

Minutes

Rocky Mountain BEST Steering Team
@ The Daniels Fund
101 Monroe St, Denver, CO 80206, Room 139
Thursday January 24, 2013 (6:45 PM – 8:45PM)

| | | | |
|---------------|---|----------------------|---|
| Carolyn Bauer | X | Jose Lopez | t |
| Lois Walton | X | Scott McEwen | X |
| Patty Gaspar | X | | |
| Lori Lazuk | X | | |
| JoAnne Fry | X | | |
| Linda Scott | X | t = telecon attendee | |

Teleconference Information: (kmgeise@q.com - password hint is r..007):

- Please join my meeting, Thursday, January 24, 2013 at 6:45 PM MST at <https://www3.gotomeeting.com/join/873028550> or..
- Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone
- Dial +1 (267) 507-0008
Access Code: 873-028-550

Carolyn called the meeting to order at 6:45pm.

1. Carolyn asked for a review of 01/24/13 Agenda. Changes were added and incorporated as noted in these minutes.
2. **Lois made a motion that we approve the November 26, 2012 Steering Team Meeting minutes. Patty seconded and the motion passed.**
3. RM BEST Treasurer's Report - Lois
 - a. 2012 Budget Review
 - i. At year end 2012, \$6,903.19 under budget (but neither Metro nor Club Workshop in-kind donations are currently included, so that will change).
 - b. ~~2013 Budget Status~~ (*Deleted during the meeting agenda review at the beginning of the meeting*)
 - c. Fundraising Status
 - i. Quick Foundation - \$3,000
 - ii. Raytheon - \$4,000
 - iii. Noerr - \$1,500
 - iv. Jeppesen - >\$5,000 (amount unknown)
 - v. There is going to be a match for Boosting Event
 - vi. Colorado Gives Day - \$4,375
 - d. Alyssa has plans to write three grant requests in 2013.
 - e. Linda mentioned that if any ST members have contacts for potential donors and they would prefer not to ask for the donation to give the contact info to Carolyn or any BOD member and they will talk to the contact.
4. Action Item Review - Carolyn

| Assigned | Due | Closed | Action |
|----------------------|------------|------------------------|--|
| Carolyn | 1/24/13 | Done 1/24/13 | Carolyn to send email to Joel Kirkland (STEM Academy) and ask him if the kids were excited about the caps. Based on Joel's input, we'll determine if we buy caps for 2013 and make recommendation on amount to add to 2013 budget. |
| Carolyn | 1/24/13 | Done 1/24/13 | Contact Jose and Chuck to verify who is the School Interface Committee Chair and do we need a TMI organization chart. <i>Carolyn determined that Jose is the School Interface and Chuck/Scott are the TMI program co-chairs.</i> |
| Carolyn / Patty/Lois | 1/24/13 | DONE 1/24/13 | Work with last year Events and Game sub-committee chairs to find TBD sub-committee chairs or help find replacements. |
| Patty | 11/30/12 | DONE 1/24/13 | Contact Artistic Apparel for quote for new polo shirts for ST and BOD and provide to Carolyn and Lois for addition to 2013 budget. <i>Patty provided quote to Carolyn.</i> |
| Linda | 8/23 | DONE 1/24/13 | Add an item to January 2013 ST agenda to discuss TMI results and plans for 2013. |
| Carolyn | 1/24/13 | 2/21/13 | Send polo shirt quote to Lois. |
| Carolyn/ Scott | 1/24/13 | 2/21/13 | Update BOD, ST & TMI org charts and post to RM BEST website. |
| Carolyn/ Lois/Patty | 1/24/13 | 2/9/13 | Discuss how to solicit volunteers at Boosting BEST event |
| Carolyn | 1/24/13 | 2/1/13 | Forward Boosting BEST eInvitations to 2012 Teachers and ask them if they will forward to Parents so they can attend |
| Carolyn | 1/24/13 | 2/1/13 | Invite three teams that attended 2012 Regionals to present their robots at Boosting BEST on 2/28/13 |
| Carolyn/ Lois/Kathy | 1/24/13 | 2/9/13 | Review the best time to close silent auction so that event can end on time |
| All | 1/24/13 | 2/28/13 | Bring tablecloths, fabric pieces, small boxes for Boosting BEST event |
| Jose | 1/24/13 | 2/1/13 | Send out announcement from BRI re: weekly 2013 Jubilee BEST (Alabama) game teasers to Teachers |
| Scott | 1/24/13 | 4/25/13 | Coordinate a meeting to determine a recommended 2013 TMI agenda based on the 2012 TMI Entrance and Exit survey results for presentation to ST at April meeting. (Due: 4/25/13) |
| Linda | 1/24/13 | 2/15/13 | Contact Audrey K (RTN IIS / Garland Engineering) to see if she can help RM BEST get volunteer support from RTN Aurora engineering |
| Linda | 1/24/13 | 4/25/13 | Make recommendation to Carolyn for what score/s from the Engineering Notebook Score sheet should be used for judging the Founders Award |
| Linda | 1/24/13 | 4/25/13 | Contact Eileen Flanigan to get her recommendations on additional upgrades the Most Robust Score sheet |

| Assigned | Due | Closed | Action |
|----------|---------|---------|--|
| Scott | 1/24/13 | 3/28/13 | Coordinate a meeting with Jose, Carolyn and others to discuss potential to hold 2013 Practice Day at Wings Over the Rockies. |

5. Hub Director's Report - Carolyn
 - a. Boosting BEST Event - February 28th, 2013
 - i. Lois/Carolyn/Patty to discuss how to solicit volunteers at this event
 - ii. Carolyn sent out Constant Contact elnvitations
 - Lois advised that personal invitations is very effective way to get attendees, so please contact your friends.
 - Carolyn is going to forward elnvitations to 2012 Teachers and ask them if they will forward to Parents so they can attend
 - Carolyn to invite the three teams that attended 2012 Regionals to present their robots
 - iii. Carolyn reviewed a list of recommendations that were compiled after last year's event.
 - iv. Silent Auctions Items Needed - Carolyn/Lois/Kathy to review the best time to close silent auction so that event can end on time.
 - Restaurant Gift Cards were very popular last year so please try to get them.
 - v. All ST and BOD and willing volunteers are needed. Also bring tablecloths, interesting pieces of fabric, small boxes for auction item displays
 - b. RM BEST Outreach
 - i. We need ST support for the Outreach activities and these activities can bring all kinds of support for RM BEST
 - ii. Upcoming Outreach Events - volunteers needed for both events. Even a couple of hours help.
 - Wings Over the Rockies – April 13, 2013. Carolyn will invite six teams that qualified for 2012 Regionals to attend and do mock competitions
 - Outreach – May 4, 2013 – Share Faire (formerly STEMpalooza) Carolyn will invite six teams that qualified for 2012 Regionals to attend and do mock competitions
 - c. New start time for monthly Steering Team meeting
 - i. Carolyn asked if the ST could change the monthly meeting time be changed from 6:45pm to 6:30pm and it was approved starting with February meeting.
 - d. Teacher's Survey
 - i. Carolyn sent out the BRI Teacher's Survey to all Teachers
 - e. Weekly 2013 Jubilee BEST (Alabama) game teasers
 - i. Jose to send out to Teachers
 - f. Strategic Plan update
 - i. ST will be invited to Strategy Planning session
6. 2012 Regionals Post-Event Report - Carolyn
 - a. Kathy and Tim attended and Otis/Lone Star won "3rd place for Most Elegant Robot"
7. Teacher / Mentor Institute Results and Plans - Scott
 - a. Reviewed the Entrance / Exit surveys from TMI and discussed some potential changes.

- b. Scott is going to call a meeting to come up with a recommended agenda based on the survey recommendations in March for presentation to ST at April meeting. (Linda, Carolyn, Patty, Lori, Lois asked to be included in the meeting)
- 8. Executive Director Report - Jose
 - a. Jose announced 2013 Event Schedule
 - i. Kick-off - Sept 14
 - ii. Practice Day - Oct 19
 - Scott to schedule a meeting with Jose, Carolyn and others to discuss potential to hold 2013 Practice Day at Wings Over the Rockies.
 - iii. Oct 26 - Game Day @ Auraria Campus Events Center
 - b. Alyssa has left her job at Metro and is now working for Denver Museum of Nature and Science.
 - i. Jose is going to establish a relationship with Alyssa's replacement at Metro.
- 9. Committee Reports
 - a. Events - Patty Gaspar - NTR
 - b. Game – Carolyn Bauer
 - i. BRI modified their Consent and Release form and Carolyn is going to compare the RM BEST form and revise it to match the BRI form if necessary.
 - ii. We are increasing teams to 28 or 29 in 2013. One of our grants was specifically to buy kits/totes.
 - iii. BRI advised that VEX and BRI will be replacing all hub's small motors
 - iv. We have budgeted for the VEX refurbishment of electronics so we will send in the kits in May 2013 and they will be returned in 5 or 6 weeks.
 - c. Volunteer Committee - Lois
 - i. Linda will call Audrey K to see if she can help RM BEST get volunteer support from RTN engineering.
 - ii. There is a January Volunteer Newsletter that will be released in the next week.
 - d. Awards & Judging - Linda
 - i. Score Sheets - beginning in 2013, RM BEST will return all BEST Award and Special score sheets to the teams (not just the Engineering Notebook score sheets) after Game Day
 - ii. It was agreed that the 2012 Founders Award Score Sheet will not be used in 2013. Linda will make a recommendation to Carolyn on what Engineering Notebook score could be used to help determine Founders Award.
 - iii. Carolyn asked Linda to contact Eileen Flanigan to get her recommendations on additional upgrades the Most Robust Score sheet & scoring process.
- 10. New Business - Carolyn
 - a. Carolyn/Scott will update ST and BOD org charts and get them on the website
- 11. Upcoming Meetings:
 - a. 2013 Board Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
 - i. Thursday, 03/14/13;
 - ii. Thursday, 05/09/13;
 - b. 2013 Steering Team Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
 - i. Thursday, 02/21/13 (**NOTE: Date change due to Boosting BEST event on 2/28/13**)
 - ii. Thursday, 03/28/13
 - iii. Thursday, 04/25/13
 - iv. Thursday, 05/23/13
 - v. Thursday, 06/27/13
 - vi. Thursday, 07/25/13
 - vii. Thursday, 08/22/13

- viii. Thursday, 09/26/13
- ix. Thursday, 10/24/13
- x. November Meeting Date: TBD
- xi. No meeting planned for December

- c. Note that 2013 meetings are planned as follows:
 - i. Board meetings: second Thursday of every other month, starting in January
 - ii. Steering Team meetings: fourth Thursday of every month, starting in January
 - iii. The date of the meetings can be changed at the discretion of the Steering Team and BOD.

12. Meeting adjourned at 8:48pm.

Respectively submitted,
Linda Scott
Secretary