

Minutes

Rocky Mountain BEST Steering Team
 @ The Daniels Fund
 101 Monroe St, Denver, CO 80206, Room 138
 Tuesday, 25 September 2012 (6:45 PM – 8:45PM)

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

Teleconference Information: (login: kmgeise@.com; password hint is r..007):

- Please join my meeting, Tuesday, September 25, 2012 at 6:45 PM Mountain Daylight Time. <https://www3.gotomeeting.com/join/196573334>
- Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. Dial +1 (773) 897-3000. Access Code: 196-573-334

1. Carolyn called the meeting to order at 6:50pm.
2. Approval of September 25, 2012 Agenda. The ST in attendance reviewed the agenda and Carolyn added two new items to the New Business section as noted in the minutes below.
3. **Approval of last Steering Team meeting minutes. Linda made a motion that we approve the August 23, 2012 Steering Team Meeting minutes. Judy seconded and the motion passed.**
4. RM BEST Treasurer's Report: Lois
 - a. Budget vs. Actuals through month ending August with the ST
 - b. 2013 Budget Schedule and Process - Carolyn reviewed Lois's proposed 2013 Budget Schedule and Process. The ST agreed that there will be a budget review meeting held on Oct 27th.
5. Carolyn's Topics
 - a. Kickoff Recap - Our 2012 RM BEST Kickoff was a great success. 35 – 40 volunteers involved.
 - i. Events Committee - Judy's committees were awesome!
 - Venues - were carefully and thoughtfully planned and managed by Scott and his team. The second screen made viewing the presentation in the gym much better. The South HS support staff were also great to work with & the space worked out well.
 - Registration - Patty's & Paula's teams handled team and volunteer registration beautifully. No one looked lost.
 - Hospitality - Lonnie's team fed us well and catered to the volunteers' needs. Thanks for the great food and careful attention to volunteers.
 - Publicity - Audrey Strong facilitated the creation of a Press Release

and Fact Sheet which captured our RM BEST Facts. WE had a surprise visit from Fox31 videographer, and got a short spot on the 9pm news that evening. Audrey has the spot on our UTube channel - all accessible from our website.

- ii. Game Committee - Carolyn's committees were also awesome!
 - Rules & Prototype Robot - Dave & his team worked hard to create a protobot for the game demonstration. Even though the robot had a broken shoulder it was able to show many functions and was a good learning tool for the student teams.
 - Game Floor - Art and his team did a beautiful job of building and disassembling the Game field for safe transport. Thanks to Jose for handling the truck logistics!
 - Kits - Carolyn's team had all 25 kits ready to give to the team. Lowe's delivered the larger wood items the morning of kickoff and the just-in-time delivery of those items works well.
 - BEST Award - Dick and his team of presenters taught the teams about the importance of the BEST award and started them down the path of determining whether they'll compete in that optional award.
 - Special Awards - We described the 5 special awards that will be given at Game Day.
- iii. Feedback:
 - At least 2 teams were confused about what time to arrive. **Action:** Carolyn to update website to prominently show event times (Due: 10/4). **Action:** Jose to put the time in BOLD in the upcoming Newsletters. Due: With each Newsletter during October.
 - We need to have a perimeter boundary to protect the game floor.
 - Tim agreed the Kickoff went smoothly; good team and great pre-planning.
- b. Email / postcard / Game Day Program / BESTique / newsletter/ social media fundraising efforts – Colorado Giving / Colorado Gives Day, December 4.
 - i. Fundraising Committee met to focus on what needs to be done to be ready for Colorado Gives Day. Fundraising committee will provide Judy with information for a full -page ad and 1/2 page ad from RM BEST BOD and ST member encouraging donating to Giving First for Game Day program-by Oct 13th. Fundraising Committee will also provide Judy with postcards for distribution to attendees on Practice Day and Game Day.
- c. Fundraising Committee has recommended that the 2013 Boosting BEST Event be set for Thurs, 2/21/13 at Builder's Appliance Center. This event is co-managed by Fundraising Team and Event Team (e.g., food is handled by Fundraising Committee).
- d. RobotC November 1st Expiration Date
 - i. Tim asked that Carolyn bring up at the annual meeting in April 2013 that RobotC licenses should be good through regional and national competitions.
- e. Board Policy about Logo use / colors.
 - i. If you use the logo, use approved logo colors or use any single-color. This is to help preserve the RM BEST brand.

- f. Carolyn and Kathy will be attending a forum with Manufacturing Association in Colorado Springs on Oct 19th. Sixty people will be in attendance and they've asked RM BEST for a 30 minute presentation.

6. 2012 Event Schedule: 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 – No report

8. Committee Reports:

- a. School Interface – Chuck Powell
 - i. Now that TMI is over; communication is done by Jose Lopez
- b. Volunteer Interface – Lois Walton and Linda Scott
 - i. Linda confirmed that Tim, Linda and Connie Vandenburg will do Robot Compliance at Practice Day and Game Day. Volunteer List will be updated to reflect this. *(Note: after this meeting, Carolyn confirmed that she won't need Tim for Compliance this year and he can focus on Floor Boss role. Volunteer list was adjusted accordingly. Thanks to Tim for offering to support Compliance Team if needed)*
- c. Events - Judy Tumlinson
 - i. Venues sub-committee (facilities, set-up and schedules) – Scott McEwen
 - Scott reviewed the Practice Day event schedules with the ST and led an excellent discussion on all aspects schedule and requirements. Scott will send out revised Practice Day event schedule and aerial map on Sept 29.
 - **Action:** Scott is going to work with Jose to request that the following information be sent to the teachers in the next Newsletter and request if possible to send out by Oct 2.
 - a. Deadline for BEST award registration - Oct 6
 - b. Student and Mentor Rosters sent to Judy at jcpat3@aol.com by Oct 13 – or names won't be included in the Game Day program
 - c. Denver West High School Map
 - **Action:** Lois to send Judy the latest Volunteer List by Oct 13th so that she has as many of the volunteers as possible to include in the Program. If there are any open positions, get names to Judy as soon as available.

- **Action:** Linda/Lois - ask Paula for the Consent and Release forms that she collected at Kickoff. The ST agreed that the Volunteer Committee is responsible for getting a signed Consent and Release form from each volunteer.
 - Ref and Scorekeeping Training - **Action:** Scott and Tim will partner to work with Casey Kuhns to plan and schedule a couple of sessions (Oct 13th and Oct 16th).
 - ii. Hospitality sub-committee – Lonnie Garcia-Silva and team
 - To date, Denver WEST has not committed to selling food. This is still open. More discussion to follow on Oct 11 agenda.
 - iii. Registration sub-committee – Patty Gaspar - No report
- d. Game – Carolyn Bauer
- i. Rules and Prototypes - David Dominguez - No Report
 - ii. Game Floor – Art Silva - No Report
 - iii. Kits – Carolyn Bauer
 - Twenty five consumable and returnable kits were given to the student teams at the Sept 15 kickoff. We have received all the 2012 Returnable Kit Agreement Forms, so the checkout process worked great. All delivered kits included a half page instruction sheet to contact Patty Gaspar and / or Carolyn Bauer if teams discover kit problems. Patty and Carolyn have Kits #27 & 28 (spares) at their homes and will solve kit problems using those spares (using mail, delivery to the school, etc.) So far only one small problem has surfaced. We're tracking post-kickoff kit issues and will use problems as part of the process improvement discussion planned for early 2013.
 - We've ordered a few spares of Returnable items that might be needed during the season, so we have them on hand in case of hardware breakage or failures. We're going to inventory all BEST items October 1 and will report to Lois (for our accountant) so the appropriate items & values can get placed into our accounting system as Fixed Assets.
 - iv. BEST Award and Special Awards - Dick Tumlinson is handling both of these awards for Game Day. He has his judges and is working with Head Judges to ensure training is complete.
 - Scott recommends Judges Training be stored on the RM BEST website. Carolyn & Scott will do this when the private login feature is implemented
9. New Business:
- a. Team Demographics Form - Action: Carolyn will send in a question to BRI asking what grades can participate in our competitions. The Team Demographics form lists ages younger than middle school. (
 - b. Channel 9 - 10/25: Carolyn led a discussion about how to best respond to Gregg Moss's request for robots playing the game during the interviews. **Action:** Carolyn to contact Gregg with some ideas / suggestions and will send him a copy of the 2011 video.
10. Action Items
- a. Old Actions:

- i. 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 11/1 for 11/11 brunch.
- 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.

b. New Actions:

- i. 9/25: **Carolyn** to update website to prominently show event times. Due: 10/4.
- ii. 9/25: **Jose** to put the event times in BOLD in the upcoming Teacher Newsletters. Due: With each Newsletter during October.
- iii. 9/25: Scott to contact Jose to request that the following information be sent to the teachers in the next Newsletter and ask if possible can Newsletter be sent out by Oct 2:
 - Deadline for BEST award registration - Oct 6
 - Student and Mentor Rosters sent to Judy at jcpat3@aol.com by Oct 13 – or names won't be included in the Game Day program
 - Denver West High School Map
- iv. 9/25: **Lois** to send Judy the latest Volunteer List by Oct 13th so that she has as many of the volunteers as possible to include in the Program. If there are any open positions, get names to Judy as soon as available.
- v. 9/25: **Linda/Lois** to ask Paula for the Consent and Release forms that she collected at Kickoff. The ST agreed that the Volunteer Committee is responsible for getting a signed Consent and Release form from each volunteer.
- vi. 9/25: **Scott /Tim** to partner to work with Casey Kuhns and Lois to plan and schedule a couple of sessions (Oct 13th and Oct 16th) of Referee and Scorekeeping Training
- vii. 9/25: **Carolyn** to contact Gregg with some ideas / suggestions and will send him a copy of the 2011 video.
- viii. 9/25: **Carolyn** will send in a question to BRI asking what grades can participate in our competitions. The Team Demographics form lists ages younger than middle school. DONE

11. Meetings:

- a. **Upcoming 2012 Board Meetings** – Remaining 2012 meetings are:
 - i. Thursday, 11/08/12 @ 6:45 pm
- b. **Upcoming 2012 Steering Team Meetings** –
 - i. Thursday, 10/11/12, 6:45pm (agenda priority will be review of Game Day event schedule)
 - ii. Tuesday, 11/27/12, 6:45pm (agenda will be 2013 budget planning)

Respectfully submitted,
 Linda Scott
 Secretary, Rocky Mountain BEST