

Minutes

Rocky Mountain BEST Steering Team
 @ The Daniels Fund
 101 Monroe St, Denver, CO 80206, Room 139
 Thursday, 11 October 2012 (6:45 PM – 8:45PM)

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

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

1. Please join my meeting, Thursday, October 11, 2012 at 6:45 PM Mountain Daylight Time @ <https://www3.gotomeeting.com/join/627739014>
2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. Dial +1 (213) 289-0015; Access Code: 627-739-014

1. Carolyn called the meeting to order at 6:57pm.
2. Review of today's agenda. The ST in attendance reviewed the agenda and revised agenda is incorporated in minutes below.
3. **Approval of 9.25.2012 Steering Team meeting minutes. Lois made a motion that we approve the August 23, 2012 Steering Team Meeting minutes Judy seconded and the motion passed. Carolyn loaded the approved minutes to the RM BEST website.** Action: Carolyn will advise Connor to eliminate log-on requirements on the "Legal" and "Minutes" categories on the website.
4. RM BEST Treasurer's Report: Lois
 - a. Budget vs. Actuals through month ending September 30, 2012
 - i. No formal report this month, however, Lois said that preliminary review of the budget vs. actuals to date looks good. No major overruns to report.
 - b. Reminder of 2013 Budget Schedule and Process due dates
 - i. The November 27th Steering Team meeting will be primarily devoted to budgets. Carolyn has asked that the new committee chairs be invited to work with the old committee chairs to help create the 2013 budget.
 - **Action:** Carolyn to send out welcome emails to new Committee Chairs (Patty Gaspar - Events; Lori Lazuk & JoAnne Fry – Consumable Kit Co-chairs
 - **Action:** Carolyn to add Committee Chairs to Google groups and BEST Robotics user lists.
5. Old Action Items
 - a. Old Actions (that weren't shown as DONE in the agenda):

- 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, and purpose. Scott working this and 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.
- iii. 9/25: **Linda** 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 (Post-meeting Note: DONE.) If there are any open positions, get names to Judy as soon as available.

6. Carolyn's Topics

- a. Status of Gregg Moss 9News interviews on 10.25.12
 - i. STEM Academy will participate; Carolyn had not heard from New Vista HS. We discussed which teams to invite if New Vista doesn't participate. (*Post-meeting note: Carolyn received an email on 10/12 that New Vista HS will participate.*)
- b. Any Practice Day open actions / issues / discussions
 - i. From Judy:
 - Judy has concerns with four schools: Dakota Ridge - no rosters or Consent Forms; Hill Academy for the Arts & Sciences - no Consent Forms; Vista Ridge - no Consent Forms; Heritage 6th Graders – no rosters or Consent Form. (*Post-meeting note: Carolyn has contacted the teachers at Dakota Ridge, Vista Ridge and Heritage. As of 10/13, Dakota Ridge and Heritage will have their consent forms in by 10/15. Linda contact Hill Academy and their forms were mailed on 10/12.*)
 - Volunteer numbers for Practice Day, Game Day. Lonnie needs numbers for food. (Post-meeting note: Lois sent numbers to Lonnie on 10/12 - 64 - 69 volunteers are expected for Practice Day).
 - BESTique pricing of items - we're dropping the price of caps to \$15 based on recommendation from BESTique volunteers at Kickoff.
 - Need for maps to go out to volunteers prior to at event days – Lois to do email and attach maps.

7. Executive Director Report - Jose (via email & somewhat edited)

- a. *I sent Newsletter 7 draft for review a couple of days ago. I have not received any comments. I am attaching a copy and asking for input. The schedules are copy and paste from Scott's plans. Annotated map of West HS will be attached.*
- b. *Pozzi is getting us free parking in a structure. I suggest three tickets per team (3 X 25 = 75) and will negotiate as high as I can. I suggest we leave the parking information (including an Auraria map) for a final email to all teams.*
- c. *We still have 24 teams and Heritage on standby. No hints of dropping from any team.*
- d. *I have provided David Dominguez with all of the information about Penske rental. He also needs a couple of easyC licenses to work on the prototype. He has a couple of new students to help out. (Post-meeting note: Linda sent license info to David D on 10/13..)*
- e. *I reminded Pozzi to get the Provost to the game and make sure that the Auraria Police knew that we were leaving the truck behind the Events Center. I will follow up since last year (after multiple phone calls) the cops did not know. I will go to the cops, but I want Pozzi to call so the request is coming from the department chair.*

(Post-meeting Note: Jose confirmed on 10/16 that Rich Pozzi has given RM BEST FOUR free parking tickets per team; They can be used in ANY parking structure that has an attendant. The tickets will be handed out at registration.

8. Committee Reports

a. Events - Judy Tumlinson

- i. Budget and invitees for Celebration party (BOD special invitations)
 - Judy is meeting with Maggiano's on Friday, 10/12.
 - Teachers and Mentors will be invited this year
 - BOD to send special printed invitation to VIPs with RSVP - Linda took the action to do this. Judy will send info to Linda and Linda will create the draft and send to Lois, Carolyn, and Judy to approve.
 - eVites to others - **Lois will send email addresses to Lonnie**
- ii. Recap of Auraria Events Center Walk-through on 10/8 - Carolyn
 - Excellent event with lots of details solidified.
- iii. Review of Game Day Program items due on Oct 13th - Judy
 - Judy went over the list and no one had any issues with submitting the info by the required date.
- iv. Review of Game Day Events Schedule updated by Scott on 10/9 - Carolyn
- v. Lois asked if breaks should be scheduled into the Game Day schedule. Carolyn says timing at Practice Day can help us make a decision. The goal will be 3 minutes between matches for Practice Day. Lois recommended that if we're running ahead of time, then a break will be announced. Dick said that we'll have to have firm times for wild card, semi-finals & final matches.
- vi. Hospitality sub-committee – Lonnie Garcia-Silva and team - No separate report
Registration - Patty Gaspar - No separate report

b. Game – Carolyn Bauer

- i. BEST and Special Awards - Dick T.
On the Founders Award Score Sheet, Dick combined the offensive and defensive capabilities items into one 5 point item and a 20 point total for each Notebook Judge. Dick added a Founders Award Summary. The Judges Score column would be the average of the Notebook Judges score using the Founders Award for Creative Design Score Sheet and completed by the Head Notebook Judge before Game Day. The Creative Design Scores will be added on Game Day by the Creative Design Judges who would be the Announcer (Carolyn Bauer for 2012), the Special Award Head Judge (Dick T. for 2012) and the Floor Boss (Tim Bouvia for 2012). Dick modified the 2012 Award Scoring Strategy and Carolyn will update the score sheets accordingly.

On the Most Robust Machine Score Sheet, Dick extended the rows for listing deductions for teams during the Seeding Phase and cut the Total Match Score material at the bottom. Also Dick agreed with Carolyn that there should be three judges that would rotate from match to match between Game Floor and Pit. Dick added a Most Robust Award Summary that would be completed by the three judges to determine the winner. In case of a tie, the judges would select the winner from the tied teams based on the robot that is judged to be the strongest and most rugged.

- ii. Game Field – Art Silva - no report, but Carolyn explains the game field will be erected on Friday evening at CW and wiring will be verified with score keeping software. Also, we need grabber tools for the refs to reset the scoring pieces – Carolyn will get them.
 - c. Volunteer Committee - Lois / Linda
 - i. Reviewed the Practice Day and Game Day Volunteer List - Lois
- 9. New Business:
 - a. Carolyn announced some new Steering Team members starting for the 2013 year as follows:
 - i. Kit Committee - Carolyn has decided to split the committee into two. Lori Lazuk and JoAnne Fry will be the co-chairs of the Consumable Kits and Linda Scott will be the chair for the Returnable Kits. Patty Gaspar will take over as the Events Chair. **Linda will remain on the Volunteer Interface Committee as a committee member.** Welcome to all our new ST members.
 - ii. Carolyn announced that David Dominguez would only be able to drive the truck on Oct 19th but could not drive on Oct 26th for Game Day Set up. She is working with Art Silva on who he could recommend to drive.
 - iii. Carolyn will talk to David to make sure the truck has been reserved for both dates.
- 10. New Action Items
 - a. New Actions:
 - i. 10/11: **Lois** to coordinate with Scott, Tim, Lois, Trice, Karen Savage, Casey Kuhns, Dick T and all refs for a second training for a second night of Game Floor / Scorekeeper training on Oct 16th at 6:45pm at CW. (Post-meeting Note: This action is DONE).
 - ii. 10/11: **Carolyn** to ask Connor to eliminate log-on requirements on the "Legal" & "Minutes" categories on the website.
 - iii. 10/11: **Carolyn** to send out welcome email to new Committee Chairs
 - iv. 10/11: **Carolyn** to add new Committee Chairs to Google groups & BRI team lists.
- 11. Meetings:
 - a. Upcoming 2012 Board Meetings –
 - i. Thursday, 11/08/12 @ 6:45 pm
 - b. Upcoming 2012 Steering Team Meetings –
 - i. Tuesday, 11/27/12, 6:45pm (agenda will be 2013 budget planning)
 - c. Note that 2013 meetings will be as follows:
 - i. Board meetings are currently the first Thursday of every other month starting in January
 - ii. Steering team meetings are the third Thursday of every month, starting in January

Respectfully submitted,
Linda Scott

Secretary, Rocky Mountain BEST