

Minutes

Rocky Mountain BEST Steering Team
@ The Daniels Fund
101 Monroe St, Denver, CO 80206, Room 139
Thursday August 22, 2013

5:00pm - 8:45pm – NOTE: New Start Time For This Meeting Only

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

Teleconference Information: (kmgeise@q.com – password: rmbest007):

Please join my meeting, Thursday, August 22, 2013 at 5:00pm Mountain Daylight Time.

<https://global.gotomeeting.com/join/571857149> . Use your microphone and speakers (VoIP).

A headset is recommended

1. Carolyn called the meeting to order at 5:18pm MDT.
2. Agenda was reviewed and updated to incorporate recommended changes.
3. **Lois made motion to approve 7/25/13 Steering Team Minutes and Lori seconded. Motion was approved.**
4. Kickoff Staffing – Linda King led the ST through the draft Volunteer Plan she has created that consolidates all of the staffing needs for Kickoff. The discussion included the following:
 - a. Confirm who has already volunteered and for what positions
 - b. Decide what kind / number of volunteers are needed
 - c. Determine which potential volunteers Linda King will contact or other ST members will contact.
 - d. Discuss ideas on how to get new volunteers.
5. RM BEST Treasurer's Report - Lois
 - a. Budget status through 7/31/13
 - b. Review documentation needed for reimbursements of expenditures and donations.
 - i. Receipts are required and it is helpful if you provide the budget account for the expense.
6. Hub Director's Report - Carolyn.
 - a. TMI Report – TMI was very good. We still need to review the feedback. Carolyn has asked Linda King to teach her Pivot Tables and Carolyn will use the skill with the TMI feedback.
 - b. Mini-TMI Overview – Aug 29; all the TMI agenda will be presented except Robot Build and Peer Panels. All ST is invited.

- c. Kickoff Status Report – All is on track. Kits will be completed by Monday, Aug 26, Game Field Integration on Labor Day. Presentations are in process. ST agreed that we'd only take one quadrant to Kickoff.
 - d. BOD Strategic Planning status – potentially Oct 5. All ST will be invited to contribute.
 - e. Are we behind on anything? Let Carolyn know.
7. Executive Director's Report – Jose
- a. Team status – we have 27 schools that signed up with Jose and there are 3 additional possibilities. 24 have signed up in Eventbrite. Our goal is 29 teams with 28 to compete.
8. Committee Reports
- o Volunteers – Linda King
 - August Volunteer Newsletter – potential subjects:
 - Need help now - Kits? Not required. Game Field Integration - Labor Day
 - August Volunteer Spotlight - any suggestions of Volunteers to spotlight? TMI? Kit Team? Other?
 - School Update - sent Jose an email today requesting update
 - Team status - Schools - how many schools working with. Still looking for more schools
 - Team status - Game - Finalizing kits, protobot, Game Field
 - Team status - Awards and Judging - coordinating with Volunteers
 - Team status - Events - finalizing Kickoff plans and beginning Practice and Game Day Event planning.
 - Team status - Volunteer Interface - finalizing Kickoff volunteers and beginning Practice and Game Day planning
 - o Kickoff Volunteer Contacts - Steering, Today: Shaw, Vandenberg, Rhonda Roth, Senthil Gajapathy, Tonight: Marrero, Rivera, Diaz, Logo, Finkiewicz
 - o Volunteer Contact List - Jose additional students, USAFA follow-up
 - o Develop Practice Day Volunteer Plan - plan to do a quick rough draft review with Carolyn, Linda S and Lois prior to Kickoff
 - o Send out August Newsletter.
 - o Problems - so far have been unsuccessful at getting Cadet Winston Sanks USAFA to return my email.
 - a. Game (including Game Field, Kits, Protobots) – Carolyn - Things are going pretty well. Lots of work going on.
 - i. Plan is to meet on Labor Day for Game Field Integration and Painting. They'll also decide how to move the game appropriately to Denver South HS.
 - b. Events – Patty
 - i. Patty and Elly are researching possible lunch sales for schools on Practice Day. They'll make an email proposal to ST by 9/2/13
 - c. Venues – Scott
 - d. Awards & Judging - Linda Scott
 - i. Need to schedule a time with Patty to discuss ordering trophies, plaques and medallions for 2013 game.
 - ii. Simulink Award to be announced at Kickoff.

9. New Business - Carolyn
 - a. Mini-TMI scheduled for Aug 29. What about food? Who wants to support? Bring EVA?
 - i. Jose will contact Loretta regarding food.
 - ii. Linda will pick up EVA / batteries from Scott
 - iii. Linda to pick up rechargeable batteries from CW on 8/26
 - b. TMI Venue: Lowry Conference Center has advised Scott that starting in 2014 there will be a charge for the facility. Jose has gotten an okay to get the space from Jose believes that we may be able to get facilities at MSUD pro bono. Recommend Linda S add an action to the ST action items for Scott to work with Jose and MSUD to obtain 2014 TMI venue. (Action)
 - c. Re-address email communication between Steering Team members.
 - d. Plan Practice Day prep meeting & walkthrough at South. (Action)
 - e. Plan Game Day prep meeting & walkthrough at Auraria Campus. (Action)
 - f. Airshow report – Lois
 - i. We had some new volunteers and new outreach volunteers this year to help.
 - ii. We had a couple of pages of people interested in BEST for various activities.
 - iii. Lois thought it was good event and we had a lot of visitors.
 - iv. ST formally thanked Lois for coordinating this event. Thank you!!
 - g. BRI email request from new executive director for two Hub priorities from RM BEST
 - i. ST members to email ideas to Carolyn by 8/29/13. (Action)
 - h. Simulink Class – give action to Scott to see if we should have a breakout session at Kickoff. (Action)

10. (20 min) Action Item Review – Carolyn

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: Jose has established a good working relationship with Megan Quitter WOR Chief Education Director. Scott says fees could be a constraint, but not the facility. Date is also a constraint because Game Day date is a priority.
Jose	4/25/2013	1/31/14	Determine whether Practice Day 2014 is workable at WOR. Oct 11 or 18 are tentative dates.	7/25 Status: Jose will work this.
Carolyn/ 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. 8/22: DONE
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. 8/22: DONE

Name	Date Assigned	Due Date	Action	Status
Linda	6/27/13	10/31/13	Discuss with ST if there should be additional awards in 2014. If so, then include additional costs for awards in 2014 budget.	
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	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.	DONE.
Jose	7/25/13	8/1/13	Send email or call schools that have not RSVPd to TMI.	DONE.
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.	DONE.
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.	DONE.
Carolyn	8/22/13	8/22/13	Send John Mosley (AHEC) email re: Sept 26 Game Day walk-through at Metro.	DONE. Scheduled for 1pm 9/26.
Carolyn	8/22/13	8/26/13	Send copy of email to Jose that Carolyn sent to John Mosley confirming Sept 26 Metro Walk-through.	
Jose	8/22/13	8/29/13	Send email that Carolyn sent to John Mosley confirming 9/26 Metro walk-through to Mingli He and Rich Pozzi to keep them informed of our interactions with Metro.	
Scott	8/22/13	8/29/13	Determine if we can move kits on Friday 9/13 into the Dance Room and if so, what time can we get into the room and what time do we have to be out of the room?	
Jose	8/22/13	8/29/13	Call Penske and ask what's the earliest we can rent the truck on Friday without incurring an extra day's charge.	
Scott	8/22/13	9/2/13	If we can get the kits moved to Denver South HS, should we change the start time on Saturday morning?	
Carolyn	8/22/13	8/29/13	Contact Kathy and ask when the	

Name	Date Assigned	Due Date	Action	Status
			game pieces are going to be done (one of each kind) to pass along to game field people so that can cut.	
Scott	8/22/13	8/29/13	Schedule Practice Day Walk-through and Practice Day Planning Session (similar to our Kickoff Planning Session) at Denver South High School. Recommended date would be the week of Sept 16.	
Patty	8/22/13	9/2/13	Make an email proposal to ST for lunch sales at Practice Day.	
Jose / Scott	8/22/13	1/31/14	Set up a time to meet at Metro to determine what would work for TMI in July 2014.	
Jose	8/22/13	12/31/13	Ask teachers for their recommendations for TMI 2014 date.	
ALL ST	8/22/13	8/29/13	ST members to email ideas to Carolyn by for Hub priorities to BRI exec. director	
Linda	8/22/13	9/6/13	Linda to design a Best Rookie Award and send to ST for consideration.	
Carolyn	8/22/13	9/2/13	Send out Kickoff presentations to presenters and ask for updates to be returned by 9/2/13	
Scott	8/22/13	8/29/13	Should we have a breakout session at Kickoff for Simulink?	
Jose	8/22/13	8/27/13	Call Loretta and ask her if they are planning to provide food for mini-TMI	

11. (20 min) Kickoff Planning Session Action Items:

- a. **Carolyn** to send certificate of Liability to all insured. **Status 8/22: awaiting certificates that will be distributed as required upon receipt.**
- b. **Linda S** to write to Quick for Logo for program and for T-shirts. **DONE: wrote to Quick and received no response. Without their authorization, Quick's logo will not be on the t-shirts.**
- c. **Carolyn** get SCITOR logo for T-shirts. **DONE**
- d. **Lois** get all names / logos for \$1000 or more for program to Patty for program and to Carolyn for web. **DONE**
- e. **Lois** to send updates as more donors come in. **DONE. Lois is going to keep the sponsors updated on the web.**
- f. **Carolyn** to talk to Kevin to do easyC for kickoff breakoff and mini TMI on August 29th. **DONE - yes for Kickoff and no for mini-TMI**
- g. **Jose** see if he can find pro-bono videographer for Kickoff, etc. – Status: 8/22: Jose has requested a videographer and it's in process.

- h. **Carolyn** ask Dave Wilkerson if he can do Control systems breakout session for kickoff. **Status 8/22: email sent, awaiting reply.**
- i. **Carolyn** to work with Audrey for Kickoff press release
- j. **Lois** to send email to Linda King with Senthil name for photos at Kickoff. **DONE.**
- k. **Jose** to send list of teams to Patty by 5th Sept.
- l. **Linda K** to put together packets for Volunteers for Kickoff. **DONE - Linda to work with Lois on this action.**
- m. Presenters **to send** Power points to Linda K by September 4: **IS THIS OBE?**
- n. **Carolyn and Linda K** to talk about power point job and have Linda do this year instead of Carolyn. **DONE**
- o. **Patty** to send kickoff program to steering team for review on Sept 6.
- p. **Steering Team** to send Kickoff Program comments/revisions to Patty by Sept 8
- q. **Patty** send kickoff program to printer by Sept 9.
- r. **Linda S** to give software licenses to Patty by Sept 7 for school packets.
- s. **Jose / Linda K** to put link in next teacher newsletter to the consent and release form **Status: DONE. Linda K has added the link.**
- t. **Jose** to reserve truck from Penske by Sept 3rd Status: Talk to Linda and Mike King about size of truck to rent.
- u. **Carolyn** to send email to Linda K dimensions of kits and gig kits for figuring out truck size. **DONE**
- v. **Linda K** figure out what truck size works and send to **Scott** for review in next week or so **Status 8/22: Working**
- w. **Carolyn** to get returnable kit agreement form to Patty for school packets Status: **DONE**
- x. **Patty** to put together school packets w/ inputs from other above.
- y. **Scott** to put together map of training session locations & map of South for school packets, send to Patty and also to Linda K for presenters by Sept 3.
- z. **Carolyn** pull out 30 RM BEST Brochures for teacher packets and give to Patty at CW on Aug 26. **DONE.**
- aa. **Scott** to set up game field for Kickoff.
- bb. **Linda S** to talk to Jon Scott to have him set up A/V for Kickoff, including getting 2012 game video set up to run in loop. **DONE**
- cc. Jon to set up A/V for Kickoff.
- dd. **Patty and Carolyn** to tell ~~Gennie~~, JoAnne, Lori what setup of kit room involves for kickoff **Status: Linda K would like Connie to work volunteer registration at Kickoff. Linda S will help Lori and JoAnne set up the kits, wood and PVC.**
- ee. **Connie, JoAnne, Lori and Linda S** to set up Kit room. **Status: Lori and JoAnne to manage passing out kits & retrieving signed forms & laminated sheets** and return envelopes with the flash drives. **DONE – moved to scheduled.**
- ff. **Elly** to set up hospitality room and manage for the day at 8:00. (NOTE: Patty did you tell Elly this?)
- gg. **Linda K and Connie** to setup Volunteer check-in table at Kickoff. **DONE**
- hh. **Patty** make up passes for breakout sessions... some sessions get 2 per team, some sessions get only one per team - this for the school packets. All meeting rooms can handle two **students.**
- ii. **Jose** to put in next newsletter for teachers to bring a memory stick in order to copy kickoff charts and attachments
- jj. **Trice** will sit at a computer to copy charts to memory sticks that teachers bring. Trice will make flash drives for Kickoff charts.
- kk. **Patty** to get balloons and someone to put them out.

- ll. **Linda K** find volunteers to guard door from 12:00 to 12:30, even more to keep people off the floor and into the stands once doors open at 12:30 **DONE**
- mm. **Jose** to try to get mayor to speak at Kickoff Status 8/22: made request and waiting for response.
- nn. **Linda S** to reveal the game. **DONE**
- oo. **Carolyn** to ask Elwyn to be another Ref **DONE**
- pp. **Carolyn** to ask Casey to be head ref in prototype game demo - **DONE – answer is yes.**
- qq. **Carolyn** use truth from Scott's document (updated by Linda and sent to Carolyn) to make sure Patty's and Carolyn's gym presentation match. Status: progress being made
- rr. **Linda S** send updated Kickoff Master Plan to Scott to put into Master Plan. **DONE**
- ss. **Linda S** change 8/22 steering team agenda to put Linda K first. **DONE**

12. 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, 09/26/13
 - ii. Thursday, 10/24/13
 - iii. November Meeting Date: TBD
 - iv. No meeting planned for December

Adjourned at 8:48pm

Respectfully Submitted,
Linda Scott
Secretary
Rocky Mountain BEST