

**MINUTES**  
**Rocky Mountain BEST (Boosting Engineering, Science and Technology)**  
**Board of Directors Meeting**  
**Teleconference**  
**Sunday, January 4, 2015, 9:00 am**

<b>Board Members:</b>			
Carolyn Bauer	t	Jose Lopez	
Tim Bouvia	t	Linda Scott	t
Kathy Geise	t	Lois Walton	t
		t = telecon attendee	

Kathy Geise called the meeting to order at 9:14 am and again thanked everyone for working through the holidays.

1. Fiscal Sponsorship Front Range BEST – Kathy
  - a. Proposed agreement / revisions - Kathy reached out to a non-profit attorney who offered us his template for non-profit Fiscal Sponsorship pro-bono. They had a lengthy conversation and he’s interested in helping our organizations. He helped us years ago with our IRS 1023 non-profit submittal paperwork. Kathy modified the template and made it specific for Rocky Mountain BEST and Front Range BEST. We made additional modifications during the meeting. We recognize it could be a template for the relationship between Rocky Mountain BEST and other new hubs. This document is a binding agreement and will replace the MOU proposed by Front Range BEST. **Carolyn made a motion that we approve the Fiscal Sponsorship Agreement document between Rocky Mountain BEST and Front Range BEST. Linda seconded and the motion passed.**
  - b. Approval/direction to sign document. **Lois made a motion that we direct Kathy to take this agreement to Front Range BEST and give her the approval to sign it on behalf of Rocky Mountain BEST. Tim seconded and the motion passed.** Kathy will contact Front Range BEST hub directors with the agreement.
  
2. Boosting BEST
  - a. Generous matching donation for auction – We have a new \$5,000 matching donation for the auction for Boosting BEST. This donation from John and Lois Walton will match the price of items purchased at our auction – an incentive for bidders to bid up the price of items.
  - b. There was a discussion about ideas to improve Boosting BEST. We’ll forward the ideas to the Boosting BEST committee. **SEE ACTIONS.**
  - c. Joint fund-raising strategy. We want to encourage Front Range BEST to bring auction items to Boosting BEST and to encourage attendance – to make it a very successful fundraising event. **Carolyn made a motion that the 2015 Boosting BEST event include FR BEST and that FR BEST receive the proceeds of all auction items entered via FR BEST Contacts. Lois seconded and the motion passed.**
  - d. Announcement language for press releases, volunteers. We will include information about the Walton auction item matching grant (to encourage people to find auction items and to bid on them). We can also include information that the event is including both RM BEST and FR BEST hubs.
  
3. New Business
  - a. New board members – We asked Kathy invite two potential board members to join our January BOD meeting.
  - b. Jose’s first invitation to teams (typically in February) should include information about new hubs in Colorado and some discussion of boundaries with new hubs. This topic will also be on the January 15 BOD meeting, because it’s a significant change in Jose’s former communication with schools.
  
4. Review Action Items. Changes are in matrix below.
  
5. Upcoming Meetings

- a. BOD meetings - every other month on the 2nd Tuesday of the month as follows:
- January 15, 2015 – **NOTE DATE CHANGE**
  - February 12, 2015 meeting – **ADDITIONAL MEETING ADDED**
  - March 12, 2015 **\*\*ANNUAL MEETING, elections\*\***
  - May 14, 2015
  - July 9, 2015
  - September 10, 2015 – potentially too close to kickoff
  - November 12, 2015
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
- January 22, 2015
  - February 19 (*note: date change due to Boosting BEST*)
  - March 26, 2015
  - April 23, 2015
  - May 28, 2015
  - June 25, 2015
  - July 23, 2015
  - August 27, 2015
  - September 24, 2015
  - October 22, 2015
  - November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
  - Dec - TBD

6. Action Items for discussion.

Assigned	Due	Action	Status
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.	Process started 10 May 2014.
12/27/2014	1/10/2015	<b>Kathy</b> to add topic of Board Position Descriptions document to January 15 BOD meeting for adoption & annual review process.	DONE
12/27/2014	1/10/2015	<b>BOD</b> to review the Board Position Descriptions document and provide changes to Carolyn prior to the BOD meeting.	
12/27/2014	1/10/2015	<b>Carolyn</b> to ensure the Board Position Descriptions document stays consistent with Bylaws.	
12/27/2014	1/29/2014	<b>Kathy</b> to put white papers regarding Fiscal Sponsorship models & processes into Dropbox.	DONE.
12/27/2014	1/10/2015	<b>Kathy</b> to add topic of Fiscal Sponsorship description selection to January 15 BOD meeting for adoption.	DONE. Moved to January 4 meeting
12/27/2014	1/10/2015	<b>BOD</b> to review Fiscal Sponsorship documents and provide suggestions to Kathy prior to the BOD meeting.	DONE.
12/29/2014	1/10/2015	<b>BOD</b> to review New Hub Development Director Position Description & Program Description and provide suggestions to Kathy prior to the BOD meeting. Specifically add teaching TMI for new hubs their first year.	
12/29/2014	2/1/2015	<b>Kathy</b> to initiate a conversation between Trinidad Hub & Las Cruces hub regarding Raton HS team placement.	

12/29/2014	1/10/2015	<b>Kathy</b> to send RM BEST's new hub application to BOD – in particular a description of what geographic area we said we were serving in our New Hub Application.	DONE.
12/29/2014	1/10/2015	<b>Carolyn</b> to confirm with Scott that he feels he can support doing TMI for new hubs in addition to RM BEST TMI.	
12/29/2014	1/10/2015	<b>Kathy</b> to initiate a fundraising committee meeting soon.	
12/29/2014	1/10/2015	<b>Kathy / BOD</b> – get legal help about how we work with our other new hubs that are not yet 501 (c )(3)s.	DONE – Follow up with our non-profit attorney associate as needed
1/4/15	1/15/15	<b>Carolyn</b> to contact Boosting BEST team and Front Range BEST hub directors with status of Boosting BEST motion listed above.	
1/4/15	1/15/15	<b>Carolyn</b> to move forward Tim's suggestion the Boosting BEST team recognize the top 'auction item finders' and Kathy's suggestion we determine how to best utilize their matching grant.	
1/4/15	1/15/15	Kathy to contact potential board members and invite them to the January 15 Board meeting.	
1/4/15	1/10/15	Carolyn to help find location for Front Range BEST New Hub Workshop.	

The meeting adjourned at 10:48am.

Respectfully Submitted,  
Carolyn Bauer  
Secretary, Rocky Mountain BEST Board of Directors