

Minutes

Rocky Mountain BEST Steering Team
 @ The Daniels Fund
 101 Monroe St, Denver, CO 80206, Room 139
 Monday November 26 2012 (6:45 PM – 8:45PM)

Attendees			
Carolyn Bauer	X	Linda Scott	X
Tim Bouvia	X	Lois Walton	X
Patty Gaspar	X		
Lori Lazuk	X		
Jose Lopez			
Scott McEwen		t = telecon attendee	

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

- Please join my meeting, Monday, November 26, 2012 at 6:45 PM Mountain Standard Time at <https://www3.gotomeeting.com/join/309221870> or..
- Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone Dial +1 (213) 289-0016

1. Carolyn called the meeting to order at 6:40pm.
2. Review and approval of November 26, 2012 Minutes.
 - The ST in attendance reviewed the agenda and revisions were incorporated into the agenda under "New Business".
3. **Approval of 10.11.12 Steering Team meeting minutes.**
 - **Lois made a motion that we approve the 10/11/12 Steering Team Meeting minutes. Patty seconded and the motion passed.**
4. RM BEST Treasurer's Report: Lois
 - 2013 Proposed Budget Review
 - i. ST reviewed the budget and Lois will coordinate with folks who need to provide additional information prior to consolidation and submittal to BOD in January.
 - ACTION: 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.

5. Action Item Review

Assigned	Due	Closed	Action
Carolyn	1/22/13		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.

Assigned	Due	Closed	Action
Carolyn	1/22/13		Contact Jose and Chuck to verify who is the School Interface Committee Chair and do we need a TMI organization chart.
Carolyn / Patty	1/22/13		Work with last year Events and Game sub-committee chairs to find TBD sub-committee chairs or help find replacements.
Patty	11/30/12		Contact Artistic Apparel for quote for new polo shirts for ST and BOD and provide to Carolyn and Lois for addition to 2013 budget.
Linda	8/23		Add an item to January 2013 ST agenda to discuss TMI results and plans for 2013.
Carolyn	10/11	11/26/12	Ask Connor to eliminate log-on requirements on the 'legal' and 'minutes' categories on the website
Carolyn	10/11	11/26/12	Send out welcome email to new Committee Chairs
Carolyn	10/11	11/26/12	Add new Committee Chairs to Google groups & BRI team lists.

6. Hub Director's Report - Carolyn

- 2013 Steering Team Organization Chart - Carolyn went over the 2013 organization chart. ACTION: Carolyn made red-lines based on the discussion and will send out a revised 2013 Org Chart for comments.
 - i. Volunteer Check-in was moved under Volunteer Interface
 - ACTION: Carolyn to contact Jose and Chuck to verify who is the School Interface Committee Chair and do we need a TMI organization chart.
 - ACTION: Patty and Carolyn to work with last year Events and Game sub-committee chairs to find TBD sub-committee chairs.
- Polo Shirts for 2013
 - i. ACTION: Add a budget item from Steering Team. Patty to contact Artistic Apparel for quote for new polo shirts for ST and BOD.
- 2012 Regionals Update - which teams are attending this year?
 - i. New Vista (Boulder), STEM Academy (Highlands Ranch), Lone Star/Otis (Otis)
 - ii. Tim Bouvia and Kathy Geise are attending Regionals.

7. Executive Director Report – Jose. Tabled until Jose is in attendance.

8. Committee Reports - No reports this month.

- Events - Patty Gaspar
- Game – Carolyn Bauer
- Volunteer Committee - Lois
- Awards & Judging - Linda

9. New Business - Note: the following topics were not covered at this meeting and will be added Jan 22, 2013 ST agenda

- Lessons Learned
- Survey of Teachers

10. Meetings:

- Next Board Meeting –
 - i. Thursday, 01/22/13 @ 6:30pm at Daniels Fund Bldg.

- Upcoming Steering Team Meetings –
 - i. Thursday, 01/24/13, 6:45pm
 - ii. Thursday, 02/21/13, 6:45pm
 - iii. Thursday, 03/28/13, 6:45pm

- Note that 2013 meetings will be as follows:
 - i. Board meetings: second Thursday of every other month, starting in January (*note...the BOD changed their January date to Jan 22 due to schedule conflicts for the 2nd Thursday*).
 - ii. Steering Team meetings: fourth Thursday of every month, starting in January

Respectfully Submitted,
Linda Scott
Secretary