

**Rocky Mountain BEST Board of Directors
(Boosting Engineering, Science and Technology)
Daniels Fund, 101 Madison Street, Denver 80206, Room 139
Thursday, 01 November 2012 @ 6:30pm**

Minutes

Board Members:		Visitors:	
Kathy Geise	X	Scott McEwen	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
 Please join my meeting, Thursday, November 1, 2012 at 6:30 PM MDT
<https://www3.gotomeeting.com/join/368736126>
 Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. Dial +1(215)383-101 Access Code: 368-736-126

Call Meeting to Order - Tim at 6:35pm. A gotomeeting was not initiated because all BOD members were in attendance.

1. Review Agenda - Tim
 - Note: If time allows, Fundraising Committee session will follow.
2. Approval of previous meeting minutes for 9/17/12 BOD meeting. **Carolyn made a motion to approve the 9/17/12 Board meeting minutes. Lois seconded the motion and the motion passed.**
3. Treasurer's report - Lois
 - Review of 2012 Financials through 30 September 2012
 - Tim: recommended that 2013 budget include an expense line item for Regionals representation Action: Kathy and Tim to submit actuals to Lois for 2012 Regionals.
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4. Outstanding Action Items - Tim
 - All outstanding actions items reviewed. See Item 10 below for status.
5. Appreciation Brunch Program (including Volunteer of the Year Nominations and Vote) - Tim / Scott
 - Scott recommended a report be presented at the Appreciation Brunch. Since the report is not ready, he recommended a presentation that would accomplish the following two goals:
 - i. Highlight genuine accomplishments (a picture collage and words);
 - ii. Provide an overview of our organization's vision to motivate sponsors & rejuvenate volunteers.

- Actions: Jose and Scott will create a draft presentation and send out for review.
 - i. Ask teachers for quotes; AFA cadets discussed careers in engineering.

- 6. Support for Wings over the Rockies Robotics Week (April 2013) - Kathy / Jose
 - Jose and Kathy explained that Wings over the Rockies wants to be more involved with RM BEST – as strategic partners.
 - Kathy explained the event is currently visualized as BEST setting up 1/2 a game with 4-6 teams competing with their current robots. It is on Sat., April 13, 2013 and many details need to be resolved.
 - Outreach is currently included as a budget item in the Operating Expenses portion of our budget. We'll add a line item in the 2013 budget to support this event.
 - Kathy agreed to lead this outreach and the BOD agreed to support the annual event and acknowledges we need help from our volunteers and teams to support this event.

- 7. RM BEST attendance at BEST National Conference (April 4-6, 2013) - Carolyn and maybe Lois and Jose will be attending.
 - *Post-meeting note from Tim: Although we did not discuss this at the meeting we should include it in the 2013 budget for the number of people we estimate will attend the conference.*

- 8. 2012 Team Demographics report requirements
 - Tim B has volunteered to be the RM BEST "statistics guru" for the Hub and he'd like to know if the BOD has any special demographic reporting requirements.
 - Tim will work with Jose and Scott to pull together some basic statistics for 2012 (volunteers, students, teachers, etc...)

- 9. New Business – all
 - BOD decided that we want to have a 2013 Strategic Planning meeting to be held in late January/ early February. Carolyn and Jose to contact Stan Vanderwerf and Allan Lockheed to see they are available to attend the meeting and what their date preference. Linda to request room availability and get a bid from Eileen Flanigan for facilitating the meeting.

10. Action Items

Assigned	Due	Closed	Action
11/1	11/5		Carolyn to verify if there is going to be a National Competition in 2013.
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.
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.

Assigned	Due	Closed	Action
11/1	11/20		Kathy to submit BOD 2013 revenue and expense BOD budget estimate to Lois.
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.
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.
11/1	11/4		Lois to send Linda a copy of the Club Workshop in-kind estimate that Linda did earlier this year.
11/1	11/15		Linda to request bid from Eileen Flanigan to facilitate the upcoming Strategic Planning meeting.
11/1	11/9		Linda to schedule Strategic Planning meeting on either 1/26/13 or 2/6/13.
11/1	11/20		Kathy to add \$700 for D&O insurance as a 2013 budget item.
9/17	ongoing	11/1	Linda to begin adding any email/phone BOD voting on subsequent BOD meeting agenda for affirmation.
9/17	11/1	11/1	Carolyn: work with Connor Duchon to get the RM BEST public files set up so there is no password and the internal files password protected.
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.
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. 11/1 status: Inventory is complete. Carolyn, Lois and Trece will get items categorized and into the fixed assets portion of the financials
9/17	4/4 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.
9/17	10/8	11/1	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.

Assigned	Due	Closed	Action
9/17	11/1	11/1	9/17: 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. RM BEST paid this.
9/17	11/1	11/1 New Action Opened	Carolyn will contact Allan Lockheed to find out if he is interested and available to participate in 2012 Game Day.
9/17	11/1	11/1 New Action Opened	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.
9/17	1/15/13		Carolyn to ask Dave/Ken if they would be willing to finish the protobot to support this post-season activity.
5/17	11/1	11/1	Lois and Kathy will try to get us a referral for an insurance agent to discuss liability insurance for BOD. On 11/1, Carolyn reported that her bike club has D&O insurance at a cost of \$690/year for \$1M coverage. The organizations are similar because exposure includes financials and is lowered because neither have employees. Carolyn asked BRI if other hubs have D&O insurance.

11. NEXT MEETING (DATE and LOCATION)

- Tuesday, January 15th at 6:30pm at Daniels Fund.

12. Meeting Adjourned at 8:45pm

Respectfully submitted,
Linda Scott
Secretary