

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

Thursday, July 17, 2014, 6:30 pm

Board Members:		Jose Lopez, Exec. Director	y
Carolyn Bauer, Secretary	Y	Linda Scott, Vice President	
Tim Bouvia, Member at Large	t	Lois Walton, Treasurer	y
Kathy Geise, President			
		t = telecon attendee	

Teleconference Information: (carolyn.bauer@comcast.net – password: r*****2010):

Join meeting <https://global.gotomeeting.com/meeting/join/661609445> . You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended. In the absence of the President and Vice President, the Carolyn Bauer (as Secretary) called the meeting to order at 6:38pm

1. We reviewed / modified today's agenda.
2. **Jose made a motion to approve the minutes from the May 8, 2014 Board Meeting. Lois seconded and the motion passed.**
3. Strategy Planning Updates – Kathy – tabled.
4. Treasurer's Report - Lois emailed files earlier and we discussed the Balance Sheet, Income Expense, & Budget vs Actuals through July 13, 2014. **Jose made a motion that we approve the Treasurer's Report through July 13, 2014. Carolyn seconded and the motion passed.**
5. Fundraising Committee - Kathy
 - a. Grants Coordination Subcommittee Status – Carolyn presented the info below from Linda Scott.
 - i. Raytheon –\$1500 award received.
 - ii. Jeppesen – \$5000 award received.
 - iii. Google /Benevity - \$851 received so far (50% from Google employee & 50% from Google).
 - iv. BRI mini-grant – \$3,000 mini-grant received for team travel to Regionals. Tim agreed to lead a discussion to determine how to distribute the money. Deadline is Practice Day.
 - v. Mabel Y Hughes Charitable Trust - \$5,000 request denied.
 - vi. John G Duncan Charitable Trust –\$2,000 request denied.
 - vii. Quick Foundation for 2015 - Submitted Mar 15 \$3,000 request – end of yr. notification.
 - viii. Best Buy Grant – submitted June 27 \$8,000 request for 10 loaner kits to start one new hub / year – late September notification.

- ix. Ball Foundation – 9/19 submittal being considered – similar to Best Buy Grant
- x. ULA – awaiting Tim’s recommendation. Tim will contact Linda about this.
- xi. Morgridge Family foundation introductory email being considered.
- xii. GM Foundation Grant – Jose will work this soon and provide feedback.

6. RM BEST Robotics

- a. 2014 Event Dates Finalized - Jose
 - i. Kickoff - September 6 (South High School)
 - ii. Practice Day - October 11 (Thomas Jefferson HS)
 - iii. Game Day - October 18 (Auraria Events Center)
- b. Status on Teacher Invitations and # of Schools Signed up – Jose
 - i. 32 schools interested & 1 on waiting list
 - ii. 19 schools have officially registered on Eventbrite
- c. 2014 Hub activities - Carolyn
 - i. Prototype Game Kickoff report – Tabled for steering Team.
 - ii. Club Workshop Closure & Status of Storage / Workspace Plans. We’re staying in the location and renting from Dan Stramiello, the owner.
 - iii. Kit Team Activities. Doing just fine!
 - iv. Game Field Build plans. Behind schedule getting started because of delay of release of final drawings.
 - v. Prototype team plans. David on track & getting things organized with the team.

7. Teacher Mentor Institute Report from Scott McEwen, TMI Program Chair

- a. July 21 & 22 @ MSU Denver with setup July 18.
- b. Registration through Constant Contact complete, with 24 teachers / mentors & 11 RMB volunteers from 13 schools.
- c. Jose reports he has free parking passes for attendees.

8. Diversity Committee Report from Linda King, Committee Chair

- a. Sent an email to Tom Denning the Colorado Department of Education state coordinator for 21st Century Community Learning Center on 1 July. Still waiting for a response from Tom to follow up on February 2015 Workshop participation and participation in our fall events. I plan to send another email and give him a call after TMI.
- b. 2014 21st Century Community Learning Center school participation - Lake County Middle School (Leadville), Trinidad Middle School, and Cripple Creek - Victor High School registered. Trinidad Middle School and Cripple Creek - Victor High School sending a person to TMI and Lake County Middle School dropped out due to their lead getting a new job last week. Jose invited director to still attend TMI. No response last I heard.

9. BOD Community Engagement Program – Kathy Geise & Lori Lazuk

- a. MSU Denver Strategic Partnership Development Project - Jose
- b. Recommending Erie Air Fair @ Erie Municipal Airport – Sat, Aug 9, 10-4

- c. Recommending STEMosphere @ DU, Sat, Sept 27.
- d. Recommending Colorado Science Conference @ Denver Mart – Fri, Nov 21, 7-4. Kathy setup on Thurs, Nov 20 (1-5pm). Lois & Carolyn to attend.
- e. **Lois made a motion that we purchase one 8’ 100% Polyester full color sublimation print 4-sided table cover @ \$135.00 (from Artistic Apparel). Jose seconded and motion passed.**
- f. **Lois made a motion that we purchase 1 retractable banner 33.5” wide and 83” tall @ \$98.00(from Artistic Apparel). Jose seconded and motion passed.** The price includes the stand and carry bag.
- g. Request standardized business card template. Carolyn put various business cards in Dropbox for review. This template was created a few years ago. **Lois made a motion that people who want cards create their own using the ones in Dropbox for a template and that they pay for printing and provide as in-kind donation or ask for reimbursement. Jose seconded and the motion passed.**
- h. Request to confirm status of & potentially print tri-fold brochures. **Jose has been working on potential updates. Action item – keep working this to make sure has brochures before Aug 9 event. Carolyn will give her old ones now.**
- i. **Jose to work with Nancy Maysmith with potential updates.**

10. New Business

- a. Goodland, KS New Hub Workshop – postponed.
- b. Website meeting with Connor Duchen & updates. Upload videos, galleries, mail box full.
- c. Recent donations from Raytheon – 2 computers, 1 monitor, 4 laptops, 2 large toolboxes and lots of tools. Jose can get o/s from MSU Denver.
- d. Jose contacted a friend in Colorado Springs. If Blair retires, he’d be an excellent choice as a key player for a hub in Colorado Springs. Jose will ask him to attend Game Day and needs Kathy’s support on this. Tim asked Jose to explain specifics about his request.
- e. Jose has communicated with Robotics @ DAVA point of contact and has checked out their website. They’re an Aurora organization working with kids 3-17 & their robotics is for middle & high school. He heard from the Director and will take a tour with no commitment. This 19 year old non-profit organization in Aurora may be a useful future partner for RM BEST.

11. Review Action Items

Assigned	Due	Action	Status
3/13/14	4/30/14	Jose/Carolyn: figure out the Google donation match process.	Status: DONE. Carolyn completed the requirements.
3/13/14	4/30/14	Carolyn: Work with Jose on BRI Dashboard changes that impact Eventbrite registration	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 name and store name from Best Buy individual suggesting we request a grant.	Status: DONE.

5/8/14	5/30/14 8/30/14	Tim will review the draft of the ULA online grant submittal.	Status: Linda S sent draft of email to Tim after last BOD meeting. Waiting for response. On 7/17 Tim agreed to contact Linda for direction.
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.	Status: DONE. Lois understands and will book this after Game Day, when the contribution is made.
5/8/14	7/17/14 9/18/14	Linda K/Mike, Lois, Dave, David to submit mileage & lodging costs associated with attending Prototype Game Kickoff.	Status: Lois booked lodging and Linda & Mike expenses. Lois booked mileage & will ask Linda and Mike for theirs. Lois needs gas costs .
5/8/14	7/17/14 9/18/14	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.	Status: In work and awaiting status from the Community Engagement Committee.
5/8/14	7/17/14	Lori to provide a Community Engagement Program report for board meetings and Kathy will present the report.	Status: DONE & included in minutes.
5/8/14	7/17/14	The Board requests Community Engagement committee discuss & recommend whether we should attend either or both of this year's Colorado Air Shows with volunteer requests.	Status: DONE. Discussed & recommendation submitted.
7/17/14	8/9/14	Lori: order a banner & table cloth from Artistic Apparel for the Community Outreach events.	
7/17/14	9/5/14	Tim: lead a discussion to determine how to distribute the money. Deadline is Practice Day.	

12. Upcoming Meetings

- a. BOD meetings - every other month on the 2nd Tuesday of the month as follows:
 - September 18 – NOTE DATE CHANGE!
 - November 13
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
 - July 24
 - **August 28 (Date will most likely change at 7/24/14 Steering Team Meeting)**
 - September 25
 - October 23
 - November - TBD
 - December - TBD

The meeting adjourned at 8:05 pm.

Respectfully Submitted,
Carolyn Bauer
Secretary, RM BEST BOD