI.	
Jose	7/25/13	8/5/13	Get up to speed by TMI on Event Brite tool, so you can train it and get teams officially registered at TMI.	
Scott	7/25/13	8/1/13	Schedule Denver South Kickoff walkthrough for Tuesday, Aug 13. 1st choice time is 1pm but anytime that day will work.	

6. Hub Director's Report - Carolyn.

- a. ST Staffing status - Carolyn and Scott are co-chairing the Game Field Team. So ST positions are filled.

- b. Update on mascot logo - we have new logo and it is great. It will be used in this season's activities, programs, signs, newsletters, etc..
  - c. BOD Strategic Planning postponed - new date not established yet.
7. Executive Director's Report – Jose
- a. Team status
    - i. 28 teams have expressed interest in participating in the 2013 Game. 10 teams signed up for TMI.
      - Jose is going to call the schools that have not RSVP'd to TMI and request attendance and let teachers know that if they cannot attend, they can send mentors, parents, etc.
    - ii. Manning Middle School in Golden is trying to get a team for RM BEST. Golden HS is dropping out because of lack of participation. Jose has recommended that Golden and Manning combine into one team.
    - iii. Aurora Public Schools starts Aug 5th and reduces the ability for them to attend TMI. We need to take that into consideration for next year.
  - b. Event Brite status - This is the new team registration tool for 2013. Jose will be up to speed by TMI on this tool, so he can train it and get teams officially registered.
8. TMI Planning – Scott
- a. Schedule status - reviewed and updated during this ST meeting
  - b. Briefing Chart Status - Carolyn has sent out draft charts and requested they be updated and returned to her by 7/27.
  - c. TMI robot build status - Scott is doing this.
  - d. TMI dry-run Reminder:
    - i. Wednesday, July 31st, 12:30pm @ Linda Scott's home
    - ii. All ST are invited.
    - iii. Lunch will be provided.
  - e. RSVP status - 10 schools RSVP'd as of 7/25 (13 people). Jose will re-send the invitation or call to remind teachers to sign up. Action Item
  - f. Table diagram is a huge update and LCC will arrange tables
  - g. Photographer - Lois
  - h. Add a generic volunteer call in the Volunteer Newsletter
9. Committee Reports
- a. Events - Patty
    - i. TMI - Elly Baldwin met with Lonnie to get info about last years and all Events last year. Patty will meet with Elly next week to get a brief and to help buy groceries
    - ii. Celebration Party - Sunday, November 17th; Patty has met with Maggiano's and is in the planning stages. We'll get quite a discount by holding event on a Sunday.
  - b. Venues - Scott
    - i. Scott is going to try to book Denver South walkthrough for Kickoff Day on Aug 13th - 1:00pm (Action).
  - c. Game (including Game Field, Kits, Protobots) – Carolyn - Things are going pretty well. Lots of work going on.
  - d. Volunteers– Linda King

- i. Progress
  - Linda sent out the June newsletter and asked for ST feedback.
  - Updating the volunteer list on constant contact - very dynamic
  - Contacted two people about near term participation - one person who is interested in participating - other tbd
  - Generated a TMI task, need, and name list - received feedback from Patty and working to improve - others?
  - Volunteer hours - received input from one person. Is there a better way to do this?
- ii. Plans
  - Working on the July newsletter, plan to include:
    - a. updates on each of the team's activities
    - b. update request for help - Game Field assembly?, TMI?, Kick-off?, Rocky Mtn Airshow?
    - c. Still need to contact the social media person about Facebook and twitter links. We told Linda K to contact Audrey Strong.
  - Receive feedback on the pdf file signature option - could ST try and send her feedback per her email sent to ST on 7/25
  - Work with TMI event folks on volunteer needs – discussed during TMI Planning.
  - Again plan to send out the volunteer list with recent updates and feedback
  - Welcoming several folks about their interest in volunteering
- e. Awards & Judging - Linda Scott
  - i. Date for Notebook Judging - Oct 22 - 9:00pm - 6:00pm at Linda's House

10. New Business - Carolyn

- a. New RM BEST email addresses. Carolyn is going to send out an email to ST and BOD announcing new email addresses and elimination of "Google groups" email addresses. Action Item
- b. Are we behind on anything?
  - i. Carolyn is going to be out of town for Kickoff. Linda S recommended a "Kickoff planning day" to review staffing and tasking for Kickoff. Recommended that this meeting be held the same day at the Denver South walkthrough.
- c. Linda K suggested that a "call for Airshow support" be included in July Volunteer Newsletter. We agreed. It's an opportunity to get new people involved – and they get free admission to the Airshow!

11. Upcoming Meetings:

- a. 2013 Board Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg.
  - i. Thursday, ~~09/12/13~~ 09/19/13 (**NOTE:** this is a new meeting date)
  - ii. Thursday, 11/14/13
- b. 2013 Steering Team Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
  - i. Thursday, 08/22/13
  - ii. Thursday, 09/26/13
  - iii. Thursday, 10/24/13
  - iv. November Meeting Date: TBD
  - v. No meeting planned for December

Adjourned at 8:55pm

Respectfully submitted,  
Linda Scott  
Secretary, Rocky Mountain BEST