

**Rocky Mountain BEST Board of Directors
(Boosting Engineering, Science and Technology)
Daniels Fund, 101 Madison Street, Denver 80206, Room 139
Tuesday, 22 January 2013 @ 6:30pm**

Minutes

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

Moderator logs on as kmgeise@q.com; password hint is r..7

1. Please join my meeting, Tuesday, January 22, 2013 at 6:30 PM MST.
<https://www3.gotomeeting.com/join/851528366>
2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. Dial +1 (636) 277-0130 Access Code: 851-528-366

Call Meeting to Order - Tim called meeting to order at 6:46pm. *A gotomeeting was not initiated because all BOD members were in attendance.*

1. Tim called for a review of the proposed agenda and it was approved with no changes.
2. **Carolyn made a motion to approve the 11/01/12 Board meeting minutes. Jose seconded the motion and the motion passed.**
3. Tim led a review of the outstanding BOD Action Items. Updated Action Item List provided below.

Assigned	Due	Action	Status
11/1	11/5	Carolyn to verify if there is going to be a National Competition in 2013.	DONE – There is not a National Competition.
11/1	11/5	Kathy and Tim to submit actuals to Lois for 2012 Regionals so that the expenses can be included in our 2012 budget vs actuals report.	DONE – Actuals were incorporated into 2012 budget and actuals.
11/1	11/26	Carolyn to follow-up with BRI and Kathy on D&O insurance by 11/20 so Kathy can determine what amount to include it in 2013 budget.	DONE – Carolyn spoke to two folks at BRI and advised that D&O insurance would be a good idea.
11/1	11/20	Kathy to submit BOD 2013 revenue and expense BOD budget estimate to Lois.	Kathy and Lois are going to meet on 1/24 to generate 2013 revenue estimates.
11/1	11/8	Carolyn to contact Allan Lockheed and ask if he is interested and available to attend the 2013 Strategic Planning meeting on either 1/26/13 or 2/6/13. Let Linda know which date(s) work so that the meeting can be scheduled.	DONE – He's willing to work with us.
11/1	11/8	Jose to contact Stan VanderWerf, President, Advanced Capitol Consulting (Colorado Springs) and ask if he is interested and available to attend the 2013 Strategic Planning meeting on either 1/26/13 or 2/6/13. Let Linda know which date(s) work so that the meeting can be scheduled.	DONE
11/1	11/4	Lois to send Linda a copy of the Club Workshop in-kind estimate that Linda did earlier this year.	OBE – Carolyn worked a new estimate with Steve Garran, and that has been incorporated into the budget.
11/1	11/15	Linda to request bid from Eileen Flanigan to facilitate the upcoming Strategic Planning meeting.	DONE – Bid received from Eileen in December. However, the fundraising committee decided to solicit additional bids based on an RFP.
11/1	11/9	Linda to schedule Strategic Planning meeting on either 1/26/13 or 2/2/13.	DONE – Meeting scheduled for 2/2/13.
11/1	11/20	Kathy to add \$700 for D&O insurance as a 2013 budget item.	
9/17	1/15/13	Lois will talk to Accountant (Trece) and ask her to explain the multiple fixed asset accounts by January BOD meeting.	DONE – Trece has deleted one of the accounts so that only one exists.

Assigned	Due	Action	Status
9/17	11/30	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. Carolyn, Lois and Trece will get items categorized and into the fixed assets portion of the financials	OPEN – 11/1 status: inventory is complete. However, we have not talked with Trece, but Trece did indicate that only new assets purchased in 2012 should be added unless REALLY important, since we would have to file amended returns for year purchased, and she's not sure this would be necessary. Lois will work with Trece before we close the books on 2012. 1/22 status: We did a fairly detailed inventory and gave it to Lois. She and Trece will work and will categorize the items. Only items new in 2012 will be added.
9/17	11/30	Linda will get Steve Garran to approve his in-kind donation amount by January BOD meeting. Linda asked Lois to send her the estimate that she did earlier this year.	DONE – Carolyn spoke to Steve Garran to determine the appropriate in-kind donation amount, which has been incorporated into the budget.
9/17	1/15/13	Carolyn to ask Dave/Ken if they would be willing to finish the protobot to support post-season activity.	DONE – 1/22 Status: Further discussion suggests we want them to create a new robot that maneuvers on the ground so we can take it to Outreach.
1/22/13	3/14/13	Jose will ask Rich Pozzi for an official receipt and Lois will add the amount to the 2012 final budget vs actual report and to the 2013 budget	
1/22/13	2/9/13	Lois to send out updated 2013 Budget with motion to approve.	
1/22/13	2/9/13	Carolyn to send out invitations to the six teams that qualified 2012 Regionals to participate in the Wings over the Rockies event in April 2013.	
1/22/13	2/16/13	Carolyn to follow-up with Susan Yeonopolus regarding 2013 Jeppesen donation.	
1/22/13	2/28/13	Carolyn to ask Dave/Ken if they build a new robot that maneuvers on the ground for RM BEST outreach events.	
1/22/13	2/28/13	Carolyn to ask Scott if he will refurbish Eva for outreach events.	

Assigned	Due	Action	Status
1/22/13	3/14/13	Jose and Kathy to meet with Metropolitan State University of Denver representatives to discuss potential ways we can collaborate in the future beyond hosting the event.	

4. Treasurer's Report - Lois
 - a. Lois led a review and discussion of 2012 Budget through 31 December 2012
 - i. It was noted that the report does not include the Metro in-kind donation amount. Jose will ask Rich Pozzi for an official receipt and Lois will add the amount to the 2012 final budget vs actual report and to the 2013 budget.
 - b. Final Colorado Gives Day Tally - \$4290 in donations; \$83.75 in incentive funds from 1st bank incentive; *Total: \$4,373.75*
 - c. Lois led a review and discussion of the 2013 RM BEST Budget
 - i. BOD reviewed the expenses and discussed revenues. Lois will incorporate discussed modifications and send out updated budget with motion to approve.
5. BOD Outreach and Networking (*This item tabled until next BOD meeting*)
 - a. What are the 2013 Outreach activities that we know we'll be working?
 - i. Wings over the Rockies Robotics Week (April 2013) - Kathy / Carolyn
 - ii. RMTMA Roundtable - Kathy on Panel
 - b. Do we need an Outreach Subcommittee? Who would chair it?
6. 2013 Boosting BEST Event
 - a. Logistics
 - Date: February 28, 2013
 - Time: 5:00pm - 8:00pm
 - Location: Builders Appliance Center
 - b. Food / Drinks - Kathy will organize the food / drinks
 - c. Silent Auction - Carolyn says we need more items.
 - d. Invitations - Carolyn sent out invitation via Constant Contact; but some folks did not receive it. Carolyn will investigate and send out "reminder" every week.
 - e. Kathy advised we'd like attendance closer to the 60 folks that attended in 2012.
7. Fundraising Committee Report
 - a. Quick Foundation reporting - Carolyn (no discussion at this meeting)
 - b. Raytheon Grant - Linda - \$4,000
 - c. Jeppesen Grant - have funds been released to RM BEST? - Carolyn to follow-up with Susan Yeonopolus for 2013 funding
 - d. Other Grants that Alyssa is working - Jose
 - i. ECA Foundation (\$5000) May 2013;
 - ii. SPRINT Foundation Local Grants (between \$10K and \$25K) June 2013;
 - iii. Nathan B. and Florence R. Burt Foundation (\$1000 to \$4000) Late October 2013.
 - e. Jose would like to have a meeting with Metro to discuss how they can build a community they RM BEST can support. Kathy volunteered to go to Metro with Jose. Jose and Kathy will meet with Metropolitan State University of Denver representatives to discuss potential ways we can collaborate in the future beyond hosting the event (Action).
8. New Business – all
 - a. **Motion** (Carolyn): Change to email voting process|
 - i. The following are the steps the BOD approved for email voting:
 1. Send the motion (to the whole BOD)
 2. President or Vice President will call for a second

3. Have a second of the motion
 4. Once there is a second of the motion, the Secretary shall ensure all members are aware of the motion (email/phone contact)
 5. Discussion period (48 hours) -- If it is more urgent than that, then we should call an emergency (phone?) meeting.
 6. Vote (via email -- for a record of the vote)
 7. Secretary adds to the next BOD agenda and minutes any motions that were seconded via email or phone for affirmation
- ii. **Carolyn made a motion to delete Step 2 of the BOD email voting process". Kathy seconded the motion and the motion was passed.**
- b. **Motion** (Carolyn) Modify RMBEST Consent and Release Forms to match BRI forms (*Tabled until future meeting*)
 - c. **Motion** (Linda): Change regularly scheduled BOD meetings to quarterly on Saturdays, from 9:00am - 2:00pm.
 - i. There was no second to the motion.
 - d. Annual Hub Council meeting – Carolyn/Linda will be attending on April 26-28.
 - e. RMBEST Annual Reporting requirement - Kathy advised that this is not a requirement, so Tim withdrew this request.
9. Upcoming 2013 Meetings schedule
- a. Strategic Plan Pre-planning meeting:
 - Saturday, February 2nd from 10am - 2:00pm at the Daniels Fund Building. Lunch will be provided.
 - b. 2013 BOD Meetings: Second Thursdays of every other month from 6:30pm - 8:45pm at Daniels Fund Building beginning in January 2013:
 - March 14
 - May 9
 - July 11
 - Sept 12
 - Nov 14
 - c. 2013 Steering Team meetings: Fourth Thursday of every month from 6:45pm to 8:45pm at Daniels Fund Building on the following dates in 2013:
 - January 24
 - February 21 (regular meeting date changed due to Boosting BEST event)
 - March 28
 - April 25
 - May 23
 - June 27
 - July 25
 - August 22
 - September 26
 - October 24
 - November TBD (due to Thanksgiving)
 - December TBD (may be cancelled)

10. Meeting Adjourned at 8:55pm.

Respectively Submitted,
Linda Scott
Secretary