

Minutes

Rocky Mountain BEST Steering Team
 Daniels Fund Building
 101 Monroe St, Denver, CO 80206

Tuesday, June 23, 2015, 6:30pm – 8:45pm

Carolyn Bauer	x	Jose Lopez	t
JoAnne Fry	x	Linda Scott	
Patty Gaspar	x	Lois Walton	x
Linda King		Kathy Geise	x
Lori Lazuk	x		
		t = telecon attendee	

Carolyn convened the Meeting at 6:36pm.

1. Agenda reviewed and no additions made.
2. **Motion to approve 5/28/15 Steering Team Minutes made by Lori, seconded by JoAnne. Motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the reports in Dropbox for period ending May 15, 2015. The hub is still far under budget. The extra space requested will put our hub over budget. Carolyn's request to increase the hub budget has been approved by the Board.
4. Diversity Committee Discussion – No Report this month.
5. Executive Director's Report – Jose
 - a. 2015 School Invitation status for 2 Denver hubs - 35 or 36 have signed up
 - i. Eventbrite status – Jose had some difficulty but created the event and published it. Jose and Kathy confirmed it's available for teams to officially register for the RM BEST season. Tami Kirkland has published Front Range BEST's season, too.
 - ii. Jose has called teachers to remind them to sign up for the Denver TMI
 - b. BOD Committee / Program Status
 - i. New Hub Development – Jose has contacted Joe Rice for the Colorado Space Business Round table this year and has registered RM BEST. Kathy planning to attend much of the first event.
 - ii. 2015TMI
 1. SoCo BEST @ Trinidad State was a success on June 2. Thanks to all RM BEST volunteers who participated!
 2. Denver (FR BEST & RM BEST) TMI – July 30 & 31 @ MSU Denver, Student Success Building, Room 400 near CAVEA
 - a. Gary Pratt new co-lead (now with Linda K & Carolyn)
 - b. FR BEST to co-plan & co-lead this year
 - c. Parking permits will be issued
 - d. 3 rooms are reserved. Available all day Wednesday for setup.

- e. Teachers seem to show little interest for dinner on Thursday with much interest in appetizers & beverages. TMI team will arrange and request our volunteers to participate, too.
 - f. VIPs – trying to invite some people from central Colorado – Leadville, etc. to help their teams be successful. Kathy working some of these.
 - c. Outreach Committee – Lori
 - i. If we get invitation from Erie Air show we will accept, but no invitation yet
 - ii. Lois has made reservation for Colorado Science Convention. CSC – Nov 20th at the Denver Merchandise Mart.
 - iii. Kathy will talk to TSA about getting link for BEST on website- have links for other competitions.
 - d. Regional Development – Jose / Kathy
 - i. They plan to invite MSU Denver VIPs to TMI
 - ii. Waiting to have meeting with Kathy and Sandra Hanes to discuss Regional Development program further.
 - e. Fundraising Committee – Lois
 - i. Verizon grant awarded to RM BEST for \$3,000. This grant demands some specific activities on our part as well as reporting how grant funds were used. Board of Directors / Fundraising Committee will work this activity and may ask for support from Hub Steering Team to be POC with specific schools.
- 6. Hub Director's Report – Carolyn
 - a. Pay Dirt events –
 - i. Schedule – all dates / locations are confirmed:
 1. Kickoff: Sat, Sept 12 @ South HS
 2. Practice Day, Sat, Oct 17 @ Thomas Jefferson HS
 3. Game Day, Sat, Oct 24 @ Auraria Campus
 4. Kits – final kit lists released 4/30
 - a. Lori in good shape for ordering nuts and bolts
 - b. New belt & pulley kits are available and have been ordered
 5. Game Field – final drawing release 6/27 – Build to start early July
 - a. Dave Porter is ready to go
 - b. Will use Lois' house to distribute parts
 6. Game, Generic, Awards & Judging Rules (one document) – final release 7/25
 7. Preliminary scoring software & BEST default program & Final VEX Cortex firmware release – 7/25
 - b. Game specific logo & t-shirt status – Lois / Patty
 - i. Logo ready and in Dropbox
 - ii. We discussed and selected tan shirt color with brown logo for this year's volunteer t-shirts. Patty to contact Jon at Artistic Apparel to order.
 - iii. Suggest hard hats for everyone or just specific positions (like MC, Floor Boss, etc.) Jose sent links to various websites, so we'll continue this discussion.
 - c. Patty will review RM BEST signage for events and will coordinate having Jeppesen print them for us. She will contact Tami to discuss which sizes Tami printed and laminated and ask how rigid the signs are.
 - d. Feedback to distribute to leads – Carolyn needs to complete.
- 7. Committee Reports
 - a. School Interface – Jose – shown above.

- b. Game – Carolyn
 - i. Kit testing status – Scott has completed most of the testing and returned them to warehouse. Rest should be done soon. There was a problem with keys not syncing, but Scott has resolved the problem.
 - c. Volunteer Interface – Linda K: Per *Dropbox>RM BEST>Hub Steering Team>Agendas, Minutes and Action Items>2015>Reports>2015 06 19 Volunteer Interface*
 - i. Jose suggested we could invite Front Range to participate in our Practice Day since they are having a difficult time finding a venue. ACTION - Carolyn will talk to Tami
 - d. Other Support – Linda K: Per *Dropbox>RM BEST>Hub Steering Team>Agendas, Minutes and Action Items>2015>Reports>2015 06 19 Other Support – Linda King*
 - e. Events - Patty
 - f. Venues – Carolyn to contact a friend to see whether she can help us this year.
 - g. Awards & Judging – No report
8. New Business – Carolyn
- a. Kathy suggested we anticipate contacting Steve Garran (new Board member) only with specific requests for Hub / Game activities. Otherwise he will focus on BOD activities.
 - b. There was a discussion about grant request for Best Buy Foundation, which is due in 5 days.
 - i. Front Range BEST is submitting one request. Kathy will assist them.
 - ii. Lois and Carolyn will submit another request for RM BEST to replace obsolete / depreciated returnable kits.
9. **(15 min)** Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn	11/13/14	7/23/15	Distribute feedback to team that hasn't yet been distributed.	Status: Still have feedback to distribute
Carolyn / Jose	2/19/15	7/23/15	Carolyn to contact team to get them to do twins before protobot	Alex Sweetman, Ken Tai, Michelle Plarina, Ryan Borys, Que Roberts
Lois /Linda K	2/19/15	7/23/15	Ask Nancy to look at our new tri-fold and see if there is anything we should change / add. Also words about visiting our website to see the current video.	Status: Updates in work. Lois needs to find "better" photos.
Carolyn	4/21/15	7/23/15	Review Joel Kirkland's Teacher Demographic tracking spreadsheet	Status: Carolyn has and will study by next month.
Lois	4/21/15	7/23/15	Ask Denver Health if they would like to return with more advertisement.	
Carolyn / Linda K	4/21/15	7/23/15	Work with ST to determine what presentations should be made on Practice Day and who should be presenting.	
Carolyn	5/28/15	6/23/15	Get a card, gift card for a Steering	DONE

Name	Date Assigned	Due Date	Action	Status
			Team member.	
Linda K		7/23/15	Determine Scott's TMI duties and put request in next newsletter	Check
Jose & Kathy		6/7/15	Talk about which teams go to which hub - preliminarily	Status: DONE.
Jose		6/23/15	Create Game on Eventbrite & have Tami do the same after determining which teams go to which hub	DONE
Kathy	6/23/15	11/19/15	Set up for CSC 11/19/15	
Patty	6/23/15	7/20/15	Discuss final colors with Jon. Order Sign from Jeppesen.	
Patty	6/23/15	7/23/15	Has sent email to Jon Barber asking about date for ordering t-shirts and if he would do the school shirts at \$10/shirt as before. She will also invite him to Denver TMI.	
Patty	6/23/15	7/23/15	Contact Tami to discuss lamination vs core	
Carolyn	6/23/15	7/23/15	Contact Sue about being Venues subcommittee lead	
Kathy	6/23/15	7/23/15	Contact David about streaming of video at event	
Jose	6/23/15	7/23/15	Email to Rich Pozzi to ask he would be interested in being the lead for Awards & Judging to replace Linda S – 3 yr commitment 1 yr train and then 2 years to do	

10. Upcoming Meetings:

- a. Steering Team Meetings – 6:30pm - 8:45pm; 4th Thursday of every month (*occasionally rescheduled*; generally held at the Daniels Fund Building)
 - i. July 23, 2015
 - ii. August 27, 2015
 - iii. September 24, 2015
 - iv. October 22, 2015 (may be rescheduled because of Game Day)
 - v. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
 - vi. Dec - TBD
- b. Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
 - i. July 16, 2015 NOTE date change.
 - ii. September 17, 2015 NOTE date change.
 - iii. November 12, 2015

Meeting closed 8:16 PM

Respectfully Submitted,
Patty Gaspar

Events Committee