

**Rocky Mountain BEST Board of Directors  
 (Boosting Engineering, Science and Technology)  
 Daniels Fund, 101 Madison Street, Denver 80206, Room 139  
 Monday, 17 September 2012 @ 6:45 PM**

**Minutes**

Board Members:		Visitors:	
Kathy Geise	X		
Tim Bouvia	X		
Jose Lopez	X		
Carolyn Bauer	X		
Lois Walton	X		
Linda Scott	X		
		t = telecon attendee	

Kathy called the meeting to order at 6:40pm. Since the entire board attended the meeting in person, no gotomeeting was initiated.

1. Agenda reviewed and changes incorporated into minutes below.
2. Approval of previous meeting minutes – **Carolyn made a motion to approve the 7/12/12 Board meeting minutes. Jose seconded the motion and the motion passed.**
3. Kathy's PhD status through 2013 and discussion regarding backup support for her during that time.
  - Kathy provided a summary of the status of her PhD work and commitments through 2013.
  - Tim is going to take the responsibility to lead the following RM BEST BOD tasks:
    - i. Update of strategic plan
    - ii. Non-profit reporting requirements
    - iii. BOD meeting management
4. Treasurer's report - Lois
  - Reviewed 2012 RM BEST Financials through 31 Aug 2012
    - i. During the discussion of the Balance Sheet, the following comments / Questions came up:
      1. Tim asked Lois to investigate the Fixed Asset Account 12100 and explain how the account is different Fixed Asset accounts 12150 and 12175.
        - a. **Action:** Lois will talk to Accountant (Trece) and ask her to explain the multiple fixed asset accounts by next BOD meeting.
      2. As the BOD was reviewing the Balance Sheet we discussed materials that may not be accounted for.
        - a. **Action:** Carolyn will perform an inventory at CW and then talk to Accountant about how to account for it on our financials by next BOD meeting.

3. During discussion of Income & Expense Sheet, Tim asked by CW was not listed as a Donated Facilities / Services. Lois said that she had not received confirmation from Steve Garran on amount and Linda took action to get this.
    - a. **Action:** Linda will get Steve Garran to approve his in-kind donation amount by next BOD meeting.
    - ii. Kathy moved to approve Financials ending 31 Aug 2012 with action items described above, Linda seconded and the motion passed.
  - Overview of 2013 Budget Schedule
    - i. The BOD discussed a proposed 2013 budget schedule. Lois took an action create a schedule with the objective of having ST approval of budget for presentation to BOD by January BOD meeting.
      1. **Action:** Lois will present the 2013 Budget schedule at Sept ST meeting and then distribute a budget request spreadsheet to all ST committee chairs by mid-October 2012 with a due date that would allow Lois to consolidate and present to ST for approval at November ST.
  - Grants for RM BEST teams going to regional's - Kathy
    - i. Kathy asked if there was budget for this year and the BOD agreed not this year.
  - Lois added BESTIQUE line item so that expenses could be tracked in 2012 budget.
5. CAST conference - RM BEST outreach - Kathy
    - Colorado Association Science Teachers convention is going to be held on 11/16/12. Carolyn and Lois will support this event and Kathy took the **action** to pay the entrance fee.
  6. Giving First / Colorado Gives Day - Linda
    - In order to be ready for the December Colorado Gives Day what actions do we need to take? Linda proposed a separate fundraising committee meeting to address this project.
      - i. Fundraising Committee will meet on Wednesday, Sept 19.
  7. Board of Director development
    - Allen Lockheed as potential RM BEST member - Carolyn
    - Carolyn and Lois met this gentleman at the Airshow in August and Carolyn thought that he was a good candidate for the board.
      - i. **Action:** Carolyn will contact Allen and find out if he is interested and available to join our BOD and also ask him if he can participate in 2012 Game Day.
    - Jose discussed contact that he has had with Stan VanderWerf, President, Advanced Capitol Consulting (Colorado Springs).
      - i. **Action:** Jose will contact Stan VanderWerf, President, Advanced Capitol Consulting (Colorado Springs).and ask if he is interested and available to attend one of our BOD meeting
  8. Gregg Moss / Channel 9 TV spot - Carolyn
    - Eileen Flanigan (one of the RM BEST volunteers) made a contact with

Gregg Moss at Channel 9 and he agreed to do a live report on RM BEST prior to Game Day. Gregg Moss sent an email on 9/15/12 advising the following:

*Hey Eileen...just have the person who is coordinating the interview reach out to me via email directly. Again, I'm looking for a live interview with a guest and robots and kids and a lot of fun on October 25th at 6:40 a.m.*

- Carolyn is going to take the lead on this and will reach out to Gregg directly . The BOD agreed that Green Mountain is an excellent candidate for the school to do this and Carolyn is going to ask Audrey to do some media training on this.

9. Change in BOD Email Voting Process - Tim

- The following motion for a process for outside-meeting votes (whether by phone or email) was approved:
  - i. Send the motion (to the whole BOD)
  - ii. President or Vice President will call for a second
  - iii. Have a second of the motion
  - iv. Once there is a second of the motion, the Secretary shall ensure all members are aware of the motion (email/phone contact)
  - v. Discussion period (48 hours) -- If it is more urgent than that, then we should call an emergency (phone?) meeting.
  - vi. Vote (via email -- for a record of the vote)
  - vii. Secretary adds to the next BOD agenda and minutes any motions that were seconded via email or phone for affirmation.

10. What to do with Game after Game Day - Jose

- The BOD discussed if there is something that could be done with Game Field after the Game.
  - i. Kathy recommended that we take the Game Field to the National Robotics Week event at Wings Over the Rockies (April 2013) and have the teams that went to Regionals demo their robots and the game.
  - ii. An additional idea, presented by Jose, was bring one of the Tower Structures to Metro for education-related purposes and the other Tower Structure to Wings over the Rockies.
  - iii. Also, it would be good to have Dave and Ken complete the Protobot to accompany the Tower Structure.
    1. **Action:** Carolyn to ask Dave/Ken if they would be willing to finish the protobot to support this post-season activity.
- More discussions will follow on this topic. None of this needs to be decided until after game day.

11. New Business – all

- Colorado Springs invitation to speak at Oct 19 manufacturing symposium 10-noon:
  - i. Kathy and Carolyn will attend.
- Obtain Fox 31 clip about Kickoff for our website
  - i. Audrey posted on RM BEST YouTube
- Starting with 11/8 BOD meeting, meeting announcement will be sent to Steering Team and will be posted on the website.

12. Action Items:

- Old Actions:

- i. 5/17: **Lois and Kathy** will try to get us a referral for an insurance agent to discuss liability insurance for BOD.
- ii. 7/12: **Carolyn**: Call Dick and find out if anyone from CS has contacted him and if he thinks the August "interest" luncheon should be planned. Carolyn and Kathy are attending and presenting a CS Manufacturing Symposium on Oct 19. DONE
- iii. 7/12: **Carolyn**: Add outreach items to master calendar. This is an on-going task that Carolyn and/or the Website Team will manage. DONE

- New Actions

- i. **Linda**: Begin adding any email/phone BOD voting on subsequent BOD meeting agenda for affirmation.
- ii. **Carolyn**: work with Connor Duchen to get the RM BEST public files set up so there is no password and the internal files password protected.
- iii. **Lois** will talk to Accountant (Trece) and ask her to explain the multiple fixed asset accounts by next BOD meeting.
- iv. **Carolyn** will perform an inventory at CW and then talk to Accountant about how to account for it on our financials by next BOD meeting.
- v. **Linda** will get Steve Garran to approve his in-kind donation amount by next BOD meeting.
- vi. **Lois** will present the 2013 Budget schedule at Sept ST meeting and then distribute a budget request spreadsheet to all ST committee chairs by mid-October 2012 with a due date that would allow Lois to consolidate and present to ST for approval at November ST meeting.
- vii. **Kathy** to pay entrance fee for Colorado Association Science Teachers convention is going to be held on 11/16/12. Carolyn and Lois will support this event.
- viii. **Carolyn** will contact Allan Lockheed to find out if he is interested and available to join our BOD and also ask him if he can participate in 2012 Game Day.
- ix. **Jose** will contact Stan VanderWerf, President, Advanced Capitol Consulting (Colorado Springs).and ask if he is interested and available to attend one of our BOD meeting.
- x. **Carolyn** to ask Dave/Ken if they would be willing to finish the protobot to support this post-season activity.

13. NEXT MEETING (DATE and LOCATION)

- Thursday, November 8th, 2012 (Post-meeting Note: date change to Thursday, November 1st 2012 approved by all BOD on Oct, 20, 2012.

14. Meeting adjourned at 8:45pm.

Respectfully submitted,

Linda Scott  
Secretary, RM BEST  
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