

MINUTES
Rocky Mountain BEST
(Boosting Engineering, Science and Technology)
Board of Directors Meeting - Room 137
Daniels Fund, 101 Monroe Street, Denver 80206

Thursday, May 8, 2014, 6:30 pm

| Board Members: | | | |
|----------------|---|----------------------|---|
| Carolyn Bauer | Y | Jose Lopez | t |
| Tim Bouvia | y | Linda Scott | y |
| Kathy Geise | Y | Lois Walton | Y |
| | | t = telecon attendee | |

Teleconference Information: (carolyn.bauer@comcast.net – password: r*****2010):
Please join my meeting, Thursday, May 8, 2014 at 6:30 PM Mountain Daylight Time.
<https://global.gotomeeting.com/join/635032829>. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Kathy called the meeting to order at 6:35pm.

1. Review/Modify May 8, 2014 Agenda. Done.
2. Review/Approve minutes from March 13, 2014 Meeting Minutes. **Motion was made by Carolyn to approve meeting minutes for March 13, 2014 BOD meeting and seconded by Lois. Motion carried and minutes were approved.**
3. Report on SPotlight Strategy Planning Event – Kathy reported we conducted our Spotlight strategic plan on April 8 & 10 with a follow up session on April 24. Kathy will send notes to the board & attendees from the 4 breakout sessions. The follow up actions will flow from those notes.
4. Treasurer's Report – Lois. Treasurer's Report through May 7, 2014. Lois presented the Balance Sheet (with 2013 depreciation included), Income & Expense and Budget vs. Actuals. We had a discussion about all the data to ensure we understand current status. **Linda made a motion and Tim seconded to approve the Treasurer's Report through May 7, 2014. The motion unanimously approved.**
5. Fundraising Committee – Kathy, chair. Linda Scott requested that the grant writing be handled by a sub-committee called “Grant Coordination”. Linda will coordinate all grant submittals but requests we all help with this large and important task.
 - a. 2014 Grants Status Received
 - i. Raytheon – submitted - \$1,500 award received.
 - b. 2014 Grants Status Submitted
 - i. Jeppesen – submitted - \$5,000 invoice submitted & awaiting payment.
 - ii. Mabel Y Hughes Charitable Trust - submitted Feb 28 \$5,000 request – 4 mos. Eval.
 - iii. Quick Foundation for 2015 - Submitted Mar 15 \$3,000 request – end of yr. notification.

- iv. John G Duncan Charitable Trust – submitted April 4 \$2000 request – 60 days Eval.
 - c. 2014 Grants Status Awaiting Submittal or in planning
 - i. Google /Benevity - Carolyn – claimed the case & submitted paperwork. Awaiting reply. Lois communicated with Chris Keller regarding status. Awaiting approval.
 - ii. Best Buy Grant - grant eligibility quiz online at <http://www.easymatch.com/bestbuygrant> between June 2 –27, 2014. Grant due June 27, 2014. Need to call Best Buy and confirm grant proposal due date. Lois to get the person’s name and store name from Best Buy individual suggesting we request a grant.
 - iii. BRI mini-grant – due 5/15 - submitting \$3,000 request for Travel Stipend for Regional Championship for teams.
 - iv. ULA – Tim will review the draft of the ULA online grant submittal.
 - v. Ball Foundation –next 2014 submittal deadline is 9/19/14 with a 11/14/14 award date.
 - vi. Jose reported he contacted a GM person ([Antionette Fox, Sr. Program Engineer](#)) and she told him to contact the GM Foundation. Jose to investigate whether we can fit into the Section M of the types of organizations GM Foundation supports.
 - vii. Ruth Nyhus from Metro is a new sponsor of RM BEST – by getting the Metro facilities for us at no cost. In prior years she worked with Rick Pozzi but Jose is now her RM BEST POC. We may want to recognize her support and other people from Metro at our events. Lois to book Ruth Nyhus’ AHEC contributions as an in kind donation for Metro venues this year.
- 6. RM BEST Robotics
 - a. 2014 Event Dates Finalized – Jose – no change in date / venue. Jose will be getting free parking tickets for TMI and Game Day for volunteers.
 - i. TMI – July 21 & 22 (MSU Denver Aviation Bldg)
 - ii. Game Day - October 18 (Auraria Events Center)
 - iii. Practice Day - October 11 (Thomas Jefferson HS)
 - iv. Kickoff - September 6 (South High School)
 - b. Status on Teacher invitations and 35 Schools signed up. Jose explained that Newsletter #2 has been sent to teachers and posted on website. So far only 2 teams have officially registered on EventBrite. He’ll remind them to Register and will manually manage the 3-team waiting list.
 - c. 2014 Hub activities - Carolyn
 - i. BRI Dashboard Registration Update. Many updates are being done to the dashboard to improve status and efficiency.
 - ii. Kit Team Activities. Carolyn will wait to purchase 4 new kits until we receive the Jeppesen grant.
 - iii. Prototype Kickoff Event. Lois Walton, Dave Porter, Linda & Mike King, and David Simmons attended this event in Lubbock, TX. They chatted with an Arkansas hub with teams from rural communities. Those teams found it a great & affordable activity. Their Junior College focuses on the benefit to them as Outreach to student populations. [Another hub director also suggested we contact the person at a college or university responsible for](#)

Outreach when trying to set up/encourage a new hub. They could do BEST hub activities as part of their job! They all attended different sessions and are writing a report to share with the Steering Team. We expect David Simmons may be able to continue to work with us in the future.

Linda/Mike, Lois, Dave, David to submit mileage & lodging costs associated with attending Prototype Game Kickoff.

7. Teacher Mentor Institute Report from Scott McEwen, TMI Program Chair
 - a. July 21,22 @ MSU Denver
 - b. Registration through Constant Contact invitation to teachers & Steering Team.
 - c. The planning team met on April 15 and made some slight agenda modifications by using the pre-post feedback from the teachers & other lessons learned.
 - d. We'll set up at Metro on Friday, April 18. We'll review charts to ensure we're ready for TMI.
 - e. Jose will do a 45-min tour for teachers at Metro – doing a demo of the **System Tool Kits (STK) modelling** software and various flight simulators after TMI.
 - f. Northwestern Mutual is donating 32 memory sticks for TMI.

8. Diversity Committee Report from Linda King, Committee Chair. Reported by Linda Scott
 - a. The committee's focus so far has been:
 - i. Forming a relationship with 21st century learning schools. Some have already signed up for 2014 to compete (Cripple Creek, Woodland Park)
 - ii. Linda K wants to invite Tom Denning to come to TMI and to become a volunteer, etc.
 - iii. We've been asked to participate in a February 2015 Workshop. **Linda K** will investigate whether we can be involved and will discuss with the Community Engagement committee if there is the potential of this becoming an Outreach event.
 - iv. Kathy asks we discuss / decide long term commitments, activities and strategic relationships at the board level.
 - b. After a discussion, the board believes the Diversity Committee should remain as a board committee, because of its importance to the entire organization. We approved the May 2014 version of the Board Org chart, which Carolyn will post on our website.

9. Community Engagement Program, Kathy Geise & Lori Lazuk co-chairs. This Program manages the Outreach and Networking activities and scheduling for our organization. Kathy requested **Lori** to provide a Community Engagement Program report for board meetings and Kathy will present the report.
 - a. MSU Denver Strategic Partnership Development Project – Jose continuing to work.
 - b. Wings Over the Rockies "Robotics at the Hangar" April 13 event report – Kathy reports that it was a great outreach activity – a perfect event for us. Kathy felt having the students and game field there was excellent and recommend we continue with this model each year. Lori will ask for another volunteer next year.
 - c. Report on visit to Challenger Learning Center & potential partnership. Jose will continue to monitor this and will report to the BOD if a potential focus area for RM BEST develops.

- d. The Rocky Mountain Air Show is at Greeley-Weld County Airport this year only and has a \$500 entrance fee. The schedule is Saturday, Aug 23, 9a – 5p; with Friday, Aug 22 potentially optional, 4p -10p.
- e. The Erie Air Fair at Erie Municipal Airport is Aug. 9th 10a to 4 p. Plans would be for Manning & St Mary’s to participate – bringing a game field quadrant and robots. Dave Gesler from St. Mary’s believes they can attend.
- f. The Board requests Community Outreach committee discuss & recommend whether we should attend either or both of this year’s Colorado Air Shows with volunteer requests.
- g. Colorado Science Conference – Friday, Nov 21 (7am-4pm). Lois and Carolyn will attend. Kathy planning to do setup on Thursday, Nov 20 (1-5pm). Location is Denver Mart.

10. New Business

- a. Goodland, KS New Hub Workshop – postponed. Jose thinks they should attend TMI and / or participate as volunteers this year to learn more. Carolyn sent email POC info to Jose, so he could invite them to participate. **(Invitation sent 10 May 2014)**
- b. 2014 Periodic Report submitted 4/4/14 with Colorado Department of State - to retain Certificate of Good Standing – Tim worked with Linda to teach her the correct submittal requirements.
- c. BRI RFP for BEST Robotics National Championship – RFPs were due 3/31/14 for 2015.
- d. Jose wonders whether new teams have the tools they need to start a BEST team. Can we help those new teams get ready to compete? A Home Depot (with a Regional Manager as the POC) or a Lowe’s grant request (via the website) might be worth the teams pursuing. The minimum required tool list is on the BRI file server and in our TMI documents.

11. Review Action Items

| Assigned | Due | Action | Status |
|----------|---------|--|---|
| 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. | Status: DONE |
| 3/13/14 | 4/30/14 | Jose/Carolyn: figure out the Google donation match process. | Status: Carolyn working. |
| 3/13/14 | 3/28/14 | Kathy: follow-up with BRI on Prototype Event | Status: DONE. Kathy was told there was no New Hub Workshop at the prototype event. |
| 3/13/14 | 4/30/14 | Carolyn: Work with Jose on BRI Dashboard changes that impact Eventbrite registration | Status: DONE. Carolyn entered event data & Jose created Eventbrite event for our robotics season. |
| 3/13/14 | 4/10/14 | Carolyn: Give EVA and Outreach stuff to Kathy prior to April 13 Wings over the Rockies event | Status: DONE |
| 3/13/14 | 4/8/14 | Carolyn/Kathy: Write a draft description for the BOD Programs for discussion at SPotlight event. | Status: OBE. Focus changed for Spotlight making this unnecessary. |

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| 3/13/14 | 3/28/14 | Kathy: create agenda and goals for SPotlight with BOD members | Status: DONE |
| 3/13/14 | 3/15/14 | Linda: select and provide dinner selections for SPotlight event to Linda K | Status: DONE |
| 3/13/14 | 4/8/13 | Jose: try to get parking passes for SPotlight attendees | Status: DONE |
| 5/8/14 | 5/30/14 | Kathy to send notes to the board & attendees from the 4 breakout sessions from Spotlight. | |
| 5/8/14 | 5/12/14 | Lois to get the person's name and store name from Best Buy individual suggesting we request a grant. | |
| 5/8/14 | 5/30/14 | Tim will review the draft of the ULA online grant submittal. | |
| 5/8/14 | 7/17/14 | Jose to investigate whether we can fit into the Section M of the types of organizations GM Foundation supports. | Status: Process started 10 May 2014 |
| 5/8/14 | 7/17/14 | Lois to book Ruth Nyhus' AHEC contributions as an in kind donation for Metro venues this year. | |
| 5/8/14 | 7/17/14 | Linda/Mike, Lois, Dave, David to submit mileage & lodging costs associated with attending Prototype Game Kickoff. | |
| 5/8/14 | 7/17/14 | Linda K will investigate whether we can be involved in the 21 st CCLC 2015 workshops and will discuss with the Community Engagement committee if there is the potential of this becoming an Outreach event. | |
| 5/8/14 | 7/17/14 | Lori to provide a Community Engagement Program report for board meetings and Kathy will present the report. | |
| 5/8/14 | 7/17/14 | The Board requests Community Outreach committee discuss & recommend whether we should attend either or both of this year's Colorado Air Shows with volunteer requests. | |

12. Upcoming Meetings

- a. BOD meetings - every other month on the 2nd Tuesday of the month as follows:
 - July 10 – changed to Thursday, July 17
 - September 11 – changed to Thursday, Sept 18
 - November 13
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
 - May 15
 - June 19 – NOTE DATE CHANGE
 - July 24
 - August 28
 - September 25
 - October 23
 - November - TBD

- December - TBD

Meeting Adjourned at 8:47pm

Respectfully submitted,
Carolyn Bauer
Secretary, Rocky Mountain BEST