

Minutes

Rocky Mountain BEST Steering Team
@ The Daniels Fund

101 Monroe St, Denver, CO 80206, Room 137

Thursday April 25, 2013 (5:00pm - 7:15pm) (NEW MEETING TIME THIS MONTH ONLY)

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

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

1. Please join my meeting, Thursday, April 25, 2013 at 5:00pm Mountain Daylight Time. <https://global.gotomeeting.com/join/908325309>. Use your microphone and speakers (VoIP). A headset is recommended
2. Carolyn called the meeting to order at 5:40pm
 - a. There were no changes to the agenda
3. **Lori made a motion that we approve the 2/21/13 Steering Team Meeting minutes. Patty seconded and the motion passed.** Approved minutes will be posted to the RM BEST website at www.rockymountainbest.org.
4. RM BEST Treasurer's Report - Lois
 - a. Boosting BEST Event Results -Revenue for the event came in at \$15,353 (\$3,100 on Fundraiser Auction Proceeds; \$12,255 from Donations including Match)
 - b. Lois reviewed the RM BEST budget through 3/31/13.
 - c. RM BEST Grant Report
 - i. \$7,000 (\$4,000 from Raytheon and \$3,000 from Quick Foundation.)
 - ii. Carolyn called Jeppesen (Susan Y) and they are going to send \$5,000 to us very shortly. (As an aside, Scott found the Jeppesen Banner at Club Workshop).
5. Action Item Review - Carolyn

Name	Date Assigned	Due Date	Action	Status
Jose / Kathy / Scott	1/24/13	3/28/13	Coordinate a meeting to discuss potential to hold 2013 Practice Day at Wings Over the Rockies.	<i>2/21 Status: Megan Quitter (WOR) is attending the Boosting BEST fundraiser. Plan is to discuss meeting date at BB. DONE</i> Scott, Kath & Jose met with Megan. Practice Day 2013 did not fit into WOR calendar.

Name	Date Assigned	Due Date	Action	Status
Scott	1/24/13	4/25/13	Hold a meeting to create 2013 TMI agenda based on the 2012 TMI Entrance and Exit survey results for presentation to ST at April meeting.	DONE. Scott will report out on progress tonight.
Linda	1/24/13	4/25/13 5/30/13	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 5/30/13	Contact Eileen Flanigan to get her recommendations on additional upgrades the Most Robust Score sheet	Eileen and Linda to meet on 5/9/13.
Carolyn	4/25/13	5/25/13	Mail a 2012 video to all the team's that participated in 2012 competition	
Patty	4/25/13	5/30/13	Patty to propose the shirt color and provide a price. Get shirt sizes from BOD and ST (via email)	
Lois / Patty / Carolyn	4/25/13	5/30/13	Create the 2013 Game Logo. (Note: Carolyn is going to send a summary of 2013 Game to Lois and Patty)	
Scott	4/25/13	5/30/13	Call South HS to reserve venues for Kickoff & Practice Day for 2013.	
Scott	4/25/13	5/30/13	Call AHEC to confirm Auraria Events Center is scheduled for Game Day.	
Linda	4/25/13	6/15/13	Linda to coordinate a meeting with Lori, Lois, Patty and Carolyn to come up with a proposal to present to ST in June for 2013 awards.	
Scott	4/25/13	4/30/13	Scott will coordinate ST volunteers for the Share Fare (STEMosphere) outreach event. He will send an email to Kathy with volunteer info	
Scott / Kathy / Jose	4/25/2013	6/27/13	BEST Day at Wings is Nov 9, 2013 or Jan 11, 2014. We need to facilitate partnering with Wings and to help them increase STEM awareness in the community.	
Scott	4/25/2013	8/30/13	Determine whether TMI 2014 is workable at WOR. Aug 4&5, 2014	
Scott / Jose / Kathy	4/25/2013	12/31/13	Determine whether Practice Day 2014 is workable at WOR. Oct 11 or 18 are tentative dates.	

6. Hub Director's Report - Carolyn
 - a. Special Thanks to the Steering Team and volunteers who worked the Boosting BEST event. This wouldn't have happened without the hard work of many volunteers.
 - b. BOD Annual Election Results - Carolyn reviewed the BOD spreadsheet of terms. Kathy, Lois and Linda were re-elected for 2 year terms through March 2015. We can add BOD members and the BOD is interested in growing in order to better achieve the organization's goals.
 - c. WOR Outreach event results – JoAnne, Lori, Scott
 - i. Kathy created an exercise to teach kids how to build a circuit board.
 - ii. Lori, JoAnne, Trice, Scott, Lois, Dave Wilkerson and Kathy - worked with over 140 kids mostly from 5 - 8 year olds.
 - JoAnne recommended for next year that one person be assigned to talk about RM BEST to parents and other attendees.
 - iii. The cost was \$2.37 per child and Kathy has some reusable materials worth \$40. The plan is to do this activity at STEMosphere on May 4.
 - d. Share Fair - STEMosphere Outreach event
 - i. JoAnne, Lori, Kathy, Patty and maybe Scott and Trice are going to volunteer
 - ii. The event is from 9am - 3:00pm at DU Magness Arena
 - iii. Scott will coordinate ST volunteers for this outreach event. He will send an email to Kathy to let her know who will be there.
 - e. Club Workshop
 - i. We use CW for Storing / creating Kits and building Game Field.
 - f. BOD Strategic Planning Status
 - i. BOD created a Strategic Plan a few years ago that had a few goals. Currently, the BOD has been doing some pre-planning for a Strategic Plan update. We are planning an all-day session on Friday, June 7. Kathy is coordinating the session and will send out invites. We hope the invitees can participate to help update our plan & goals.
 - g. ST Staffing status
 - i. Kevin Barrett & Keith Rodefeld have volunteered to be the Protobot Chairs and do the majority of the design / build. They'll accept help from others, too.
 - ii. Carolyn will update the Steering Team org chart and post it.
 - h. BEST Robotics Schedule – Prototype Game 26-28 April in Mobile, AL. Linda and Carolyn will attend, take photos and report to Steering Team / Committees.
 - i. Status of 2012 video - it's ready and is posted on YouTube. A link needs to be added to our website & Scott said he'd do it or contact Connor to do it.
 - j. Does anyone feel that we're behind on any task / issue?
 - i. Scott says it's time to finalize the 2013 event venues.
 - ii. Carolyn says she needs to get Game Field subcommittee leads & team.
 - k. TMI planning status – Scott
 - i. TMI sub-team met and created an updated TMI schedule that incorporated the survey results from the 2012 TMI. The new schedule allows veteran teachers to only attend Monday in the afternoon and all day Tuesday.
 - l. Date change for Steering Team May 2013 meeting.
 - i. May 30th
7. Executive Director Report – Linda presented Jose's report sent via email.
 - a. Dr. Vicky Golich (MSU Denver Provost) and Dr. Sandra Haynes (Dean of Professional Studies) want to participate in this years' BEST season. Vicky usually welcomes everyone and Sandra should probably give one of the trophies.

- b. Rich Pozzi is retiring. He has been replaced by Dr. Mingli He. He will work with Mingli to make sure we have the same support Rich gave us.
8. Committee Reports
- a. Events - Patty
 - i. This year's robot mascot logo for shirts, posters, ST and BOD shirts need to be ready by TMI.
 - ii. Additionally, ST and BOD requested new collared shirts, since the blue ones are a few years old. Patty will coordinate to select shirt color and shirt purchase. They will have RM BEST logo embroidered on them.
 - iii. Patty is working to find Hospitality subcommittee chairperson(s).
 - b. Venues - Scott
 - i. Scott is going to contact South High to check availability for 2013 Kick-off and Practice Day
 - ii. Scott is going to call AHEC at MSU Denver to confirm the Oct 26, 2013 Game Day date and request the events calendar show our event.
 - c. Game – Carolyn Bauer
 - i. BRI and RM BEST need to finalize 2013 kit refurbishment plans
 - ii. BRI and RM BEST need to finalize plans for small motor replacements
 - iii. BRI's 2013 Kit List is reasonably complete – ordering spreadsheet has been updated and will be much simpler to work with this year!
 - d. Volunteer Interface Committee - Lois
 - i. Working on Volunteer Newsletter on Constant Contact
 - ii. Confirming Linda King will take over as Volunteer Committee Chair (or co-chair)
 - e. Awards & Judging - Linda
 - i. Patty is going to help order the trophies this year.
 - ii. We need to have a discussion on any new special awards.
 - f. School Interface Committee – Linda presented Jose's report sent via email.
 - i. We have 19 schools signed up as of April 24. Nine are brand new. Next week he will plan to start calling those that competed last year but have not asked for a 2013 slot. He will probably need help on this.
 - ii. Jose went to Valor Christian High School in Highlands Ranch April 20 at the invitation of Tom Spicer (Science Teacher). He made a short RM BEST presentation at the meeting of the American Association of Physics Teachers meeting. He believes he recruited one new school at that event.
9. New Business - Carolyn
- a. Mentors - discussion on what should be RM BEST's approach regarding Mentor recruitment. (Tabled for future meeting)
 - b. Consent and Liability Forms - Carolyn has an updated form & policy and will present to board the ST recommendations that the new form be approved.
 - c. Outreach Robots - Eva II and Eva III robots have been built and they will be brought to Outreach events. We agreed to think about better names for them.
10. Upcoming Meetings:
- a. 2013 Board Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
 - i. Thursday, 05/09/13
 - ii. Thursday, 07/11/13
 - iii. Thursday, 09/12/13
 - iv. Thursday, 11/14/13

- b. 2013 Steering Team Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
 - ~~i. Thursday, 05/23/13~~ *Changed to 5/30/13*
 - ii. Thursday, 06/27/13
 - iii. Thursday, 07/25/13
 - iv. Thursday, 08/22/13
 - v. Thursday, 09/26/13
 - vi. Thursday, 10/24/13
 - vii. November Meeting Date: TBD
 - viii. 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.