

Minutes

Rocky Mountain BEST Steering Team
 @ The Daniels Fund
 101 Monroe St, Denver, CO 80206, Room 138
 Thursday 23 August 2012 (6:45 PM – 8:45PM)

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

1. Call to Order - Carolyn called the meeting to order at 6:47pm including a gotomeeting as follows: **Teleconference Information:** (password hint is r..007):
 - Please join my meeting, Thursday, August 23, 2012 at 6:00 PM Mountain Daylight Time at: <https://www3.gotomeeting.com/join/815646782>
 - Use your microphone and speakers (VoIP) - a headset is recommended.

Note: Jose was able to dial-in to the meeting and could be heard on the polycom even though Lois only originated the meeting on the website. For upcoming meetings, the toll-free number will be added to the meeting agenda.
2. Agenda reviewed and a few new business items added that are included in bold type in the News Business section below.
3. **Approval of last Steering Team meeting minutes: Lois made a motion that we approve the July 26, 2012 Steering Team Meeting minutes. Linda seconded and the motion passed.**
4. RM BEST Treasurer's Report: Lois
 - a. Budget vs. Actuals through month ending July were reviewed during the meeting. We understand all of our individual budget line item overruns and we'll make sure the committee chairs take this info into account when developing 2013 budget.
 - b. We budgeted \$225 per team for consumable kits and Carolyn estimates that the consumable kit cost may come in at about \$185 plus shipping.
 - c. Carolyn believes that we are going to under run both the Returnable Kit and Game Field budgets.
5. Carolyn's Topics
 - a. TMI Recap
 - i. Carolyn evaluated the participant feedback and we got very good feedback. There was a great deal of feedback provided by the teachers and Scott has asked that the ST have a meeting to discuss TMI in January.
6. 2012 Event Schedule (remaining events): Carolyn

Event Title	2012 Kickoff	2012 Practice Day	2012 Game Day	2012 Celebration Party
Location	Denver South High School	Denver West High School	Auraria Event Center	Maggiano's DTC
Dates	September 15, 2012	October 20, 2012	October 27, 2012	Nov 11, 2012
Times	12pm - 4pm	9am - 3pm	7:30am - 5:00pm	11:00am

7. Executive Director Report: Jose Lopez
 - a. Game Field: Jose has been helping with the game field. It's pretty much all built and just a few minor items need to be completed.
 - b. Astronaut for Game Day: Jose is working to get an astronaut...Sierra Nevada contact probably won't be able to do it.
 - c. Jose, Lois, Cathy, Carolyn are working the Airshow with Scott as an outreach activity for RM BEST. Metro will also have displays. Airshow is at the Rocky Mountain Airport in Broomfield CO Saturday and Sunday and our booths are open 9am – 2pm.
 - d. Teacher's Newsletter is going to be sent tonight (8/23) by Jose.

8. Committee Reports:
 - a. School Interface – Chuck Powell - No Report
 - b. Volunteer Interface – Lois Walton and Linda Scott
 - i. Lois has created a new volunteer summary report. Lois will keep track of volunteers confirmed for each event. Carolyn asked if a line could be added that lists how many volunteers are needed in addition to how many we have.
 - ii. Lois sent out a Volunteer Newsletter that's a Call to Volunteer to the Steering Team for review. No comments were returned so Lois is going to release on 8/24.
 - iii. We need to ask Dave Dominguez if he will do the Truck Logistics this year and will let Lois and Linda know as soon as he talks to Dave.
 - iv. Linda asked that folks please read and respond to volunteer committee emails as soon as possible until 2012 Events are over. Lois is going to send out another request for team leads to send in the list of folks they have recruited as volunteers and how many folks they still need.
 - c. Events - Judy Tumlinson
 - i. Venues sub-committee (facilities, set-up and schedules) – Scott McEwen - No report
 - ii. Mascot for 2012 Warp XX - volunteer t-shirts # and color - No report (note: logos for t-shirts were submitted to artist on Aug 23.
 - iii. Hospitality sub-committee – Lonnie Garcia-Silva and team - No report
 - iv. Publicity sub-committee – Teri Eichman - No report
 - d. Game – Carolyn Bauer
 - i. Rules and Prototypes - David Dominguez sent the following email report: *Today Ken solved our ascending and descending mechanical engineering problem. Tomorrow we will finish our fuselage and arm design. We plan to begin construction next Thursday at 11:00am. Our goal is to run our first test 2 weeks from today. Since this is our first robot I thought I'd pass a few decision variables with respect body construction and ergonomics we are*

considering weight and balance: we want both, Cortex and battery placement should be easily accessible, recessed and potentially protected.

We have an outstanding mechanical engineering problem. We want to clamp the bot to the C channel rail using bearings and a thingamajig we haven't invented yet.

- ii. Game Floor – Art Silva: Art sent the following report via email:
*Tonight we finished up the wiring on the field. There's wiring on the bottom of each structure and dragging them around can damage the wires. We protected them as best we could but it's not perfect. Very slight dragging is probably ok but folks gotta be careful moving them.
At some point I would like to set up the structures on our carpet and pre-tape as much as we can to save time on the event days. I would like to mark out with tape the position of the structures on the carpet along with the small items. There's diagrams in the materials showing the starting positions of the small items for each heat. Small marks on the carpets will help the refs place them.*

Once we've laid it all out I will take the main assemblies apart and get them ready for storage. The hoops are still a problem but we have an idea for securing them better.

The microswitches have been attached and wired. We tested them using a tennis ball and they work fine but we'll need to test them with a game ball at some point.

- iii. Kits – Carolyn Bauer
- Kit production is going nicely; lots of helpers. All items are purchased except plywood that will be delivered to Kick-off by Lowe's.
 - The VEX items that were returned were repaired and returned.
- iv. BEST Award - Dick Tumlinson - No report
- v. Special Awards - Dick Tumlinson - Carolyn and Eileen Flanigan (one of last year's Special Award judge) discussed a better approach for judging the special awards. Carolyn developed a draft Special Awards score sheets and criteria for use this year. We'll use the score sheets this year and will forward them to BRI as a best practice after the season.

9. New Business (items added during review of agenda at the beginning of this meeting highlighted in **Bold**):

- a. RM BEST Ball Cap prices - Dick has ordered the caps. All caps have robot on the back and the RM BEST robot mascot logo on the front. He's ordering white and black to sell. The winners will get blue caps that say "Champion" on the back. We agreed that BESTique will sell them as a fundraiser at our events for \$20.
- b. Local TV Coverage invitation
- i. Greg Moss from Channel 9 wants to do a story on RM BEST. His plan is to do a 2-part story and we don't know exactly what the story will be. Maybe about one school going through the competition. We agreed Jose and Carolyn will be the POCs for this story.
- c. Game Field pieces situation - Kathy Geise has tried but could not get the instructions to work; Lois is going to try and ask her husband to help.

- d. Picking up 2012 kit in Colorado Springs
 - i. Carolyn will make arrangements for the kit to be returned from UCCS with Kathleen Fitzpatrick as our 25th kit. Carolyn also told Kathleen about the recent meetings with Jennifer Taylor, CS Chamber of Commerce and Business Development Council and the CS Hub potentially becoming a reality and told her they might be contacting her.
- e. Presentations for Kick-off
 - i. Action: Carolyn will ask Tim to consolidate the slides for Kick-off. Note: Tim agreed and suggested we tell teams to bring a thumb drive to kickoff if they want a copy of the presentations and all relevant kickoff files that day. They will also be available on our website.
- f. Kick-off questions for Scott
- g. Press Releases - Audrey sent a couple of draft press releases for review. Action: Carolyn will send out to a few folks on ST to review and comment.

10. 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. Per Jose: \$150 (in-kind donation). Close 8/23.
 - 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. 6/28: **All Committee chairs** send Lois a list of near-term volunteer requirements for inclusion in monthly Volunteer Newsletter. Need by the 7th of July. Still need... by 7th of August. Close 8/23.
 - iv. 7/26: **Lois and Carolyn** work on getting logos before August 23rd. Close 8/23.
 - v. 7/26: **Lois, Carolyn, and Scott** need the number of volunteers to Judy so she knows how many volunteer T-shirts to order by 23rd of August. Close 8/23.
 - vi. 7/26: **Tim Carolyn** 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). Carolyn created DRAFT Special Awards criteria and score sheets and she has been working with Dick (volunteered for Special Awards Head Judge when Tim volunteered for Floor Boss). Close 8/23.
 - vii. 7/26: **Lois** communicate with Kerwin about helping Art with the game field. Lois sent an email. Close 8/23.
 - viii. 7/26: **Lois and Linda** will set up meeting with Paula and Scott to come up with volunteer packet for Kickoff.
- b. New Actions:
 - i. 8/23: **Carolyn** will contact Dave Dominguez to see if he might be able to handle the truck logistics job at the 3 events.

- ii. 8/23: **Scott** requested that we add an item to January 2013 ST agenda to discuss TMI results and plans for 2013. **Linda** will add to Jan 2013 ST agenda.
- iii. 8/23: **Carolyn** will ask Tim to consolidate the presentation slides for Kick-off.
- iv. 8/23: **Carolyn** will send out the draft press release to a few folks on ST to review and comment before returning to Audrey.
- v. 8/23: **Linda**: Send out Doodle survey to ST and ask for a new date for Sept 24 ST meeting.

11. Meetings:

- a. **Upcoming 2012 Board Meetings** – Remaining 2012 meetings are:
 - Thursday, 9/17/2012 @ 6:45 pm (Note: this is a date change from regular scheduled meeting).
 - Thursday, 11/08/12 @ 6:45 pm
- b. **Upcoming 2012 Steering Team Meetings** – Monthly Steering Team meetings will typically be held the 4th Thursday of every month at Daniels Fund. Remaining 2012 meetings:
 - Thursday, 27 Sept, 6:45pm - Linda and Lois cannot attend this meeting and asked if it was possible to reschedule. Action: Linda will send out a Doodle survey with other potential dates to see if another date is feasible.
 - Thursday, 25 Oct, 6:45pm
 - Nov & Dec, TBD or may be cancelled

Respectfully Submitted,
Linda Scott
Secretary, Rocky Mountain BEST