

Minutes

Rocky Mountain BEST Steering Team
GoToMeeting Only
Thursday, October 15, 2015, 6:30pm – 8:45pm

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

Carolyn convened the meeting at 6:32pm.

1. Carolyn announced that the focus of the meeting would be Practice Day and Game Day Agenda was reviewed and copy in Dropbox revised.
2. **Lori made a motion to approve the 9/24/15 Steering Team Minutes. Patty seconded and the motion was approved.**
3. RM BEST Treasurer's Report – Lois
 - a. Treasurers Report – Lois reviewed the Hub Steering Team Expenses through 10/13/15 and RM BEST Budget vs Actuals 2015 status. Jose asked if RM BEST can sell our used kits. Kathy took an action for the BOD to find the BRI policy related to this question.
 - b. Budget 2016 Plans – Lois will send out the 2015 expenses and a project for expenses through year-end. Carolyn recommends that this topic be at the next Steering Team meeting rescheduled for GoToMeeting on Dec 8th. It was decided that we will host 28 teams for the 2016 game.
4. Practice Day Final Planning
 - a. Reviewed the Practice Day Master Plan. Actions as follows:
 - i. Action: Lois to buy extra A/V VGA cable to bring to Practice Day.
 - ii. Patty's Team Registration team should explain to schools at PD check-in that there are a few meetings before the PD Opening Ceremony.
5. Game Day Final Planning
 - a. Reviewed Game Day Master Plan.
 - i. Carolyn advised that we should delete prior versions of documents in Dropbox once the document is final.
 - ii. Action: Review the Game Day Set-up Checklist with Mike and Linda.
6. Executive Director's Report – Carolyn reviewed the VIP Game Day Event activities.
7. New Business – Carolyn
 - a. Practice Day presentation status – Carolyn – this is complete and we reviewed it during tonight's meeting.
 - b. 2015 Video / Photography needs – Kathy is planning to meet with Audrey at Practice Day to finalize themes. Primary theme is the BEST Award.

- c. Teacher Game Day Exit Survey – Carolyn and Linda K will work on this and will create a hard copy for Game Day Team Registration packets. There will also be an option for submittal via link.
- d. Carolyn asked if anyone would like to join her at Regional Championships on Dec 3-5 in Fort Smith, AK.

8. 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. |
| 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 | 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 | 10/15: DONE |
| Carolyn | 8/27/15 | 9/17/15 | Get from Kathy what she needs from hub for Game Day VIP event | 10/15: DONE |
| Linda S | 8/27/15 | 9/5/15 | Send list of judges needed for Game Day to Jose. | 10/15 Status: Judges for Game Day have been identified. |
| 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. | 10/15: DONE. Lisa Luciano to be facilitator. Meeting with Kathy Geise & Carolyn on 10/9. |
| 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 teams to ask to present on Game Day to the VIP's. Contact Kathy | 10/15 Status: DONE. Email to sent to DSST and St Mary's and both accepted. |
| Carolyn | 9/24/15 | 9/27 | Schedule a doodle poll for Game day master plan review telecon. | 10/15: DONE. Meeting held on 10/8. |
| JoAnne | 9/24/15 | 9/28 | Will take doorstops home and glue mat under them so they don't slide. | 10/15: Status: DONE & delivered to Carolyn |
| Carolyn | 9/24/15 | 9/27 | Schedule a doodle poll for Practice day master plan review meeting. | 10/15: DONE. Meeting held on 9/29. |
| Linda K | 9/24/15 | 10/1 | Send an email to Head Ref, Floor Boss and Pit Boss about what he is | 10/15: Mike updating rules with annotations from Q&A |

| Name | Date Assigned | Due Date | Action | Status |
|---------|---------------|-----------|---|--|
| | | | 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 | 10/15: OBE – this foundation is FR BEST contact. |
| 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 (Steve Request) | |
| Carolyn | 9/24/15 | 10/17 | Get Kathy / Audrey to tell steering what the plan is for Video. | 10/15: DONE |
| Carolyn | 9/24/15 | 10/17 | Put reminders on mailing labels on cards for announcer | 10/15: Status: draft done & ready for review. |
| 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) | 10/15: Status: DONE |
| Lois | 9/24/15 | 10/1 | Contact Maj Gray and singer | 10/15: DONE |
| Lois | 9/24/15 | 10/20 | Bring Scorekeeping laptops to PEN judging day | 10/15: ON Schedule |
| Carolyn | 10/15/15 | 10/24/15 | Review Game Day Checklist with Mike King | |
| Lois | 10/15/15 | 10/17/15 | Buy an extra A/V VGA cable to bring to Practice Day. Return if not used. | |

9. 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. **Telecon on Tue, Dec 8 at 6:30pm.**
 - ii. Dec – this meeting will most likely be cancelled.
- 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. November 12, 2015 – meeting at 6pm with dinner included.
 - ii. December 10, 2015 – telecom.