

**Rocky Mountain BEST
(Boosting Engineering, Science and Technology)
Board of Directors Meeting - Room 139
Daniels Fund, 101 Monroe Street, Denver 80206
Thursday, March 13, 2014**

Minutes

Board Members:			
Carolyn Bauer	X	Jose Lopez	X
Tim Bouvia	X	Linda Scott	X
Kathy Geise	X	Lois Walton	X
Guests:			
		t = telecon attendee	

Teleconference Information: (carolyn.bauer@comcast.net – password: r*****2010):
Please join my meeting, Thursday, March 13, 2014 at 5:30 PM Mountain Daylight Time.
<https://global.gotomeeting.com/join/195347517>. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Kathy Geise called the meeting to order at 6:34pm

1. Review/Modify Agenda - changes made and included in the agenda.
2. **Motion was made by Carolyn to approve meeting minutes for 01/09/14 BOD meeting and seconded by Jose. Motion carried and minutes were approved.**
3. Update on Strategy Event - Kathy
 - a. Title of Event: RM BEST **SP**otlight...creating a roadmap for our future
 - b. April 8 and April 10: 4:30pm - 9:00pm
 - c. MSU Denver - CAVEA 4th Floor
 - d. Invitation List - still in work. Kathy will contact Tim and Jose to determine additional invitees. (Actions)
 - e. Dinner will be provided. Linda S will select menu items and provide to Linda K for inclusion in Constant Contact invitation.
 - f. Parking - Jose will try to get parking passes
 - g. Invitations - Linda King and Kathy are working on a Constant Contact Invitation
4. Treasurer's Report - Lois
 - a. Treasurer's Report through March 13, 2014 presented.
 - i. **Carolyn made a motion and Tim seconded to approve the Treasurer's Report through March 13, 2014; motion unanimously approved.**
 - b. Recommendations for revisions to 2014 Budget - the BOD approved changes suggested by the Treasurer to the 2014 Budget.
5. Fundraising Committee - Kathy
 - a. Boosting BEST proceeds \$23,992
 - b. Grants Status - Linda S
 - i. Raytheon and Jeppesen requests are pending
 - ii. Mabel Y Hughes Charitable Trust - submitted Feb 28
 - iii. Quick Foundation for 2015 in process - Due April 1
 - iv. John G Duncan Charitable Trust - Due April 30
 - v. Best Buy Grant - Due July 2014
 - vi. Google Match - Carolyn and Jose will do the process
 - c. Colorado Gives announced that there are new incentives, fees for 2014. The impact is minimal on RM BEST for 2014.

6. RM BEST Robotics
 - a. 2014 Event Dates Finalized - Jose
 - i. Kickoff - September 6 (South High School - requested)
 - ii. Practice Day - October 11 (Thomas Jefferson HS - requested)
 - iii. Game Day - October 18 (Auraria Events Center - confirmed)
 - b. 28 schools signed up as of 3/13/14. Our max # schools for 2014 is 29.
 - c. Event Cancellation Policy. **Linda moved for approval of the Event Cancellation Policy and Lois seconded. Motion unanimously approved.**
 - d. 2014 Hub activities - Carolyn
 - i. BRI Dashboard has been updated to include a more direct link to Eventbrite Registration. Carolyn to work with Jose on this.
 - ii. Hub License Finalized
 - iii. Kit Team Activities are moving along nicely.
 - iv. Prototype Event is scheduled for Apr 26-28 in Lubbock, TX at Texas Tech University. RM BEST will be represented by Lois, Dave P. Linda K and Mike K may also attend.
7. Teacher Mentor Institute Report from Scott McEwen, Event Chair
 - a. Target Date: Mon-Tues, July 28-29, 2014. Scott recommended an alternate date of Mon-Tues, July 14-15, but the BOD recommended that TMI be held as close to possible to the last week of July to better accommodate teacher's vacation schedules.
 - b. Co-chair: Scott (TMI Chair) contacted Chuck Powell about being TMI Co-chair. Chuck asked that Scott call him at the end of March, when Chuck can better assess his summer schedule.
 - c. TMI Plan: The general TMI plan is to repeat last year's agenda, reuse existing materials for the robot-build, and call upon the same TMI volunteers for the same roles. Those involved in TMI will meet in spring to make relatively small tweaks to TMI, based on 2013's lessons learned. No new resource needs are known.
 - d. Venue: The Board agreed that MSU Denver is a good 1st choice for TMI venue.
8. BOD Outreach and Networking
 - a. MSU Denver Strategic Partnership Development Project - Jose
 - i. After SPotlight, Kathy and Jose to develop a plan for going forward with MSU Denver.
 - b. Wings Over the Rockies "Robotics at the Hangar" event - Kathy
 - i. April 13th from Noon - 5pm
 - ii. St Mary's Academy and Manning MS will support.
 - iii. Kathy will coordinate support.
9. New Business
 - a. Changes to BOD Org Chart
 - i. Expand the Fundraising committee to add a "Grant Writing" subcommittee - Linda S will chair & Sabina as Boosting BEST subcommittee chair.
 - ii. Add "Community Engagement" as a Program - Lori Lazuk / Kathy to chair
 - iii. Define objectives and tasks via email before convening the program
 - iv. Change "New Hub Growth" program to "New Hub Development"
 - v. Delete "Summer Programs"
 - b. Goodland, KS New Hub Workshop - Kathy/Dick T
 - i. Dick, Carolyn and Kathy will be teaching on March 22 at Wings Over the Rockies
 - ii. No support required except Dick, Carolyn and Kathy
 - iii. Kathy invited all BOD to attend
 - c. Colorado Legacy Foundation - Jose is working to get involved with this organization. He's going to try to get on their calendar for a presentation on Sept 5, 2014.
 - d. Vestas - Jose has sent a letter to Vestas asking if they provide a display at this year's event. No response to date.
10. Review Action Items

Assigned	Due	Action	Status
9/19/13	9/26/13 11/14/13	Lois: coordinate a financial statements training and fundraising committee meeting session for BOD.	1/9/14 - Lois is going to coordinate with Trece to get a date set-up. 3/13/14: DONE

Assigned	Due	Action	Status
11/14/13	4/9/14 3/13/14	Jose to finalize the draft disaster preparedness policy and re-send for discussion and potential vote at the next meeting.	1/9/14: Jose sent updated draft before the holidays and will resend now. Board can discuss and vote at future meeting. 3/13/14: DONE
11/14/13	4/9/14 3/13/14	Jose: formalize the concept of WOR networking, including transferring game field, prototype robot and budget, and bring proposal to the BOD.	1/9/14: Jose continues to work this. 3/13/14: OBE; action to be deleted.
1/9/14	1/31/14	Jose: contact Susan Lowrance at MSU Denver and obtain potential dates for a Strategy Planning Pre-planning session.	3/13/14: DONE.
3/13/14	3/16/14	Kathy: will talk to Tim and Jose about the addition of invitees to SPotlight and provide names to Linda King.	
3/13/14	4/30/14	Jose/Carolyn: figure out the Google donation match process.	
3/13/14	3/28/14	Kathy: follow-up with BRI on Prototype Event	
3/13/14	4/30/14	Carolyn: Work with Jose on BRI Dashboard changes that impact Eventbrite registration	
3/13/14	4/10/14	Carolyn: Give EVA and Outreach stuff to Kathy	
3/13/14	4/8/14	Carolyn/Kathy: Write a draft description for the BOD Programs for discussion at SPotlight event.	
3/13/14	3/28/14	Kathy: create agenda and goals for SPotlight with BOD members	
3/13/14	3/15/14	Linda: select and provide dinner selections for SPotlight event to Linda K	
3/13/14	3/28/14	Jose: try to get parking passes for SPotlight attendees	

11. Upcoming Meetings

- a. BOD meetings - every other month on the 2nd Tuesday of the month as follows:
 - May 8
 - July 10
 - September 11 - let's discuss date
 - November 13
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
 - February 20 (note 3rd Thursday due to Boosting BEST)
 - March 27
 - April TBD
 - May 22
 - June 26
 - July 24
 - August 28
 - September 25
 - October 23
 - November – TBD; December - TBD

Meeting Adjourned at 8:37pm
Respectfully submitted,
Linda Scott
Secretary, Rocky Mountain BEST