

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

**Thursday, September 18, 2014, 6:30 pm**

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

**Teleconference Information:** (carolyn.bauer@comcast.net – password: r\*\*\*\*\*0):

Kathy called meeting to order at 6:37

1. The agenda was reviewed and a few updates were made and are include here.
2. Review/Approve minutes from July 17, 2014 Meeting. **Lois made a motion that we accept the Board minutes from the July 17, 2014 meeting. Jose seconded and the motion passed.**
3. Treasurer's Report
  - a. Lois presented Treasurer's Report through September 15, 2014. She emailed these earlier in the week. **Carolyn made a motion to approve the Treasurer's Report through September 15, 2014. Linda seconded and the motion passed.**
  - b. Recommendations re: budget categories vs. responsibilities. Currently the Operating Budget items are not currently managed by any specific person. **We agreed the Operating Budget is now the responsibility of the Board President.**
4. Executive Director's report - Jose
  - a. 2014 Hub event updates
    - i. Kickoff - September 6 (South High School) was a success.
    - ii. Participating teams – 32 teams with 1 on standby. One team seems to need mentoring help and Jose is trying to find people to fill this need.
  - b. Upcoming events:
    - i. Practice Day - October 11 (Thomas Jefferson HS)
    - ii. Game Day - October 18 (Auraria Events Center)
  - c. Colorado State Business Development Round Table Mon, Sept 29 – Thursday, Oct 2). Earlier this week Jose suggested we participate as a good way to build contacts and introduce BEST. We have included this as a Community Outreach Event, so it is now in that Committee's Event Matrix. Scott McEwen is able to participate in our behalf. We will cover his expenses (mileage, lodging and meals from the Regional program budget. See the action items for additional details.
5. Teacher Mentor Institute Report – Scott McEwen, TMI Program Chair will present program status at the January 2015 Board meeting.
6. **Fundraising Committee Report** submitted earlier by Kathy Geise, Committee Chair was reviewed.
7. **Diversity Committee Report** submitted earlier by Linda King, Committee Chair was reviewed.

8. Volunteer Status Updates – Linda King will discuss this in detail at the Steering Team meeting, 9/25. The current problem is getting volunteers who can attend both Practice Day and Game Day.
9. **BOD Community Engagement Program Report** submitted earlier by Kathy Geise, Program Chair was reviewed.
10. Facilities and Resource Management – Carolyn and Kathy
  - a. Club Workshop Closure & Status of Storage / Workspace Plans. It's possible we'll want to find another storage / workspace for kits & game field. We agreed to a variety of short- and long-term actions to understand requirements and potential options: **See the new Action Items for additional details.**
  - b. Inventory management. Lockable area is needed for computers, items of value. Recent donations from Raytheon – 2 computers, 1 monitor, 4 laptops, 2 large toolboxes and lots of tools. Carolyn requesting input regarding how to use these items.
  - c. Outreach materials need to be accessible by various people prior to and after the scheduled events for battery charging, marketing materials, etc. **See the new Action Items for additional details.**
11. Regional Event - Kathy
  - a. Kathy presented a rough outline of what a Regional Championship in the Denver area might be and we discussed the concepts.. **Tim made a motion that the Board support the development of a Regional Championship in 2015 and proposes that Kathy go forward with the planning and coordination with teaming partners and BRI leadership. Linda seconded and the motion passed unanimously.**  
Kathy will submit her initial planning document for inclusion as an attachment in the minutes.
  - b. Kathy and Jose will pursue the MSU Denver Strategic Partnership Development to implement the proposed new Regional Championship competition the first week of December, 2015.
  - c. Next steps will be: Form planning group, name the event, etc.
12. **New Hub Development Program Report**– submitted earlier by Kathy Geise, in behalf of an un-named program chair, was reviewed.
13. New Business
  - a. Linda reminded us we have asked Audrey, Rich, David to create an enhanced video including sponsor statements during the 2014 season. We'll use hub budget for this year and will create a marketing budget in 2015 and beyond.
  - b. Distribution of the BRI mini-grant. Tim is preparing the document outlining distribution of grant funds to schools. **See the new Action Items for additional details.**
14. Review Action Items (shown below)
15. Upcoming Meetings
  - a. BOD meetings - every other month on the 2nd Tuesday of the month as follows:
    - November 13
  - b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
    - September 25
    - October 23
    - November – 20 – NEW DATE
    - December - TBD

16. Action Items for discussion

Assigned	Due	Action	Status
5/8/14	5/30/14	<b>Kathy</b> to send notes to the board & attendees from the 4 breakout sessions from Spotlight.	Status: DONE. Kathy emailing this report to the BOD.
9/18/14	11/13/14	Kathy will email Spotlight feedback to BOD for review / updates. When done, she'll coordinate with a Marketing Person for finalization.	
5/8/14	7/17/14	<b>Jose</b> 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	9/18/14	<b>Linda K/Mike, Lois, Dave, David</b> to submit mileage & lodging costs associated with attending Prototype Game Kickoff.	Status: DONE. All anticipated expenses are booked.
7/17/14	8/9/14	<b>Lori:</b> order a banner & table cloth from Artistic Apparel for the Community Outreach events.	Status: DONE. Lori ordered lime green tablecloth. Banner not yet ordered.
7/17/14	10/11/14	<b>Tim:</b> lead a discussion to determine how to distribute the \$3,000 BRI grant money awarded for Team Travel to Regionals. Deadline is Practice Day.	Status: DONE. Details in 13.b. above.
9/18/14	9/27/14	<b>Kathy</b> to ensure Scott has appropriate Marketing materials (trifold, business cards, etc.) for the CSBR Road Trip.	
9/18/14	9/27/14	<b>Jose</b> to contact Scott regarding the CSBR Road Trip and introduce him to Joe Rice, Lockheed Martin, who invited RM BEST to participate.	
9/18/14	10/11/14	<b>Tim</b> to create a document outlining the distribution of BRI mini-grant funds between RM BEST and each school attending Regional Championship. The document will have school acknowledging receipt of funds, understanding of use only as a Travel Stipend for Regional Competition and the request for a trip report to RM BEST after the competition.	
9/18/14	10/11/14	<b>Carolyn</b> to clarify requirements of space needs for kit and game field work space.	
9/18/14	10/11/14	<b>Carolyn</b> to continue to work with Dan Stramiello about the Prism workspaces for space for game field for 2 weeks before Game Day.	
9/18/14	10/11/14	<b>Everyone</b> to look around for space for game field for 2 weeks, including MSU Denver space in gym	
9/18/14	1/8/15	<b>Linda S</b> to work with Steve Garran regarding potential work areas.	
9/18/14	1/8/15	<b>Tim</b> to investigate potential of using a non-profit share space for Community Engagement materials.	

The meeting adjourned at 8:55pm.

Respectfully submitted,  
 Carolyn Bauer, Rocky Mountain BEST Secretary

**COMMITTEE REPORTS**

**FUNDRAISING COMMITTEE REPORT** – submitted by Kathy Geise

<b>Committee chair:</b>	<b>Committee members:</b>
Kathy Geise	Carolyn Bauer
<b>Grants Subcommittee chair:</b>	Lois Walton
Linda Scott	
<b>Boosting BEST subcommittee chair:</b>	
Sabina Kilpatrick	

- Fundraising Events:
  - No fundraising events scheduled 4<sup>th</sup> Qtr 2014. Boosting BEST 1<sup>st</sup> Qtr 2015.
  - King Soopers gift card sales at Game Day.

Grants Subcommittee:

- One new grant has been submitted since the last Board of Directors meeting. The committee is soliciting money from Best Buy to purchase 10 loaner Returnable kits to fulfill our RMB strategic initiative to grow new Hubs in Colorado. We expect to hear back from Best Buy at the end of September or early October.
- We have targeted three new grant proposals: Ball Foundation, ULA and the Morgridge Family Foundation (see status, below).
- We are investigating two other funding opportunities: GM Foundation and Denver Post Season to Share.

<b>Grants in Process</b>	<b>Responsible</b>	<b>Status</b>	<b>Amount</b>
Google/Benevity Matching grant 50% Google employee 50% Google	Carolyn	Open	\$851
BRI mini-grant Team travel to Regionals in Fort Smith, AR	Linda	Received	\$3000
Quick Foundation For 2015 operations	Linda	Submitted March 15, 2014 End of year notification	\$3000
Best Buy Request for funding to buy 10 loaner kits to start one new Hub /year	Linda	Submitted June 27, 2015 Notification 90-120 days	\$8000
Ball Foundation	Linda	Submitted 9/18/14 Expect response by 11/14/14	\$8,000
ULA	Linda	Sent introductory email Awaiting response	
Morgridge Family Foundation	Linda	Introductory email being considered	
GM Foundation	Jose	Investigating	
Denver Post Season to Share	Lois	Investigating	

**DIVERSITY COMMITTEE REPORT** - submitted by Linda King, Committee Chair

Status:

- a. Colorado Department of Education, 21st Century Community Learning Center
  - i. Invited Tom Denning Colorado State Coordinator, 21st Century Community Learning Center (21st CCLC), to attend Kickoff. He never responded.
  - ii. Two 21st CCLC schools attended the 6 September Kickoff - Cripple Creek-Victor High School - Dan Smith and Trinidad Middle School - David Bill

- iii. Sent an email to Tom Denning about possible RM BEST April 2015 21st CCLC Workshop participation with possible use of bESTology program as a 21st CCLC summer program. Lynette Steinhoff of their office is to contact me to follow up on our possible participation.
- b. Friends of BEST, Alabama
  - i. Sent an email to Robin Fenton, Friends of BEST, Alabama about previous email to Colorado 21st CCLC regarding possible use of bESTology as a summer program.
  - ii. Robin responded positively regarding possible use of bESTology and possible summer program with 21st CCLC. She was familiar with 21st CCLC program.
- c. RM BEST
  - i. Meeting with Lori Lazuk, Jose Lopez, and Kathy Geise. Provided a summary of 21st CCLC at the federal and state level. Colorado Department of Education plans to release an RFP in Nov 2014 for summer 2015 funding - RM BEST appears to be eligible to receive a grant. Brainstormed several possible future partners and approaches.

Plans:

- a. Colorado Department of Education, 21st Century Community Learning Center
  - i. Invite Tom Denning Colorado Department of Education 21st Century Community Learning Center (21st CCLC) Director to attend Practice and Game Day.
  - ii. Follow up with Lynette Steinhoff about April 2015 workshop summer program needs.
  - iii. Follow up on possibly adding RM BEST competition as a resource on the 21st CCLC STEM Website
- b. Friends of BEST in Alabama
  - i. Follow up with Robin Fenton about possible bESTology use for April 2015 workshop summer program.
- c. RM BEST
  - i. Prior to following up with Robin Fenton and after obtaining 21st CCLC needs, receive direction and constraints from BOD about Community Engagement Program (Outreach) for April 2015 workshop summer program. OPEN: Community Engagement Program action.
  - ii. Establish Plan for recruiting additional 21st CCLC schools for 2015 competition and review with BOD.
  - iii. Follow up on possibly adding RM BEST competition as a resource on the 21st CCLC STEM Website

Problems:

- a. We are still early in the process of possible Community Engagement Program (Outreach) with 21st CCLC and Friends of BEST in Alabama. If we pursue the April 2015 Workshop, risks for RM BEST working with 21 CCLC and Friends of BEST in Alabama need to be assessed.

**BOD COMMUNITY ENGAGEMENT PROGRAM REPORT – submitted by Kathy Geise, Chair**

<b>Committee chairs:</b>	<b>Committee members:</b>
Lori Lazuk	Volunteers as needed
Kathy Geise	

- Erie Air Fair
  - Committee chairs and volunteer Lois Walton manned an interactive 10' X 10' booth in the hangar at the Erie Air Fair.
  - Approximately 500 people in attendance, mostly families from the surrounding community.
  - Dave Gessler, St. Mary's Academy brought several (female) students, a shortened game field and a robot.
  - Children were invited to operate the St. Mary's robot.

- Other STEM groups in attendance: MESA (egg drop activity), Metro
- Marketing materials
  - Designed and purchased a table cover from Artistic Apparel
  - Retractable banner in process
  - Business cards in Dropbox
  - Tri-fold brochure update
    - Reference MSU templates for teams / sponsors

Upcoming/Recent Events			Comment
Erie Air Fair at Erie Municipal Airport Public outreach event	Sat, Aug 9, 2014 COMPLETED	Lori	PoC Scott McEwen <a href="mailto:wsmcewen@gmail.com">wsmcewen@gmail.com</a>
Share Fair aka STEMosphere Setup Friday afternoon Predicted 5,000 attendees 800 teachers	Sat Sept 27, 2014	Kathy, Lori	PoC Mike Shallenburger, STEM Academy <a href="mailto:mike.shall@stemhigh.org">mike.shall@stemhigh.org</a> Local Organizer Sarah Dunn <a href="mailto:sarah.e.dunn02@gmail.com">sarah.e.dunn02@gmail.com</a> Share Fair Nation Expansion Guru Cell: 720-556-2305 <a href="http://www.sharefairnation.com/">http://www.sharefairnation.com/</a> <a href="http://www.facebook.com/ShareFairEd">www.facebook.com/ShareFairEd</a> Twitter: @ShareFairEd
Colorado Science Conference at Denver Mart, Teacher conference	Fri, Nov 21 7-4 PM	Lois, Carolyn	PoC Theresa Hemming <a href="mailto:exhibits.csc@gmail.com">exhibits.csc@gmail.com</a>
Colorado Space Round Up DMNS, industry	2nd week of December	Jose, Kathy	PoC Edgar Johnson, Red Canyon Engineering & Software
Colorado State Business Roundtable (CSBR) – Aerospace BD Road Trip (Southwest Colorado) 2014: Canyon City, Alamosa, Farmington, Durango, Montrose, Buena Vista	Sept 29-Oct 2	Scott McEwen	PoC: Joe Rice, Lockheed Martin, Government Relations (through Jose Lopez): <a href="mailto:joe.rice@lmco.com">joe.rice@lmco.com</a> 720-251-3346 cell

**NEW HUB DEVELOPMENT PROGRAM REPORT – submitted by Kathy Geise, as there is no program lead**

- a. Identify Chair
- b. Potential teaming partners
  - i. Colorado Springs, Jim Cline, teacher and BEST team mentor Academy for Advanced and Creative Learning in Colorado Springs; Air Force Academy professor contact and others; LaRonda Conley, MDA
  - ii. “Denver South”, Joel and Tammy Kirkland and others at STEM Academy
  - iii. Trinidad, Jenn Swanson STEM Academic Coach, Trinidad State Junior College (TSJC); Cindy Clements, Mathematics Professor TSJC
  - iv. Boulder, Dr Angel Abbud- Madrid, Director of the School of Mines Center for Space Resources and other professors at Mines
- c. New Hub Workshop schedule
  - i. Schedule 4<sup>th</sup> qtr 2014, 1<sup>st</sup> qtr 2015
  - ii. Invite Goodland, KS