

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

Thursday, November 20, 2014, 6:30 pm

Board Members:		Jose Lopez	T
Carolyn Bauer	Y	Linda Scott	Y
Tim Bouvia	Y	Lois Walton	Y
Kathy Geise	y		
Committee / Program Leads:		Linda King – Diversity Committee	t
Scott McEwen – New Hubs	t	t = telecon attendee	

Kathy Geise called the meeting to order at 6:42.

1. Review/Modify November 13, 2014 Agenda. Kathy asked for us to move quickly through the agenda, because of the importance of some of the discussions. We may need to table some discussions.
2. Review/Approve minutes. **Linda made a motion that we accept the Board minutes from the September 18, 2014 meeting. Tim seconded and the motion passed.**
3. Treasurer's Report - Lois
 - a. Lois presented Treasurer's Report through November 13, 2014. She emailed these earlier in the week. **Carolyn made a motion to approve the Treasurer's Report through November 13, 2014. Linda seconded and the motion passed.**
 - b. 2015 Budget status –
 - i. Assumptions are 24 RM BEST Hub teams & 24 teams at Regional Championship
 - ii. The intention is to have the 2015 budget ready for board approval at the January meeting. We need input from various people & teams.
 - iii. Lois requested feedback regarding the Example Treasurer Report which she sent earlier this week. Carolyn expressed concern that holding all the Income in the General category, rather than distributing it to other categories looked awkward. Tim suggested there be a line item transfer of income from General to each of the other categories to resolve this. Lois will provide an updated Example Treasurer Report for additional input. Lois action item below.
4. **Fundraising Committee Report –**
 - a. Report distributed prior to BOD meeting is included in minutes.
 - b. **Boosting BEST annual fundraising event is Thursday, February 26, 2015 Builder's Appliance Center.**
 - c. Linda Scott discussed grant writing status and the potential for hiring grant-writing support.
 - d. Linda Scott plans to add expenses in the 2015 budget for a small amount of funding for grant writing support.
 - e. Kathy asks for anyone interested in being the fundraising committee chair to have a conversation with her.
 - f. We discussed the BEST BUY \$8000 grant and the reporting that grant requires. We affirmed that the grant writing committee will continue to be responsible for grant status reports.
5. President's Report
 - a. Board development. Kathy explained we are always looking for candidates for the Board of Directors. The annual meeting in March is a good time to bring a new person onto the board. She requests

- candidates be introduced to the board and attend a meeting prior to the March annual meeting. Jose and Linda Scott each recommended a person for Kathy to contact.
- b. Strategic planning. Linda Scott, with help from Lois, Tim, Linda King and Carolyn, is ready to send the final text to a graphic designer. We've provided photos, too.
 - c. Branding and marketing. We need to discuss branding of the hub and the region. The topic has been transferred to the agenda for the Regional Development Committee meeting.
 - d. Inventory management. We need to develop a plan and process for managing our hardware inventory. There are issues related to kits to be purchased by our organization and then loaned to new hubs. The granting organization requires a final report showing a thorough tracking of the expenses and kits. There are also issues related to the potential transfer of kits to new hubs. Carolyn, Tim, Linda, Scott actions listed below.
 - e. Organizational chart update – see new business. We will need to modify the org chart tonight or via telecon fairly soon.
 - f. Administrative support - Kathy asks that all program directors & committee chairs be added to the BOD email distribution list. Lois will do these updates.
 - g. Committee chairs, Program Directors, BOD President should put Reports and Agenda in the appropriate Dropbox folder no later than Monday the week of the BOD meeting (5 days in advance) with email notifying Kathy the document is there. Kathy will distribute the agenda and all reports in one email with the meeting notification.
6. Executive Director's report - Jose
- a. No report was created this month.
 - b. Colorado State Business Development Round Table report. NTR.
 - c. Status of 2014 video. Audrey is making great progress with the video. Linda S, Carolyn are working on the script with Audrey and will add details about Regional Championship.
 - d. After school programs. Jose is attempting to get Aurora Public Schools to apply for 21st CCLC grants. RM BEST could be a partner with these kinds of schools.
7. **RM BEST Hub Program Status** – Carolyn Bauer
- a. Report distributed prior to BOD meeting is included in minutes.
 - i. Status of Storage / Workspace Plans. Carolyn said Dan Stramiello and she agreed on a suitable space in 999 Vallejo St., Unit #3 starting approximately January 1, 2015. Tim, Linda Scott, Lois & Carolyn will be the subcommittee to negotiate / sign the lease.
 - ii. Status of current kits (on hand, in use 2015, proposed retired). Carolyn and Kathy explained our 14 oldest kits will have fully depreciated this summer. Carolyn suggests we donate these kits to our new hubs and replace them, as needed, to new hubs or other suitable organizations. Removal of fully depreciated hardware would reduce the Accumulated Depreciation value on our Balance Sheet, therefore increasing the value of our Total Assets. Carolyn, Tim, Linda, Scott actions listed below.
 - iii. Raytheon hardware donation status. Jose donated the labor to download Windows 7 O/S to 3 computers donated by Raytheon. Kits & Inventory committee will get this hardware fully operational and can evaluate how to use these computers.
8. **New Hub Development Program** – Kathy Geise as the acting director
- a. Identify Chair and POCs. **Carolyn made a motion that we appoint Scott McEwen as the New Hub Development Program Director. Jose seconded and the motion passed.** Scott and Kathy will develop the New Hub Development Program description and will distribute the draft to the Board.
 - b. Report distributed prior to BOD meeting is included in minutes.
 - i. Ten Returnable kits will be available for new hubs via funding from a BEST BUY Grant. Linda Scott described the grant of \$8,000 to purchase 10 new Returnable Kits to loan to new hubs. Carolyn, Tim, Linda, Scott actions listed below about how to manage this process & these kits.
 - ii. Kits from inventory for donation – See RM BEST Program Status.

- iii. This program needs a primary POC from RM BEST to be assigned to each new hub.
 - c. Lois is including New Hub Development as a Program on the Rocky Mountain BEST portion on the ColoradoGives.org website. People can donate to a specific new hub by selecting the New Hub Development Program and including the new hub name in the comments. Action below to explain this to the new hub personnel, so they can communicate to their donors.
- 9. Front Range BEST Hub Program Status
 - a. Report is included in New Hub Development program report
 - i. RM BEST / Front Range BEST Program MOU. This MOU needs to be finalized and signed soon. Although this hub wants to be completely independent soon, our organization wants to make sure they succeed as a hub, so we may need to provide financial and/ or mentoring & technical support.
 - ii. See 8c above.
- 10. **Regional Championship Program** – Kathy Geise
 - a. Report distributed prior to BOD meeting is included in minutes.
 - b. Kathy to form an initial team & kick off the Regional Championship program (name, schedule, detail planning, etc.)
- 11. **Diversity Committee Report**, Linda King, Committee Chair
 - a. Report distributed prior to BOD meeting is included in minutes.
 - b. Everyone thanked Linda for an excellent report and for continuing discussions with the 21st CCLC & rural schools. We are not submitting proposals as RM BEST, but could potentially partner with schools.
- 12. TMI Program Report – Scott McEwen
 - a. Steering Team Discussing TMI feedback at their January 22, 2015 meeting
 - b. Potential TMI program involvement with new hubs
 - c. Discussion / report tabled for BOD meeting after January 22 meeting.
- 13. **Outreach Program Report** – Lori Lazuk / Kathy Geise no discussion required
 - a. Report distributed prior to BOD meeting is included in minutes.
 - b. CAST conference Friday November 21, 2014, Merchandise Mart Denver. Lori, Lois, Carolyn will attend.
 - c. Kathy asks us to document / distribute a report after attending an outreach event. Lori’s STEMosphere was a great example, with names, POCs, etc.
- 14. New Business:
 - a. BOD organization chart updates. A discussion concluded that Kits / Inventory management should be handled at the board level – probably as a Board committee. Carolyn to create updated org chart.
 - b. Diversity Policy – Tabled.
 - c. We agreed that Linda Scott wil send a Thank you card & gift to Nancy Maysmith for her support this year. She did our game-specific logo and our Kickoff and Game Day programs.
 - d. Kathy action to complete the draft MOU for MSU Denver & distribute.

15. Review Action Items

Assigned	Due	Action	Status
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.	DONE. Linda Scott coordinating Marketing presentation.

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.	Process started 10 May 2014.
9/18/14	9/27/14	Kathy to ensure Scott has appropriate Marketing materials (trifold, business cards, etc.) for the CSBR Road Trip.	DONE
9/18/14	9/27/14	Jose to contact Scott regarding the CSBR Road Trip and introduce him to Joe Rice, Lockheed Martin, who invited RM BEST to participate.	DONE
9/18/14	10/11/14	Tim 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.	DONE and distributed to teachers on / after Game Day.
9/18/14	10/11/14	Carolyn to clarify requirements of space needs for kit and game field work space.	DONE. Working with Dan Stramiello to get space at 999 Vallejo St, Unit 3.
9/18/14	10/11/14	Carolyn to continue to work with Dan Stramiello about the Prism workspaces for space for game field for 2 weeks before Game Day.	DONE. Dan was very helpful letting us use the space for free.
9/18/14	10/11/14	Everyone to look around for space for game field for 2 weeks, including MSU Denver space in gym	OBE
9/18/14	1/8/15	Linda S to work with Steve Garran regarding potential work areas.	OBE since we're going to stay at 999 Vallejo
9/18/14	1/8/15	Tim to investigate potential of using a non-profit share space for Community Engagement materials.	
11/20/2014	1/1/2015	Lois to provide an updated Example Treasurer Report that will show transfers of Income from General to other categories to resolve negative Net Income values.	
11/20/2014	1/1/2015	Kathy to communicate with two potential Board candidates, as suggested by Jose and Linda Scott, and invite them to a Board meeting.	
11/20/2014	1/1/2015	Kathy to add branding discussion to the Regional Development meeting agenda.	
11/20/2014	12/15/2014	Lois to add committee / program chairs to Board email distribution lists, so everyone gets agendas & committee reports .	
11/20/2014	1/5/2015	ALL Program / Committee Chairs & President to put new program / committee reports in the appropriate Dropbox folder 5 days (Monday) prior to the upcoming BOD meeting and to notify the President.	
11/20/2014	1/5/2015	Kathy to create meeting agenda & email reports & agenda to Board so they can prepare for the upcoming Board meeting.	
11/20/2014	1/1/2015	Tim, Linda Scott, Lois & Carolyn to be the subcommittee to negotiate / sign the lease for work space.	

11/20/2014	Feb 2015	Carolyn, Jose, Scott to determine use and required functionality of the Raytheon-donated computers & get them functional.	
11/20/2014	1/5/2015	Scott / Kathy to create a New Hub Development Program charter draft and submit to the Board for review.	
11/20/2014	12/8/2014	Lois, Kathy, Linda King, Scott to explain to the new hubs process for their donors to donate to them on Colorado Gives Day / ColoradoGiving.org website.	
11/20/2014	1/5/2015	Kathy & BOD to update / negotiate / sign MOU with Front Range BEST hub.	
11/20/2014	1/5/2015	Kathy to form and have kickoff meeting for Regional Championship program.	
11/20/2014	1/5/2015	Carolyn to modify the org chart to include all known updates, including Kit & Inventory committee.	
11/20/2014	1/5/2015	Kathy to complete the draft MOU with MSU Denver and distribute.	
11/20/2014	1/5/2015	Carolyn / Tim / Linda K / Scott to create a policy / process for loaning returnable kits to new hubs that are purchased with grant money to teams. Must include: reporting status to grantor; new hubs requesting kits; managing, tracking, loaning out, receiving back kits; process for ensuring kits are complete and working and / or restored.	
11/20/2014	1/5/2015	Carolyn / Tim Linda K / Scott to create policy / process for donating kits to new hubs that are to be taken from RM BEST inventory. Process will include new hubs requesting kits; elimination from inventory; managing, tracking, donating status.	

16. Upcoming Meetings

- a. BOD meetings - every other month on the 2nd Tuesday of the month as follows:
 - i. January 8, 2015 – **should we move the date to January 15 so Jose can attend?**
 - ii. March 12, 2015
 - iii. May 14, 2015
 - iv. July 9, 2014
 - v. September 10, 2015 – potentially too close to kickoff
 - vi. November 12, 2015
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
 - December - TBD
 - January 22, 2015

The meeting adjourned at 8:55pm.

Respectfully Submitted,

Carolyn Bauer
Secretary, Rocky Mountain BEST

COMMITTEE & PROGRAM REPORTS

FUNDRAISING COMMITTEE REPORT – submitted by Kathy Geise

Committee chair:	Committee members:
Kathy Geise	Carolyn Bauer
Grants Subcommittee chair:	Lois Walton
Linda Scott	
Boosting BEST Subcommittee chair:	
Sabina Kilpatrick	

- Fundraising Events:
 - No fundraising events scheduled 4th Qtr 2014.
 - Loading / Reloading of King Soopers gift card sales done at Kickoff and Game Day are anticipated to be successful.
 - **Boosting BEST Thursday, Feb 26, 2015** at Builder’s Appliance Center in Englewood.
 - New chairperson for 2016 Boosting BEST will co-chair 2015 event.

Grants Subcommittee:

- The Best Buy grant to purchase 10 loaner Returnable kits to grow new Hubs in Colorado has been awarded to us.
- A similar grant has been submitted Ball Foundation for loaner kits for new hubs.
- We are researching three new grant possibilities: ULA, Morgridge Family Foundation and Lowe’s (see status below).
- We are investigating two other funding opportunities: GM Foundation & Denver Post Season to Share
- Raytheon 2015 grant request to be submitted in Dec 2014/Jan 2015
- Noerr Programs will make pledge for 2015

	Responsible	Status	Amount
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. Will be distributed to teams soon.	\$3,000
Quick Foundation --For 2015 operations	Linda	Submitted March 15, 2014 End of year notification	\$3,000
Best Buy --Purchase 10 loaner kits to start one new Hub /year	Linda	Awarded	\$8,000
Ball Foundation --Purchase 10 loaner kits for new Hubs	Linda	Submitted 9/18/14 Expect response by 11/14/14	\$8,000
ULA	Linda	Sent introductory email 7/31/14 Awaiting response; no response	
Morgridge Family Foundation	Linda	Considering introductory email	
GM Foundation	Jose	Investigating	
Lowe’s Foundation	Carolyn	investigating	
Denver Post Season to Share	Lois	Investigating	

HUB PROGRAM REPORT – submitted by Carolyn Bauer

Program Director:	Carolyn Bauer (& Game, Consumable Kits)
Hub Steering Team:	
Lois Walton - Budget	Jose Lopez – School Interface
Linda Scott – Secretary & Awards & Judging	Linda King – Volunteer Interface
Patty Gaspar – Events	Scott McEwen – Venues
JoAnne Fry – Consumable Kit	Lori Lazuk – Consumable Kit
And others	

1. Hub Season Event Dates:
 - a. Kickoff, Saturday, September 6 @ South HS
 - b. Practice Day, Saturday, October 11 @ TJ HS
 - c. Game Day, Saturday, October 18 @ Auraria Campus Event Center
 - d. Celebration, Sunday, November 2 @ Maggiano’s in DTC. We are reviewing the effectiveness of this event as a way to thank our volunteers. Feedback is appreciated.
2. Interesting Data:
 - a. 32 teams & 400+ students
 - b. 130 volunteers (including 30 new volunteers)
 - c. V2 of VEX Wi-Fi Keys performed better than v1 ones. This is included I because the keys were a serious problem on Game Day in 2014.
 - d. One rookie school robot may have had too much adult help during the build / construction process. I had a discussion with the teacher on Game Day, but did not ask for confirmation of the problem. This will not be an issue with this team next year.
3. Inventory Status / Issues
 - a. We currently have 36 returnable kits which we inventory, test and maintain in inventory. Of these:
 - i. 14 were purchased in 2010 and will soon be 5 years old;
 - ii. 14 were purchased in 2011 and will soon be 4 years old;
 - iii. 0 were purchased in 2012;
 - iv. 4 were purchased in 2013 and will soon be 2 years old;
 - v. 4 were purchased in 2014 and will soon be 1 year old.
 - vi. The Returnable Kits depreciate over 5 years, so 12 sill soon be valued at \$0, although they have been tested and repaired / replaced every year and still operate fine.
 - b. A proposal to grant 4 kits to each of our 2015 new hubs will be done during the BOD meeting.
 - c. Raytheon donated 2 desktops, 4 laptops, tool boxes, tools to us in 2014. The appropriate documentation will be given to Lois, so the value of the donated items can be added to our asset value.
 - i. Jose installed the O/S on 1 desktop & 2 laptops.
 - ii. We need to add security software and MS Office software to those computers so they can become useful. We may be able to get this software from Tech Soup. Scott submitted paperwork and we’ve been accepted.
 - iii. 2 laptops had obsolete (Windows Vista) operating systems. I don’t know what to do with these computers. Advice is requested!
4. Regional Championship info:
 - a. Of the 6 teams who received initial invitations to Regional Championship, 4 said they would attend and 2 declined. Two more teams were invited and accepted. Of the 6 teams planning to attend, one can no longer attend, so these 5 teams will attend: Lakewood HS, Russell MS, St. Mary’s Academy, Standley Lake HS, STEM Academy.

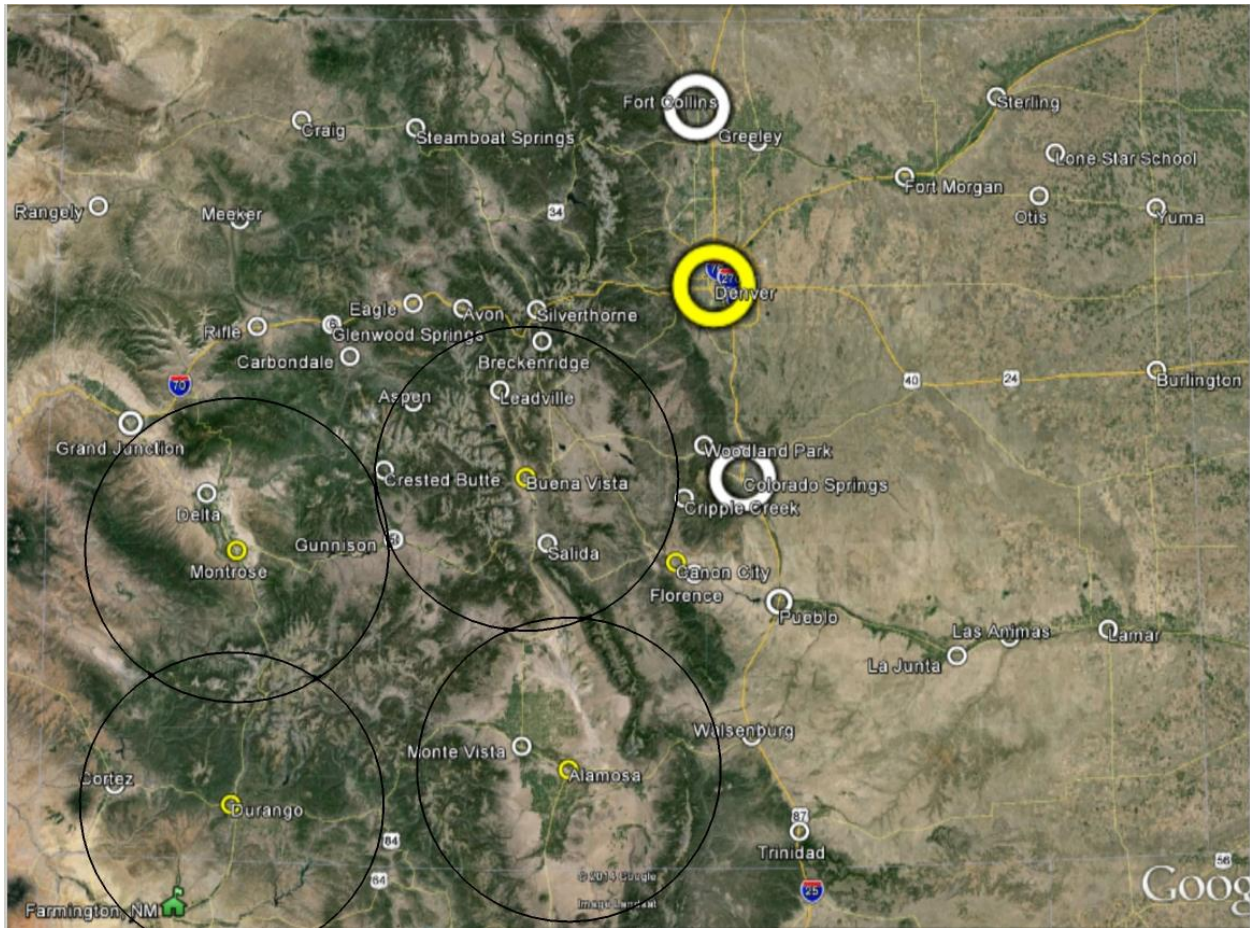
- b. Lois Walton & Carolyn Bauer are attending and have volunteered for various judging & volunteer roles.
- 5. 2015 plans
 - a. We may need to have another name for the hub if RM BEST is the region name.
 - b. We plan to host 24 teams for the 2015 season.
 - c. We are reviewing venues and appreciate feedback. At this time, we're considering doing Practice Day at South HS or another suitable school.
- 6. Hub Steering Team meetings are monthly on the 4th Thursday of each month.
 - a. Minutes are taken and distributed to Steering Team.
 - b. Feedback from this year's hub events have been gathered and will be reviewed and changes implemented.
 - i. Team demographic data was inconsistent and we have a plan / process get data checked & updated on Practice Day.
 - ii. We will add activities while we wait for awards to be calculated / determined.
- 7. Status of Club Workshop Closure & Potential Move
 - a. We continue to pay \$300 rent monthly for our current upstairs location.
 - b. Dan Stramiello (owner), Barbara (?) (his assistant), Carolyn, Scott, Lori, Patty, Linda S met on Monday, November 17 and discussed our desire to rent a space on the first floor in the bldg. We agreed on a plan to rent an approximately 300 sq. ft. space starting January 1, 2015 after various space and building modifications / improvements have been made. The cost will be approximately \$450/month.
 - c. A request for assistance to review, negotiate and sign the lease will be done during the BOD meeting.

NEW HUB DEVELOPMENT PROGRAM REPORT – submitted by Kathy Geise

Program Director:	OPEN
Steering Team:	
Kathy Geise	Scott McEwen
Carolyn Bauer	Jose Lopez
Lois Walton	
Linda King	

- a. Identify Program Director
 - i. We have identified a candidate for Program Director
- b. Ten Returnable loaner kits will available for new hubs via funding from a BEST Buy Grant
- c. Kits from inventory for donation – fully depreciated assets
- d. RM BEST New Hub Kickstarter program
- e. Status of New & Potential New Hubs – See map page 3
 - i. **Front Range BEST**, Douglas County, Joel and Tammy Kirkland, Hub Directors
 - 1. **Point of Contact – Kathy Geise**
 - 2. Two organizational meetings, the last one on Nov 4, 2014
 - 3. Kathy in regular contact by email and telephone
 - 4. Google docs and Google Group in place, sample documents uploaded as needed
 - 5. Website up, EIN application submitted, Bylaws in progress
 - 6. Letter of Intent submitted to BEST Robotics, Inc (BRI)
 - 7. Recommend that Rocky Mountain BEST provide fiducial support until Federal tax exempt 501(c) (3) designation is awarded; i.e. RMB will accept donations on behalf of FR BEST. BRI provided this function to RMB in 2010.
 - 8. MOU submitted to RMB for consideration and signature (see attached)

- ii. **Pikes Peak BEST** - Colorado Springs, Jim Cline, Hub Director
 - 1. **Points of Contact – Jose Lopez, Linda King**
 - 2. Jim is a teacher and BEST team mentor Academy for Advanced and Creative Learning in Colorado Springs.
 - 3. Organizational meeting held at Bass Pro Shops Uncle Bucks restaurant on November 4, 2014
 - a. Jim Cline, Lou Ramon, Kathryn Wesson (Isaac Corp) and husband, Linda and Mike King, Jose Lopez, Kathy and August Geise attended
 - 4. Air Force Academy professor contact and others, LaRonda Conley, MDA
 - 5. Linda K sent USAFA STEM Outreach Club CIC POC - Kaitlyn Sanborn contact info to Jim Cline
 - 6. This Hub on BRI radar
- iii. **Trinidad**, Jenn Swanson, Trinidad State Junior College (TSJC)
 - 1. **Point of Contact – Linda K**
 - 2. Possible name: Southern Colorado (SoCo) BEST
 - a. Note there is a CoCo BEST
 - 3. Meeting, campus tour, lunch and BEST presentation on Friday, October 31, 2014 with TSJC staff
 - a. Linda King, Carolyn Bauer & Kathy Geise, RMB
 - b. Jenn Swanson, STEM Academic Coach, Trinidad campus email Jenn.Swanson@trinidadstate.edu
 - c. Debbie Ulibarri- Dean of Arts and Sciences
 - d. Ben Webster, instructor Aquaculture / Lab Tech Alamosa Valley campus email Ben.Webster@trinidadstate.edu
 - e. Krystalee Moreno - STEM Data Specialist
 - f. Alicia Massarotti- STEM COOP Activities Director
 - 4. Tour of robotics program
 - a. Cindy Clements, Mathematics Professor TSJC – has successful robotics program now
 - b. Hayden Alworth - Robotics Team Student
 - 5. Grant administration
 - 6. Our assessment is that they have the skill level and great venues; they need to identify funding sources
 - 7. Linda K sent follow-up email and asked Jenn for a date for a mid-November conference call. Awaiting a date suggestion.
- iv. **San Luis Valley**, Alamosa (coordinate with Trinidad PoC)
 - 1. **Point of Contact – Scott**
- v. **Montrose**
 - 1. **Point of Contact – Scott**
- vi. **Golden**, Dr Angel Abbud- Madrid, Director of the School of Mines Center for Space Resources and other professors at Mines
 - 1. PoC??
- vii. **Others** as needed
- a. New Hub Workshop schedule
 - viii. Schedule for 1st quarter 2015 (BEFORE April 2, 2015)
 - ix. Email approval from Tom Fitzmaurice for RMB to conduct New Hub workshop
 - x. Verbal approval from Greg Young on 11/15/14 for RMB to conduct New Hub Workshop
 - xi. Reminder to invite Goodland, KS potential new hub volunteers



REGIONAL PROGRAM REPORT – submitted by Kathy Geise

Program Director:	Kathy Geise
Regional Steering Team:	
Lois Walton	Needs members soon
Carolyn Bauer	
Jose Lopez (Metro liaison)	

BEST Robotics, Inc (BRI)

1. I traveled to the Texas BEST Championship event, held in Dallas, Nov. 13-15, 2014
 - a. I discussed a Regional event and possible new Hubs in Colorado with BRI directors and key personnel on hand at the Texas BEST event:
 - i. Ken Berry, BRI President
 - ii. Tom Fitzmaurice, Executive Director (outgoing)
 - iii. Greg Young, BRI BoD
 - iv. Janne Ackerman, CoCo BEST (Collin County, TX), former and possibly returning BRI BoD
 - v. Steve Marum, BEST founder
 - vi. David Kwast, BRI Kit committee

New Mexico BEST

- 2. Ken Berry introduced me by email to Patricia Sullivan, Assistant Dean, College of Engineering, NM State University who is a BRI Director and current BRI Treasurer
- 3. Ken suggested NM BEST could be a good teaming partner for a Championship event based in Colorado.
- 4. I met New Mexico BEST Program Manager Tracey O’Neill at Texas BEST and we agreed to a follow-up conference call with Patricia Sullivan re:
 - a. Denver Championship event
 - b. Trinidad State Junior College BEST Hub recruiting NM teams
- 5. I spoke with students and mentors from three (of seven) NM BEST teams attending Texas BEST:
 - a. R4Robotics Home School, Deming High School, Chaparral Middle School

Texas BEST Championship

The University of Texas at Dallas (UTD) sponsors the Texas BEST Championship event. Ken Berry is the event Director. Ken is also UTD faculty. The Texas BEST Championship is held at the Curtis Culwell Center. The Curtis Culwell Center is owned by the Garland Independent School District and was recently built to host graduations and other community events. The Center has a full-sized arena, ballrooms and conference spaces. UTD pays to use the Center for Texas BEST.

The Texas BEST event requires fundraising of \$60,000 per year. Space at the Center costs \$20,000 per year. Two large sponsors underwrite \$20,000 (TI) and \$15,000 of the costs. The remainder of the money is raised from sponsors who contribute smaller donations.

There are six University employees listed as administrative staff for the event: Regional Director; Development Director; Assistant Director of Communications; Program Manager, Schedule & Registration; Assistant Director of Corporate Relations; and Graphics Designer. Paid student interns staff the event, in addition to volunteers and student volunteers.

Approximately 60 teams from 15 BEST Hubs participate in the Texas BEST Championship. Fourteen Hubs are from Texas and one is from Las Cruces, New Mexico. Teams may travel to feeder Hub events from several states: Texas, New Mexico and Arizona.

I took some photos of the event for later discussion.

Contact Information

Ken Berry, Assistant Director Science & Engineering Education Center University of Texas at Dallas ksberry@utdallas.edu ksb082000@utdallas.edu 972-883-4453	Patricia Sullivan, Assistant Dean College of Engineering New Mexico State University patsulli@nmsu.edu nmbest@nmsu.edu (575) 646-2913
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DIVERSITY COMMITTEE REPORT - submitted by Linda King, Committee Chair 11/18/2014

Committee Chair	Linda King
Committee Members	Linda Scott

1) Progress:

- a) Develop Support at Colorado Department of Education: Tom Denning Colorado State Coordinator, 21st Century Community Learning Center (21st CCLC), attended Game Day and talked with Kathy Geise. Tom Denning in an email following the event stated "I look forward to communicating with you in the future."
- b) Expand Participation of Underserved Schools
 - i) 21st CCLC School Current Participation - One 21st CCLC schools attended the 6 September Practice and Game Day - Trinidad Middle School - David Bill. Dan Smith of Cripple Creek-Victor High School did not have sufficient students to compete at Practice or Game Day and he plans to compete in 2015. Susan Fishman of Lake County Schools stated prior to TMI they plan to compete in 2015 also.
 - ii) Future 21st CCLC School Participation – Use 2015 Grant to expand contacts within 21st CCLC schools and possibly obtain additional funding to support their participation
 - (1) 2015 Grant * More info below.
 - (a) Linda King - Submitted a training registration form for 19 Nov Webinar 9-10 AM (King, Geise, Lopez) and Grant Writing 4 December 9 AM – 4 PM. (Lazuk and Fry)
 - (b) Linda King - Contacted Susan Fishman from Lake County Schools to see if she was interested in using RM BEST as a resource for a grant submittal. No response received as of 16 November. Susan Fishman is participating in the 19 November Webinar
 - (c) Jose Lopez – is talking with Loretta Erickson at North Middle School about Working together to submit a proposal to fund robotics program at the schools
- c) Use BRI and Friends of BEST, Alabama Resources to support Underserved Schools
 - i) Held a conference call with Kathy Geise and Robyn Fenton Friends of BEST, Alabama on 10 October. "Robin offered to help Rocky Mountain BEST prepare and deliver summer program content built around bESTology." Geise Memo in Dropbox "Summer Camp" folder.

2) Plans:

- a) Develop Support at Colorado Department of Education: Tom Denning Colorado State Coordinator, 21st Century Community Learning Center (21st CCLC) - Linda King
 - i) Follow up on possibly adding RM BEST competition as a resource on the 21st CCLC STEM Website
 - ii) Discuss possibly of Tom volunteering at future RM BEST events
 - iii) Investigate opportunities for 2015 Spring Workshop participation -- if Grant does not prohibit
- b) Expand Participation of Underserved Schools
 - i) Future 21st CCLC School Participation
 - (1) 2015 Grant
 - (a) Jose Lopez - work with North Middle School with RM BEST as partner to submit a letter of intent and support proposal making possible use of 21st CCLC **Individual Consultation** resources
 - (b) Linda King – use the training sessions to determine new contacts in 21st CCLC schools and better understand their needs. Determine ways to provide information to schools interested in including BEST participation in their proposal.
 - (c) Linda King - Establish Plan for recruiting additional 21st CCLC schools for 2015.
 - ii) Future Rural School Participation
 - (1) Linda King - Work with Kathy Geise to establish a plan to build on Sterling contacts to expand Northeast Colorado participation.
 - (2) Linda King – Investigate if Colorado Education Initiative Nonprofit *Goal 2.4 - Make access to STEM resources in rural Colorado a priority*, provides resources to help us expand RM BEST in this area. <http://www.coloradoedinitiative.org/our-work/stem/additional-stem-information/>
 - ii) Future 21st CCLC School Participation
- c) Use BRI and Friends of BEST, Alabama Resources to support Underserved Schools
 - i) Linda King -Contact Robin Fenton about the 21st CCLC 2015 RFP release and our inability to pursue summer program proposal in this year's grant. Discuss approach to prepare for possible proposal submittal to future RFP.

3) Problems:

- a) RM BEST new hub and regional competition priorities may limit accomplishment of planned activities in the next 12 months.

***Details - 21st CCLC 2015 Grant RFP**

RFP states proposal is due 21 January 2015 with award of approximately \$4M over 5 years starting 1 July 2015. "The priority areas for this grant competition are: Science, technology, engineering and math (STEM) programming tied to the Colorado Academic Standards;..." A Letter of Intent (Appendix G) encouraged to be submitted by Friday, November 21st. The total narrative of the application cannot exceed 20 pages. Applicants will receive notification regarding the status of their application by Friday, March 13, 2015. For RFP specific questions contact: Kim Burnham (Burnham_K@cde.state.co.us, 303-866-6916)

☑ **Grant Writing Training and Webinar Sessions.** Please note: These training sessions are voluntary, however, it is highly recommended that new applicants attend these sessions. See Appendix F for the training registration form. The following trainings will be provided:

☑ Application Information Webinar **November 19, 2014**

☑ 21stCCLCGrant Writing Training **December 4, 2014**

Letter of Intent: If interested in applying for this grant opportunity, it is encouraged that applicants please complete a Letter of Intent (Appendix G) and submit by Friday, November 21, to CompetitiveGrants@cde.state.co.us.

Please be advised that _____ (School District or Community Based Organization) intends to submit an application for the **21stCCLC Grant Program** on behalf of the following centers:

District or Community Based Organization:

Authorized Representative's Signature:

Contact Person for the Proposal:

Mailing Address:

Telephone: E-mail:

Letters of Intent will be due **by 4:00 pm,**

Friday, November 21, 2014

Individual Consultation is available to applicants in the planning, writing and revising of proposals. Please note: Due to the anticipated number of requests, responses will be made in the order of requests received. There may be a high volume of requests closer to the application due date; please allow adequate time for response.

Consultation services will be contracted through Civic Canopy and the Colorado Afterschool Partnership beginning November 17, 2014. Applicants may contact the following consultant directly to provide feedback on their proposals or to facilitate the planning process for the proposal:

Ana Soler

Email: ana@civiccanopy.org

Phone: 303-292-3144 x 211.

BOD COMMUNITY ENGAGEMENT PROGRAM REPORT – submitted by Lori Lazuk, Co- Chair

Committee chairs:	Committee members:
Kathy Geise	Volunteers as needed
Lori Lazuk	

Marketing Materials

- Designed and purchased a table cover from Artistic Apparel
- Retractable banner in process

- Business cards & template in Dropbox
- Tri-fold brochure update: 200 tri-folds printed 11/12/14 (same form)
 - Reference MSU templates for teams / sponsors

Upcoming/Recent Events	Date		Comment
Erie Air Fair at Erie Municipal Airport Public outreach event	Sat, Aug 9, 2014 COMPLETED	Lori	PoC Scott McEwen wsmcewen@gmail.com 10'x10' booth. Volunteers included Dave Gessler, St. Mary's Academy, students, shortened game field, robot. 500 attendees & lots of other STEM.
Share Fair aka STEMosphere Setup Friday afternoon Predicted 5,000 attendees 800 teachers	Sat Sept 27, 2014 COMPLETED	Kathy, Lori	PoC Mike Shallenburger, STEM Academy mike.shall@stemhigh.org Local Organizer Sarah Dunn sarah.e.dunn02@gmail.com Share Fair Nation Expansion Guru Cell: 720-556-2305 http://www.sharefairnation.com/ www.facebook.com/ShareFairEd Twitter: @ShareFairEd
Colorado State Business Roundtable (CSBR) – Aerospace BD Road Trip (Southwest Colorado) 2014: Canyon City, Alamosa, Farmington, Durango, Montrose, Buena Vista	Sept 29-Oct 2 COMPLETED	Scott McEwen	PoC: Joe Rice, Lockheed Martin, Government Relations (through Jose Lopez): joe.rice@lmco.com Cell 720-251-3346 cell
Colorado Science Conference at Denver Mart, Teacher conference	Fri, Nov 21 7-4 PM	Lois, Carolyn, Lori	PoC Theresa Hemming exhibits.csc@gmail.com
Colorado Space Round Up DMNS, industry	2nd week of December	Jose, Kathy	PoC Edgar Johnson, Red Canyon Engineering & Software