

# MINUTES

Rocky Mountain BEST Steering Team  
@ The Daniels Fund  
101 Monroe St, Denver, CO 80206, Room 137  
Thursday 26 July 2012 (6:45 PM – 8:45PM)

Kathy Geise		Linda Scott	t
Tim Bouvia		Scott McEwen	x
Jose Lopez	x	Dick Tumlinson	x
Carolyn Bauer	x	Judy Tumlinson	x
Lois Walton	x	Chuck Powell	
		t = telecon attendee	

**Carolyn called the meeting to order at 6:53pm, including a gotomeeting as follows:**

**Teleconference Information:** (password hint is r..007):

Please join my meeting, Thursday, July 26, 2012 at 6:45 PM MDT.

<https://www3.gotomeeting.com/join/202359102>. Use your microphone and speakers (VoIP) - a headset is recommended.

1. **Approval of last Steering Team meeting minutes: Jose made a motion that we approve the June 28, 2012 Steering Team Meeting minutes. Dick seconded and the motion passed.**
2. Hub News: Carolyn Bauer
  - a. Status of 2012 Game school registration
    - i. We have 24 teams and 4 on standby. New Vista HS has a new teacher and they are interested. They are team # 27. Jose sent an updated list today and will send again after he updates phone numbers. Jose will give contact information to Chuck so they get an invitation to TMI.
    - ii. Judy made a motion that Jose will send the alphabetized list of the 24 schools to Judy by Thursday September 6<sup>th</sup>. Jose seconded and the motion passed.
    - iii. Jose made a motion that we prepare 25 kits, knowing that only 24 teams will compete. We will pass out 25 kits, and the 25<sup>th</sup> team will be told that they are not competing unless someone drops. They should proceed with design, etc just in case someone drops before game day. The first 24 teams will be in the program. The 25<sup>th</sup> team is invited to attend Kickoff, Practice day, Game day, will receive a kit, but will not compete unless one of the 24 drops out before Game day. Judy seconded and the motion passed.
    - iv. Robot events opens after Jose sets up the event. He will explain at TMI and it will open at TMI. Teachers will be able to sign up at TMI or later, whichever they want.
  - b. 2012 Event Schedule
    - i. Renamed the November 11 event to “2012 Celebration Party”
    - ii. Scott made a motion that we invite substantial sponsors (Silver and above) to the Celebration with a hand written invitation. Jose seconded and the motion passed.

<b>Event Title</b>	<b>Teacher / Mentor Institute</b>	<b>2012 Kickoff</b>	<b>2012 Practice Day</b>	<b>2012 Game Day</b>	<b>2012 Celebration Party</b>
<b>Location</b>	Lowry Event Center	Denver South High School	Denver West High School	Auraria Event Center	Maggiano's DTC
<b>Dates</b>	Aug 6 & 7, 2012	September 15, 2012	October 20, 2012	October 27, 2012	Nov 11, 2012
<b>Times</b>	9am- 3pm	12pm - 4pm	9am - 3pm	7:30am - 5:00pm	11:00am

3. Treasurer's Report: Lois Walton

- a. Committee's Budget vs. Actuals through month ending June 2012. We walked through the report.

4. Committee Reports:

- a. School Interface – Chuck Powell Judy will send Chuck's report to Lois to put in the minutes. The file of team responses will be attached with the minutes.
- b. Volunteer Interface – Lois Walton and Linda Scott
  - i. Lois reported on Raytheon Brown bag. Only one attendee besides returning volunteers. Spent time talking to him, and gave him some extra brochures to pass on to friends.
  - ii. Kerwin Lumpkins will be out of the country during practice and game days. Have asked him if he thinks he could set up a brown bag at Jeppeson.
  - iii. We will discuss how many of what volunteers we need during the second day of TMI (Scott, Carolyn, Judy, Lois and Linda)
- c. Events - Judy Tumlinson
  - i. Venues sub-committee (facilities, set-up and schedules) – Scott McEwen
  - ii. Teacher / Mentor Institute - Judy
    - Dry run - 30 July at Club Workshop at 1:00pm
    - Send your final slides to Carolyn by August 1.
    - Chuck will give Judy the number of attendees and then add presenters (14) so that she has the final number for food. If different for each day, let her know. (may be 2 fewer presenters on second day)
  - iii. Mascot for 2012 Warp XX - volunteer t-shirts # and color
    - Logos for back of volunteer t-shirts (gold level up) to Paula by August 23<sup>rd</sup> in a eps or vector format. When we talk to them about the logos, also let them know about ½ page ad and keep that same person in the loop.
    - Discussed ordering 75 volunteer t-shirts
  - iv. Hospitality sub-committee – Lonnie Garcia-Silva and team – none to report
  - v. Publicity sub-committee – Teri Eichman – none to report
- d. Game – Art Silva & Carolyn Bauer
  - i. Rules and Prototypes – David
    - Has a third member of team. Have finished drawings and will start fabrication soon.
  - ii. Game Floor – Art Silva

- Art needs more helpers. Only has Gary Pratt. Sent him Dave Wilkerson's address. Put out ploys to whomever might be able to help.
- iii. Kits – Carolyn Bauer
  - Carolyn has returned broken stuff to VEX. Carolyn needs MORE helpers too!!! May need more work days than just Mondays.
  - Will be calling Dunright Kitchens to get a 10-20% discount at Home Depot.
  - Scott suggested we separate the stuff needed for TMI so that they don't trash 10 kits. Kit team will meet early next Monday to do that separating (9 am.)
- iv. BEST Award - Dick Tumlinson
  - Current efforts focused on TMI. Working on getting slides from Rich and David, and also getting dates that they will brief their Judges ahead of the competition.
  - Will plan to award Judges training closer to Game day, rather than at kickoff. So, will not need a room for Judges training at Kickoff.
- v. Special Awards - Tim Bouvia – no report.
  - Carolyn suggested steering team come up with what the special awards will be...
  - Those present suggested that we make them the same as the first year, and eliminate the Middle school award since they so clearly were competing with the senior high schools and didn't need an award for themselves.
  - What if we ask Jeppeson to come up with an award that they would present. Dick will contact them about this.
  - Need the list of awards by end of September so that they can be ordered and received prior to game day.

## 5. New Business:

- a. BRI Board of Directors Report – Scott attended via teleconference:
  - i. BEST Robotics, Inc., Board of Directors met on July 12, 2012. Hubs were invited to listen in via WebEx. Two highlights of the meeting are listed below.
    - The BEST Robotics Inc National Conference will be held April 4-6, 2013, at the University of New Orleans. This event will be a combination of National Competition, workshops/training for teachers & hub directors, software sponsor-provided training, Hub Council meeting (Apr 6), and 2013/2014 Season Kickoff (Apr 6). There will be no hotel block of rooms reserved; attendees will make their own travel/lodging plans.
    - Robin Fenton provided a marvelous report on "Friends of BEST" vision and progress (ref [http://best.eng.auburn.edu/documents/Friends\\_of\\_BEST\\_AL.pdf](http://best.eng.auburn.edu/documents/Friends_of_BEST_AL.pdf) and <http://friendsofbest.com/about-friends-of-best/> ). Robin expects to complete a "How to Build a BEST Community" manual in September 2012 and to develop a resource center over time. Summer camps were provided in numerous communities for students, teachers, mentors, and parents. Total attendance of all camps reached 1,000 in Alabama. These camps build skills for BEST competitions. Long-term, they contribute to Alabama's workforce development. Friends of

BEST is working with BEST Robotics Inc to establish an MOU with clear boundaries & requirements, including consistent use of BEST logo. The organization has funded two part-time staff to focus on infrastructure and logistics, including data collection and documentation of demonstrable impact.

- b. Scott and Carolyn recommend we give them a CD with the presentations, and also on the Website. Will also do this for TMI.

## 6. Action Items

### a. Old Actions:

- i. **Jose** to see if there was a fee for the Saturday use of classroom for marketing presentations. It was one of Rich Pozzi's classrooms, but need to know if there should be credit to Metro for that In-Kind donation, and if so, what should the value be. Jose will talk to facilities to see if they can come up with a number. **Still open.**
- ii. 4/26: **Scott** is going to make a proposal to RM BEST BOD for a season recap report to be provided at the Celebration - including format, content, purpose. **Scott working this... will have a draft for us to see.**
- iii. 5/24: **Judy** - Review the TMI budget and see if it needs to be amended for 3 people per school. **Budget is fine. – closed.**
- iv. 5/24: **Carolyn** - Tim will not be able to create the integrated presentation or the CDs for TMI - so there is an open action to find another volunteer. **Carolyn will do. Closed.**
- v. 5/24: **Lois** - Review Volunteer email list? **Delete this action.**
- vi. 5/24: **Lois** to call Greg Barber as potential "pit boss" (referred by Judy) **No. Need to find a new one.**
- vii. 5/24: **Carolyn:** Game committee to meet to and determine full volunteer requirements and review Lois's volunteer spreadsheet **Will do at TMI.**
- viii. 5/24: **Scott** asked that Lois and Judy extend invite to Bryan Whitley to be "head ref" **In work**
- ix. 5/24: **Lois** will contact our individual donors to see if they want to be listed on the website. **In work**
- x. 6/28: **Carolyn** will contact the New Vista principal to see if the mentor would help enough to get another teacher to sign up - **Close**
- xi. 6/28: **Lois** will give the list of Donors and amounts to Judy to use for t-shirts. Needs to know which ones should have logos on the shirts. **Lois gave, but will give new updates.**
- xii. 6/28: **Lois** needs to bring most recent significant donors to each meeting with Treasurers report. **No new ones to report.**
- xiii. 6/28: **Carolyn** make sure Chuck has communicated with Pueblo team. Also what is difference between Jose's number and Chuck's number Also Chuck needs to know about Jennifer Taylor who is from Chamber of Commerce in Colorado Springs and may bring 3 folks to TMI. **(answer is No for TMI)** Also Breckenridge may bring folks to TMI in case they participate in the future. **Close this action.**

- xiv. 6/28: **Dick** will follow up with Jennifer Taylor. **Close**
- xv. 6/28: **Judy** will follow up with Breckenridge. **Close**
- xvi. 6/28: **All Committee chairs** send Lois a list of near-term volunteer requirements for inclusion in monthly Volunteer Newsletter. Need by the 7<sup>th</sup> of July. **Still need... by 7<sup>th</sup> of August**
- xvii. 6/28: **All Steering Team members** - need to read TMI portion of Events Schedules and Events Venues documents and send comments and questions to Scott ASAP. Scott will send to BOD and request inputs.

b. New Actions:

- i. 7/26: **Lois and Carolyn** work on getting logos before August 23<sup>rd</sup>.
- ii. 7/26: **Lois, Carolyn, and Scott** need the number of volunteers to Judy so she knows how many volunteer T-shirts to order by 23<sup>rd</sup> of August.
- iii. 7/26: **Tim** to create score sheets (list of criteria) for each of the special awards so that the judges have something to help them come up with a score (subjective though it may be).
- iv. 7/26: **Lois** communicate with Kerwin about helping Art with the game field.
- v. 7/26: **Linda** will contact Larry to see if LaRae can come up with 6 volunteers that will work both days.
- vi. 7/26: **Lois and Linda** will set up meeting with Paula and Scott to come up with packet for Kickoff.
- vii. 7/26: **Lois, Linda, Scott, Judy, Carolyn** will get to talk about what volunteers are required for each team. Will discuss this during second day of TMI. David has all of his volunteers. Dick working with Rich to see if he has all of his. Will talk to Tim about his.

7. Meetings:

- a. **Upcoming 2012 Board Meetings** – BOD meetings have been changed to every other month on the 2nd Thursday of the month. Remaining 2012 meetings are:
  - **September DATE TBD.**
  - **Thursday, 11/08/12 @ 6:45 pm**
- b. **Upcoming 2012 Steering Team Meetings** – Monthly Steering Team meetings will typically be held the 4<sup>th</sup> Thursday of every month at Daniels Fund. Remaining 2012 meetings:
  - **Thursday, 23 Aug, 6:45pm**
  - **Thursday, 27 Sept, 6:45pm**
  - **Thursday, 25 Oct, 6:45pm**
  - **Nov & Dec, TBD or may be cancelled**

Meeting adjourned at 8:54pm.

Respectfully submitted,

Lois Walton

Treasurer, RM BEST