

**Rocky Mountain BEST Board of Directors
(Boosting Engineering, Science and Technology)
Daniels Fund, 101 Madison Street, Denver 80206
Thursday, 19 September 2013 @ 6:30pm**

Minutes

Board Members:		Guests:	
Carolyn Bauer	X		
Tim Bouvia	X		
Kathy Geise	t		
Jose Lopez	X		
Linda Scott	X		
Lois Walton	X		
		t = telecon attendee	

Moderator logs on as kmgeise@g.com; password hint is r..7

1. Please join my meeting, Thursday, September 19, 2013 at 6:30 PM Mountain Daylight Time. <https://global.gotomeeting.com/join/709178469>
2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.
Meeting ID: **709-178-469**

Tim called the meeting to order at 6:40pm.

1. **Motion was made by Carolyn to approve meeting minutes for 07/11/13 BOD meeting. Seconded by Jose. Motion carried and minutes were approved.**
2. **Review/Modify Agenda** - Jose added an item to discuss "disaster preparedness" and it was added to New Business.
3. **Review Action Items**

Assigned	Due	Action	Status
1/22/13	3/14/13 5/9/13 8/30/13	Jose and Kathy to meet with Metropolitan State University of Denver representatives to discuss potential ways we can collaborate in the future beyond hosting the event.	5/9/13 Status: New due date assigned. 9/19: Kathy G and Jose L met with Susan Lowrance at MSUD. Kathy will be following up with Susan. Jose is planning to meet with Steven Jordan, Pres MSUD and Dr Sandra Haynes, Dean of Prof Studies for further discussion.
3/14/13	5/9/13 8/30/13	Carolyn and Jose will review the LM philanthropic website to better understand their new application process and decide if we should re-apply for a grant.	5/9/13 Status: New due date assigned. DONE
5/9/13	6/7/13 7/25/13	Jose is going to call all of the schools that participated in the 2012 competition and have not signed up for the 2013 competition. Jose may divide the list of schools to be contacted between BOD and ST members.	7/11/13 status: Will work soon, before TMI. New date assigned before TMI. DONE
7/11/13	7/18/13	Lois to respond to Alyssa's email request for more information for items 1,2,3. Carolyn to respond to questions 4,5,6.	Lois replied on 7/15. Linda Scott replied on 7/12 as she had the time to do it! DONE
7/11/13	9/1/13	Tim and Jose to work on finding young, strong volunteers from Raytheon and Metro to help with transporting and setting up of game floor for Kickoff, etc. Due date reflects that we need people for kickoff which is before our next board meeting. Please refer these volunteers to Linda King.	9/18/13 Status: In Progress. DONE
7/11/13	7/19/13	Lois to let Linda King know that we need to put something in the next newsletter to find volunteers to help with the Rocky Mountain Air Show on August 16-18. If we can find enough it is good to get 2 per day so that they can either each do a ½ day or both can work together and that allows each to take turns going around the air show.	DONE

Assigned	Due	Action	Status
7/11/13	9/12/13	Linda Scott to add an agenda item to next board meeting to discuss having the "Outreach Committee" determine if we need more robust outreach robots than we currently have (just had Eva updated and another one made), and if so, determine specifications for what they would do. This is in reference to item 7c.	DONE
7/11/13	ASAP	Tim to ask Linda and Kathy whether September 28 th or a backup of October 5 th would work for a new Strategic Planning date. Let Jose know which date will work.	Close - OBE
7/11/13	ASAP	Jose to ask Susan at Metro if we can get the room and if she is available to facilitate on that date once Tim gets back with him about good date for Kathy and Linda.	DONE. Jose and Kathy met with Susan Lowrance at METRO and the BOD is planning a Strategy Plan planning session in the CAVEA room in the SSB in the next two months.
9/19/13	11/14/13	Linda to add a project to BOD agenda called "MSUD Strategic Partnership - Jose will lead this project.	
9/19/13	9/26/13	Lois to coordinate a financial statements training session for BOD.	
9/19/13	9/26/13	Jose to coordinate a date for a strategy planning session for Oct 12, Nov 2.	
9/19/13	10/4/13	Jose to ask Megan Quitter at Wings Over the Rockies if she wants to take 2013 game field after Game Day.	
9/19/13	10/4/13	Linda to contact SVP for debrief	
9/19/13	10/4/13	Linda to send ONR/BAA to Alyssa.	
9/19/13	12/31/13	Jose to develop a draft RM BEST policy to cover disaster preparedness to present at next BOD meeting	
9/19/13	10/31/13	Lois to update the Giving First website.	

5. Treasurer's Report. Motion was made by Carolyn to approve Treasurer's Report through 9/17/13. Jose seconded the motion and the motion passed.

- a. Kathy recommended that we have a meeting with Trece / Accountant to do a training session for the BOD on RM BEST Financial Statements (Action).

6. BEST Robotics Report

- a. Club Workshop Update. Conveyor belt is broken; but the sled that Scott built works fine.
- b. Kick-off Report. The event went really well. Feedback has been requested from Steering Team, Volunteers and Teachers.

BREAK

7. Upcoming Strategic Planning Meeting - Jose and Kathy met with Susan Lowrance to discuss using Susan as our facilitator. We decided to ask Susan if she could meet with us for a pre-planning session on Oct 12 or Nov 2.

8. BOD Outreach and Networking

- a. Open Cockpit Day at Wings over the Rockies on Jan 11, 2014
 - i. 2013 Rocky Mountain Air Show - August 16 - 18, 2013. (Report). Of the seven volunteers, only 2 of the above volunteers had worked at the airshow before, so it was great to have some new help! Three were new volunteers to RM BEST, although 2 of those have helped by donating to our fundraiser and have attended that event. We had a great turnout (I neglected to do anything about a count... my bad) and got almost 25 names to contact. They wanted further information about RM BEST either as parents/students looking for a team, or as teachers or as adults who might volunteer.
- b. Do we need more robust outreach robots than we currently have (just had Eva updated and another one made), and if so, determine specifications for what they would do. BOD decided we don't need any new ones at this time.

9. Fundraising Committee Report.

- a. Social Venture Partners (SVP) – Status Report - we were notified that we did not receive this. Linda is going to contact Pat Landrum, SVP Exec Director, to get debrief.
- b. Denver Foundation grant was submitted in August. No word yet.
- c. Raytheon 2014 Grant Request - Linda / Carolyn submitted in late August. No word yet.
- d. ONR BAA - Opportunity - Linda will send ONR BAA to Alyssa and ask if she could submit.
- e. Giving First - Lois needs to update the website; activities related are as planned.

10. New Business

- a. Eagle High School Support request – Linda. It's not the board's position to fund individual schools. Linda will notify the teacher.
- b. Subcommittees and Reporting at BOD meeting (Outreach, Fundraising, etc...) - Tim led a discussion that we have a gap in board recruiting. This will be a discussion at the Strategy Plan session.
- c. Disaster Preparedness – Jose. What would happen if we had a disaster on a date of the events? To deviate from the BRI schedule, you need BRI BOD approval. Jose would like to work on an RM BEST policy on Event cancellation.

11. **Record New Action Items** – see above.

12. Review upcoming 2013 Meetings schedule

- a. 2013 BOD Meetings: Second Thursdays of every other month from 6:30pm - 8:45pm at Daniels Fund Building beginning in January 2013:
 - Nov 14 (NOTE: New location for this meeting at MSUD)
- b. 2013 Steering Team meetings: Fourth Thursday of every month from 6:30pm to 8:45pm at Daniels Fund Building on the following dates in 2013:
 - September 26 (NOTE: New location for this meeting at MSUD)
 - October 24
 - November TBD (due to Thanksgiving)
 - December TBD (may be cancelled)

Respectfully Submitted,
Linda Scott, RM BEST Board Secretary