

# Minutes

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

Thursday, September 24, 2015, 6:30pm – 8:45pm

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

Carolyn called the meeting to order at 6:27 pm.

1. Agenda reviewed and no changes made.
2. **Motion to approve 8/27/15 Steering Team Minutes made by Patty Gaspar, seconded by JoAnne Fry. Motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the Hub Budget vs Actuals report for period ending Sept 14, 2015 and the Hub Steering Expenses report dated Sept 20, 2015. Discussed.
4. Diversity Committee Discussion – Linda K
  - a. Verizon Grants – sent letters (12) and checks (13) out to Verizon schools and one FR BEST school – Englewood. Each school got \$231. Schools have survey to fill out by Practice Day. Awaiting bank info and POC from Skyline HS.
  - b. Need to follow up with Art regarding contact with rookie schools.
  - c. FR BEST school – in process of sending check with RM BEST funding.
  - d. One rookie school did not attend TMI. Art and some other teachers are helping the rookie schools.
5. Executive Director's Report – Jose – Jose couldn't attend, so Carolyn gave a summary of items below.
  - a. 2015 School status for all three CO hubs: 28 at RM BEST; 12 at FR BEST; 10 at SoCo BEST
  - b. BOD Committee / Program Status
    - i. New Hub Development – Kathy is working to get more new hubs started in 2016.
    - ii. TMI 2015 – Jose – no discussion this meeting
    - iii. Outreach Committee – Lori discussed STEMosphere plans.
    - iv. Regional Development – Carolyn reported that Janne Ackermann visit was successful. Jose / Kathy / MSU Denver people discussed Denver, MSU Denver and the potential for having a Regional Championship as early as 2016.
6. Hub Director's Report – Carolyn

- a. Pay Dirt events are coming along nicely.
- b. Planning Session Schedules
  - i. Kickoff – held on Thursday, Aug 6, 3pm-5pm
  - ii. Practice Day – held on Friday, Sept 18, 2pm – 4:30pm
  - iii. Game Day – meeting with AHEC held on Tues, Sept 21, 11am – 1pm. Carolyn will schedule a doodle poll to determine day and time of the master plan review telecon.
- c. Kickoff
  - i. Kickoff Summary/Feedback – Linda K
    - 1. 28 schools were there. Walt Clark MS (scheduled to be the alternate) did not have enough students. Bishop Machebeuf is the alternate.
    - 2. Linda K sent out an email with draft suggestions for improvements from volunteers and from the surveys from the schools.
      - a. Too hot
      - b. Mic wasn't good
      - c. More door stops
      - d. Rope off area for Teacher check in for teachers only.
  - ii. Protobot team – They did a great job – it was exactly what we needed.
- d. Practice Day
  - i. Carolyn will do doodle poll for another Practice Day telecom to take place the week of October 5<sup>th</sup>.
- e. Game Day – discussed in above sections

## 7. Committee Reports

- a. Game – Carolyn
  - i. Game Field status - Construction complete & integration complete for Kickoff.
    - 1. Final drawings released – no updates
    - 2. Is assembled at 999 Vallejo, and is being painted.
  - ii. Game Rules (v1.6), Generic Rules – no updates
  - iii. Awards & Judging documents – no updates. Remember that BEST booths are now 8' x 8' footprint.
  - iv. Software status – ONE easyC v5 hub license released. It has been given to Kevin Barrett to answer questions from teams. He'll release it to us for one of our RM BEST computers after Regionals. Carolyn has action to retrieve from Kevin in January, so we can use it for hardware testing.
  - v. Preliminary scoring software – released & Scoring System User's Guide – DRAFT in Game Scoring Software folder in Dropbox. Lois tracking.
  - vi. New file called "Pay Dirt 2015 Overview" looks useful – it's in Dropbox. We will use some of it in program for game day.
- b. Volunteer Interface – Linda K
  - i. Linda still contacting volunteers from 2014 for this year's events.
  - ii. AIAA - contacted membership - 2 individuals responded and are interested in volunteering (Thanks Jose)
  - iii. IEEE - Dave Young -Linda K followed up a week after Kickoff. Have not heard back so far. (Thanks Carolyn)
  - iv. Verizon is hoping for 15 volunteers 2 judges and 1 award presenter
  - v. USAFA - no response so far from STEM Outreach Club
  - vi. Mines ASME - no response so far
  - vii. Needed Areas - 2 referees; Staging need 3 people - Judith added.
  - viii. Dave Wilkerson not available. Kevin Barrett will be there. May need to find one more person – protobot person? JoAnne and Kevin together might work.

- ix. JoAnne keep 1<sup>st</sup> aid kit. There will be a PA who will be a staging person.
  - x. VIP event volunteer – Carolyn contacting Lisa Luciano
  - xi. FYI - Scorekeeping looking good; Gary Pratt Assistant Pit Boss; registration and hospitality should be good; Porter helping reset game field?, and team members can help too.
  - xii. Newsletter next week with the following
    - 1. Outreach – Stemosphere – Saturday with FR BEST, RM BEST robotic hands
    - 2. Game information
    - 3. Practice and Game Day Volunteer needs
  - xiii. Training
    - 1. Improving the Floor Boss and Pit Boss Job Descriptions – Tim working it and waiting to hear from Jon Barber
  - c. Events – Patty
    - i. Not much to report. She will order variety of chocolates for BESTique.
    - ii. Not enough interested schools to schedule the food truck
    - iii. St Mary’s Academy has volunteered to bring a quadrant of their game field for pit on Game day and maybe practice day
  - d. Venues – Patty / Carolyn
    - i. Things moving along pretty well with both venues. Please send any questions that come up to Carolyn
  - e. Awards & Judging – Linda S
    - i. Status of judges
      - 1. PEN has 11 of 14 judges. Please let Linda S. know if you think of anyone who you think would be good.
      - 2. Discussed PEN judging and timing. We all need to bring laptops (if we have them) for judging those that are turned in soft copy. Lois will bring all the scorekeeping laptops for judges who didn’t bring one.
    - ii. Award Presenters
      - 1. Going really well. Thinks she has all she needs. Linda K working on executive from Verizon. Someone asking CEO from Jeppesen. If someone can’t do it at last minute, Linda will fill in with BoD members.
8. New Business – Carolyn
- a. Practice Day presentation status – Carolyn. Schedule in the Practice Day master plan. We included recommended changes from Jose and modified the schedule and presentation accordingly. Part way through the presentation, students can be released to complete Compliance and / or work on robots in the pit while the attendees see the animation of this year’s game.
  - b. 2015 Video / Photography needs – Carolyn (Kathy really) / Audrey working
  - c. Plan for Oct 22 Steering Team Meeting – rescheduled to 10/15 as a telecon. Carolyn to cancel 10/26/15 meeting at Daniels Fund.

9. Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn / Jose	2/19/15	10/15/15	Carolyn to contact team to get them to do twins before protobot.	Status: Carolyn to ask after Kickoff.

Name	Date Assigned	Due Date	Action	Status
Lois	4/21/15	9/24/15	Ask Denver Health if they would like to return with more advertisement.	Action Closed 9/24: Lois exchanged emails with Otis McKay at Denver Health. They are not available for 2015 Game day, but would like us ask them next year. Lois is coordinating best month in 2016 to contact him. She asked him and us to contact her with suggestions.
Carolyn / Linda K	4/21/15	9/24/15	Work with ST to determine what presentations should be made on Practice Day and who should be presenting.	DONE: discussed during 9/18 Practice Day Master Plan review gotomeeting.
Kathy	6/23/15	9/24/15	Contact David Duran about streaming of video at event	Close to a BoD action
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. Another one being scheduled by doodle poll</li> <li>Game Day meeting at Auraria 9/22, 11-1</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.	DONE: meeting held 9/22/15.
Linda K / Kathy	8/27/15	8/28/15	Telecon to discuss Constant Contact Save the Date invites for Game Day VIP Event	DONE
Carolyn	8/27/15	9/17/15	Get from Kathy what she needs from hub for Game Day VIP event	DONE
Linda S	8/27/15	9/5/15	Send list of judges needed for Game Day to Jose.	9/24 Status: Linda / Jose working this.
Carolyn / Linda K	8/27/15	10/1/15	Find POC lead for Game Day VIP event to work with Kathy and VIPs (invitations, space, lunch, meet & greet, etc.) Put in GD master plan.	
Linda S	8/27/15	9/8/15	Email Robin Fenton re: Certificate of Liability	DONE. Certificates emailed to Linda S on 9/8/15- in dropbox.
Carolyn	8/27/15	1/20/16	ST to find A&J lead; Game Field lead; Venues Lead; Secretary for Steering Team	
Linda S	9/24/15	10/1/15	Determine 2 (?) BEST award	

Name	Date Assigned	Due Date	Action	Status
			teams to ask to present on Game Day to the VIP's. Contact Kathy	
Carolyn	9/24/15	9/27	Schedule a doodle poll for Game day master plan review telecon.	
JoAnne	9/24/15	9/28	Will take doorstops home and glue mat under them so they don't slide.	
Carolyn	9/24/15	9/27	Schedule a doodle poll for Practice day master plan review meeting.	
Linda K	9/24/15	10/1	Send an email to Head Ref and Pit Boss about what he is doing with Q&A and the rules.	
Lori	9/24/15	9/26	Suggest to Kathy that she invite the Morgridge Foundation person to our VIP event	
Carolyn	9/24/15	1/28/2016	Retrieve easyC v5 license from Kevin	
Lois	9/24/15	10/17	Work with Linda K for open rate for newsletter having to do with Colorado gives	
Carolyn	9/24/15	10/17	Get Kathy / Audrey to tell steering what the plan is for Video.	
Carolyn	9/24/15	10/17	Put reminders on mailing labels on cards for announcer	
Patty	9/24/15	10/17	Bring snacks to sell at BESTique, and some kept back for kids who don't have \$ (PD and GD)	
Lois	9/24/15	10/1	Contact Maj Gray and singer	
Lois	9/24/15	10/20	Bring Scorekeeping laptops to PEN judging day	

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. October 15, 2015 (will be GoToMeeting)
  - ii. November 19, 2015 (rescheduled from Nov 26 – Thanksgiving)
  - iii. Dec - TBD
- a. 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. October 8, 2015 \*\* GoToMeeting \*\*
  - ii. November 12, 2015 – meeting at 6pm with dinner included.

Meeting Adjourned at 8:52pm.

Respectfully submitted,  
Lois Walton