

Minutes

Rocky Mountain BEST Steering Team
MSU Denver
Department of Aviation and Aerospace
1250 7th St, Denver

Thursday, May 15, 2014

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

Remote access not initiated for this meeting because we could not connect to the internet.

Carolyn called the meeting to order at 6.34pm.

1. Carolyn led a review of the agenda and changes were incorporated.
2. **Patty made a motion to approve the 3/27/14 Steering Team Minutes. Lori seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois presented Budget vs Actuals through 5/7/14.
4. Executive Director's Report – Jose
 - a. As of this morning, 36 teams have signed up with Jose and two have signed up on Eventbrite.
5. Hub Director's Report – Carolyn
 - a. New date for June Steering Team – June 19, 2014 at the Daniels Fund Building
 - b. 2014 BRI Operations Calendar & our status. No issues or concerns yet.
 - i. June 21st – Final field drawing package to be released. Carolyn will work with Dave P and Mike K to discuss build assignments for Game Field Build.
 - ii. In the event that we find simpler ways to build the game field, Carolyn is okay for us to do the easier way, but wants to send a Q&A to ask BRI to share the better idea with all of the other hubs.
 - c. 2013 AAR – any questions on assignments, contact Carolyn.
6. Prototype Kickoff Game Summary – Lois
 - a. 5 attendees from RMB (including one MSU Denver student).
 - b. It was very helpful and educational.
 - c. A summary of the event will be sent out to the ST by 6/19.
7. TMI Update – Jose reported in Scott's absence.
 - a. Jose and Scott met with Metro POC TJ Cecino for TMI and they have worked out all logistics for July 21/22.
 - b. Jose has arranged for parking for all attendees.

- c. Two tours will be scheduled. One at the end of Day One and one on the morning Day Two.
 - d. On 7/18, we're going to set up TMI at MSU Denver.
8. Outreach Update – Lori
- a. Wings Over the Rockies (RATH) event, Sunday, April 13, from Noon to 5 PM.
 - i. Lori, Kathy G and Scott supported the event. 35 people signed the contact list with email addresses. A copy of the list was sent to Linda King. (Subsequently, LK sent all a letter thanking them for their interest plus sent them the April Volunteer newsletter. BEST friends were at the event. Thanks for that support. We even met two of the Metro students (Ryan & Que) who will work on the protobot! Thanks again to Jose for all he does.
 - ii. Areas/Schools expressing an interest in participating in RM BEST: Fort Collins, Kiowa, Colorado Springs, Aurora (several middle schools), Aurora Quest M.S., Jefferson County Open School, Eaglecrest
 - iii. Manning M.S. and St. Mary's Academy both demonstrated their robots on a part of the 2013 game field. Also, Manning brought their "awesome" exhibit booth that they created for regionals. The hope is to demonstrate a 2014 game robot and booth next year. East HS brought and donated their 2013 robot to WOR. We will store the robots and a game field quadrant so that potentially we can use them again at the upcoming summer Outreach events. Air Shows in August (at Erie and Greeley).
 - iv. Comments made...
 - 1. Noticed how BEST is growing
 - 2. Lots of questions about what BEST is (and what BEST stands for)
 - 3. One suggestion was made that we have a Denver area meeting/presentation to inform teachers how we plan to become a region, maybe show a video, have a Q&A session, and with the personal contact being a positive influence
 - v. Pamela Gould and Dave Gesler deserve special thanks for bringing robots, kids, game field, and everything else!
 - b. Lori is going to make a recommendation to Kathy and the BOD to approve Erie Air Show and pass on Greeley Air Show based on cost and benefit trade-off.
9. Committee Reports
- a. Game - Carolyn
 - i. Mike King / Carolyn will be Game Field Build co-leads for 2014 Game.
 - ii. Dave Simmons plus 4 other MSU Denver students to build protobot.
 - b. Volunteer Interface – All ST agreed that Volunteer Newsletters are excellent.
 - c. Events – Patty
 - i. Lois and Patty met this week regarding 2014 logo and T-shirt design and she'll present it at the 6/19/14 meeting.
 - ii. ST recommends that we order a few more shirts than last year.
 - d. Awards & Judging – Linda S
 - i. Jose is going to take on the responsibility of selection and coordination of Award Presenters for Game Day.
10. New Business – Carolyn
- a. RMB Google Vacation Calendar – Lois to send out email instructions.
11. **(10 min)** Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn/ Scott	9/26/13	10/8/13 4/23/14 2/20/14 6/19/14	Update the Pit Rules and send to Steering Team for review.	3/27: new date requested.
Carolyn	3/27/14	4/30/14	Contact Benevity to ensure we're connected properly for Google matching donations	DONE.
Jose	3/27/14	4/5/14 6/19/14	Work with MSU Denver to get free or discounted parking for SPotlight, TMI and Game Day.	5/15/14 status: in work
Jose	3/27/14	4/15/14	Explore options for MSU Denver student volunteers to build Protobot this summer and for one student to attend Prototype Event on Apr 25 - 27.	DONE. David Simmons & team onboard for building protobot. David attended Prototype event.
Scott	3/27/14	4/15/14	Confirm TMI date with MSU Denver POC.	DONE.
Scott	3/27/14	4/15/14 6/19/14	Send Linda K a job description and skills for the TMI co-lead position	
Scott	3/27/14	4/13/14 6/19/14	Scott will work with Dave Wilkerson to get the Twin robots ready to WOR Robots at the Hangar use.	5/15/14: We want to get the MSU Denver students involved with this project.
All ST	3/27/14	4/15/14 6/19/14	Review /edit draft Emergency Preparedness Procedure, r3 and provide comments to Linda King.	
Carolyn	3/27/14	4/12/14	Carolyn will get the "Outreach" items to Lori prior to RATH event (including Eva).	DONE. Items delivered to Kathy prior to RATH.
Lois / Linda K	3/27/14	5/22/14	Confirm that current carpet can be used for Game Day.	DONE. The drawings in the package show a square GF.
All ST	3/27/14	4/5/14	Delete Google mailing lists from your computers as they no longer valid.	DONE.
Scott	3/27/14	5/22/14	Schedule Event Planning Dates for Kickoff, Practice Day and Game Day	5/15/14 status: in work
Scott	3/27/14	6/30/14	Update Event Master Plans and add to Dropbox	
Lois	5/15/14	5/31/14	Send Patty the Tax ID letters.	
Carolyn	5/15/14	5/31/14	Contact the MSU Denver students that are building the Protobot to set up a time to meet to discuss requirements and the deadline of 8/23 to complete the build.	
Lois	5/15/14	6/19/14	Send out Prototype Event Summary to St	
Patty /	5/15/14	8/31/14	Add to Game Day Program a	

Name	Date Assigned	Due Date	Action	Status
Linda /			description of Tim's audience interaction while scores are being tabulated. Also add this to Game Day Event Master Plan	
Carolyn	5/15/14	7/17/14	Talk to Tim about the above assignment.	
Scott / Tim	5/15/14	8/31/14	Explore the concept of a Pit Boss "Answer Person" that will sit in the pit on Practice and Game days that can clarify rules for teams as required. (AAR #16)	
Linda	5/15/14	5/31/14	Send an email to Scott asking if Aug 6 or 7 for Kick Off Event Planning Mtg from 11am – 3:00pm at South High School; Sept 15 or 17 for Practice Day at TJ; Sept 22 or 24 for Game Day at MSU Denver.	

12. Upcoming Meetings:

- i. ~~June 26~~ June 19 (NEW DATE)
 - ii. July 24
 - iii. August 28
 - iv. September 25
 - v. October 23
 - vi. November – TBD (4th Thursday is Thanksgiving)
 - vii. December – TBD
- b. 2014 Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
- i. ~~July 10~~ July 17 (NEW DATE)
 - ii. ~~September 14~~ Sept 18 (NEW DATE)
 - iii. November 13

Meeting Adjourned at 8:47pm

Respectfully submitted,
Linda Scott
Secretary