

# Minutes

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

Thursday, August 27, 2015, 6:30pm – 8:45pm

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

Carolyn called the meeting to order at 6:32pm.

1. Agenda reviewed and no additions made.
2. **Motion to approve 7/23/15 Steering Team Minutes made by Lori, seconded by JoAnne. Motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the Hub Expenses report for period ending Aug 25, 2015. Although we have increased teams to 29, rather than the 24 budgeted, we appear to be under budget.
4. Diversity Committee Discussion – Linda K
  - a. We currently are working the Verizon Grants and we have 14 schools identified who are eligible and as of today, 6 have responded to the surveys, which are all due by next Monday. Kathy, Lois, Art, Linda K and Linda S will meet on 9/3/15 to review proposals and select teams that will receive the grants. They will also clarify our granting process details.
  - b. The RM BOD decided to match the Verizon Foundation grant school allocation for any FR BEST schools that meets the criteria for the grant. FR BEST has one school that satisfies the criteria. Linda King to provide Tami a draft application to provide to Englewood HS, similar to the application our schools received
  - c. Verizon is hoping to have volunteers at our events and Megan Dorsch will definitely attend Kickoff. There will be a mock check presented to Verizon and Kathy Geise will accept the check and be part of the photo.
5. Executive Director's Report – Jose
  - a. 2015 School Invitation status - for 2 Denver hubs (RM BEST 28, 1 alternate; 12 FR BEST; 5 teams on wait list (Tami and Jose will decide how to get the teams into the competition)
    - i. Eventbrite status – 17 of 28 signed up
    - ii. Denver South High Principal cannot attend Kickoff.
  - b. BOD Committee / Program Status
    - i. New Hub Development – Nothing to report.
    - ii. TMI 2015 – Jose. This year's Denver TMI was a success.
    - iii. Outreach Committee – Lori

1. Erie Air Fair on Aug 8 went very well. Kathy asked Lori to email Scott to get total # of attendees at Erie Air Fair for future planning.
  2. Next event is ShareFair Event on Sept 26 at DU Magness Arena. FR BEST has volunteered to help staff this event.
  3. Lori will have Outreach event reports for the next BOD meeting – Sept 17.
  - iv. Regional Development – Jose / Kathy
    1. Jose has made a contact with AIAA for future involvement with RM BEST. Chairman is the director of Lockheed Martin.
    2. Planning is going great for Janne Ackermann visit with MSU Denver personnel.
6. Hub Director's Report – Carolyn
- a. Pay Dirt events –
    - i. Schedule – all dates / locations are confirmed
  - b. Planning Session Schedules
    - i. Kickoff – held on Thursday, Aug 6, 3pm-5pm
    - ii. Practice Day – scheduled for Sept 18 GoToMeeting 2pm-4pm
    - iii. Game Day – Carolyn will email Auraria to request a meeting week of Sept 21<sup>st</sup>.
  - c. Kickoff
    - i. Kickoff Event Presentation - almost done
    - ii. Kickoff Breakout Presentations – almost done; waiting for updates to software slides for new easyCV5 updates breakout session.
    - iii. Set-up – coming along well
    - iv. Volunteers – coming along too; overall we're going okay. The big thing is helping with Friday set-up. August Newsletter is in process.
    - v. Other Open actions we need to discuss?? At the end of tonight's meeting, we reviewed the Kickoff Master Plan and many actions were clarified, modified, and or added.
  - d. Game specific logo & t-shirt status – Lois / Patty – logo is good and shirts are brown (a mining theme)
7. Committee Reports
- a. Game – Carolyn
    - i. Kit status
      1. Testing – final kit report done – with some suggestions by Scott for Kit team and for teams.
      2. Red (Returnable kits) ready for Kickoff with BEST default program
        - a. Final VEX Cortex, joystick, communication key firmware released & installed
        - b. BEST easyC Default program released & installed
      3. Blue (Consumable Kits) nearly ready for Kickoff.
    - ii. Game Field status - Construction complete & integration complete for Kickoff.
      1. Final drawings & BOM released.
    - iii. Game Rules (v1.5), Generic Rules – final rules released.
    - iv. Generic Kit Usage Document – final document released (same as last year)
    - v. Awards & Judging documents – final documents released – with hub mods by Linda
    - vi. Software status - Hub and Team Software Licenses released

1. easyCv5 is being used this year, not easyCv4. Linda King and Kevin Barrett trying to understand the impact of this change.
  2. Hub will get new annual v5 licenses
  3. Preliminary scoring software – final release done and Lois will evaluate using one of the RM BEST computers.
- vii. Protobot team status – Team is working on the bot & Stephen Garran is now in contact with them and will offer support.
- b. Volunteer Interface – Linda K is making progress and updating Master Plan, Kickoff Program, Kickoff Event Presentation.
  - c. Venues – Patty / Carolyn – Carolyn scheduling meeting with Auraria POC week of Sept 21 and hopes the floor plan diagrams made last year by John Mosley are available to the new Auraria event coordinator.
  - d. Awards & Judging – Linda S
    - i. Presentation of the following motions:
      1. Linda S discussed an option for Rocky Mountain BEST to change the vendor for the purchase of the 2015 trophies to Crown Awards (a BRI hub resource). ST decided to stay with same vendor in 2015 and re-address in 2016 during the budget process.
      2. Linda S discussed an option for Rocky Mountain BEST to expand the 2015 awards to include a 2<sup>nd</sup> and 3<sup>rd</sup> place Founders Award and Most Robust Machine Award. ST decided to stay with only 1<sup>st</sup> place awardees in 2015 and re-address in 2016 during the budget process.
    - ii. Linda S extends very special thanks to Linda King, Carolyn, Lori and Lois for excellent support to the 2015 Awards & Judging Improvement Team – to date seven 2-hour GoToMeetings. Recap of team major accomplishments:
      1. A&J Committee Job Description Created
      2. New judging processes for Project Engineering Notebooks and Exhibits & Interviews to be implemented
      3. Kickoff training modified to emphasize what the judges will be looking for during their evaluations (“use the score sheets”)
      4. A&J Chair has a challenge to reduce time between end of game and start of award presentation.
      5. Metrics defined and surveys in process to help us better understand teachers and judges experience
      6. Lots of hours of brainstorming and discussion
8. New Business – Carolyn
- a. Practice Day presentation status – Tabled until 9/24 meeting
  - b. 2015 Video / Photography needs – Kathy / Audrey working
  - c. Plan for Oct 22 Steering Team Meeting – rescheduled to 10/15. Discussion during 9/18 PD planning session will determine whether it will be face-to-face or GoToMeeting meeting. If GoToMeeting, then Carolyn will cancel Daniel’s fund reservation.

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: Review it all and it’s DONE.

Name	Date Assigned	Due Date	Action	Status
Carolyn / Jose	2/19/15	<del>7/23/15</del> 9/24/15	Carolyn to contact team to get them to do twins before protobot.	Status: Carolyn to ask after Kickoff.
Carolyn	4/21/15	7/23/15	Review Joel Kirkland's Teacher Demographic tracking spreadsheet	Status: DONE and distributed link in Kickoff charts and at TMI. Copy of spreadsheet included in Kickoff Thumb Drive.
Lois	4/21/15	<del>7/23/15</del> <del>8/27/15</del> 9/24/15	Ask Denver Health if they would like to return with more advertisement.	
Carolyn / Linda K	4/21/15	<del>7/23/15</del> <del>8/27/15</del> 9/24/15	Work with ST to determine what presentations should be made on Practice Day and who should be presenting.	
Linda K		<del>7/23/15</del> <del>8/27/15</del>	Determine Scott's TMI duties and put request in next newsletter	DONE. Included in recent newsletter
Kathy	6/23/15	<del>7/23/15</del> <del>8/27/15</del> 9/24/15	Contact David Duran about streaming of video at event	
Jose	6/23/15	7/23/15	Email to Rich Pozzi to be lead for Awards & Judging to replace Linda S – 3 yr commitment 1 yr train and then 2 years to do	DONE: Jose emailed and Rich declined.
Carolyn	7/23/15	8/27/15	Contact Shop 3M and ask for a refund because the items are not available.	DONE: OBE
Carolyn/ Patty	7/23/15	8/27/15	Schedule Event Planning	Status: Kickoff meeting held on 8/6. <ul style="list-style-type: none"> <li>Practice Day Planning GoToMeeting - Sept 18, 2p – 4p.</li> <li>Game Day meeting at Auraria – Carolyn requesting week of 9/21</li> <li>Game Day planning GoToMeeting TBD (Doodle Poll will be sent).</li> </ul>
Carolyn	8/27/15	8/28/15	Email Auraria to request Game Day planning meeting.	
Linda K / Kathy	8/27/15	8/28/15	Telecon to discuss Constant Contact Save the Date invites for Game Day VIP Event	
Carolyn	8/27/15	9/17/15	Get from Kathy what she needs from hub for Game Day VIP event	
Linda S	8/27/15	9/5/15	Send list of judges needed for Game Day to Jose.	
Carolyn / Linda K	8/27/15	9/17/15	Find POC lead for Game Day VIP event to work with Kathy and VIPs	

Name	Date Assigned	Due Date	Action	Status
			(invitations, space, lunch, meet & greet, etc.)	
Linda S	8/27/15	9/8/15	Email Robin Fenton re: Certificate of Liability	
Carolyn	8/27/15	1/20/16	ST to find A&J lead; Game Field lead; Venues Lead	

10. Upcoming Meetings:

- a. Steering Team Meetings – 6:30pm - 8:45pm; 4<sup>th</sup> Thursday of every month (*occasionally rescheduled*; generally held at the Daniels Fund Building)
  - i. September 24, 2015 (Lois will do minutes for this meeting)
  - ii. October 15, 2015 (may be GoToMeeting)
  - iii. November 19, 2015 (rescheduled from Nov 29 – Thanksgiving)
  - iv. Dec - TBD
- b. BOD meetings - every other month on the 2nd Thursday of the month with teleconference calls in the alternate month. Committee reports are not submitted for teleconference calls. Carolyn will set up GoToMeeting activities. Daniels Fund Meetings convene at 6:00 PM and adjourn by 8:45 PM.
  - i. September 17, 2015 – REVISED Schedule – meeting at 6pm with dinner included. Carolyn to modify the schedule and email about dinner choices. Panera.
  - ii. October 8, 2015 \*\* GoToMeeting \*\*
  - iii. November 12, 2015 – meeting at 6pm with dinner included.

Meeting Adjourned at 8:52pm.

Respectfully submitted,  
Linda Scott  
Secretary