

**Rocky Mountain BEST Board of Directors  
(Boosting Engineering, Science and Technology)  
Daniels Fund, 101 Madison Street, Denver 80206 - Room 139  
Thursday, 09 May 2013 @ 6:30pm**

**Minutes**

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

Moderator logs on as [kmgeise@q.com](mailto:kmgeise@q.com); password hint is r..7

1. Please join my meeting, Thursday, May 09, 2013 at 6:30 PM Mountain Daylight Time.  
<https://global.gotomeeting.com/join/597461469>
2. Use your microphone and speakers (VoIP) - a headset is recommended

Call Meeting to Order - Kathy called the meeting to order at 6:37pm. *A GoToMeeting was initiated in case non-Board members wanted to attend.*

1. Kathy asked if there were any revisions to the Agenda and there were no changes.
2. Call for Motion to approve meeting minutes for 03/14/13 BOD meeting. **Carolyn made a motion to approve the 03/14/13 Board meeting minutes. Jose seconded and the motion passed.**
3. Outstanding Action Items -

Assigned	Due	Action	Status
9/17	<del>11/30</del> 6/25	<b>Carolyn</b> will perform an inventory at CW and then talk to Accountant about how to account for it on our financials by next BOD meeting. Carolyn, Lois and Trece will get items categorized and into the fixed assets portion of the financials.	<b>OPEN</b> – 11/1 status: inventory is complete. However, we have not talked with Trece, but Trece did indicate that only new assets purchased in 2012 should be added unless REALLY important, since we would have to file amended returns for year purchased, and she's not sure this would be necessary. Lois will work with Trece before we close the books on 2012. <b>1/22 status:</b> We did a fairly detailed inventory and gave it to Lois. She and Trece will work and will categorize the items. Only items new in 2012 will be added. <b>3/14/13 status:</b> Lois to work with Trece to include in 2012 inventory and also depreciation into quick books. <b>5/9/13 status:</b> Lois gave the information to Trece in April, but it still needs to be entered into QuickBooks.
1/22/13	<del>3/14/13</del> 5/9/13	<b>Jose</b> will ask Rich Pozzi for an official receipt and <b>Lois</b> will add the amount to the 2012 final budget vs. actual report and to the 2013 budget	<b>3/14/22 status:</b> Pozzi has not submitted official receipt. Jose will contact him again. <b>DONE:</b> Jose has provided the information to Lois. Kathy recommended that RM BEST should value MSU Denver's facilities donation at the Gold Level and the BOD agreed.
1/22/13	<del>3/14/13</del> <del>5/9/13</del> 8/30/13	<b>Jose and Kathy</b> to meet with Metropolitan State University of Denver representatives to discuss potential ways we can collaborate in the future beyond hosting the event.	<b>5/9/13 Status:</b> New due date assigned.
3/14/13	5/9/13	<b>Carolyn</b> to send out letter announcing Boosting BEST results to Constant Contact email list.	<b>5/9/13:</b> Action Deleted
3/14/13	5/9/13	<b>Kathy</b> will meet with Boosting BEST committee for debrief	<b>DONE.</b> Kathy met with committee and discussed feedback on ways to improve the event in 2014. Additional feedback was emailed by committee members who couldn't attend the meeting.

<b>Assigned</b>	<b>Due</b>	<b>Action</b>	<b>Status</b>
3/14/13	<del>5/9/13</del> 8/30/13	<b>Carolyn and Jose</b> will review the LM philanthropic website to better understand their new application process and decide if we should re-apply for a grant.	<b>5/9/13 Status:</b> New due date assigned.
5/9/13	5/30/13	<b>Carolyn</b> will update and post the newly approved Consent and Release Form.	
5/9/13	6/7/13	<b>Jose</b> 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.	
5/9/13	5/11/13	<b>Linda</b> to send email addresses for the Strategic Plan 6/7 session invitees to Kathy.	
5/9/13	5/13/13	<b>Linda</b> to contact Alyssa and ask her if she will write the SVP/Denver Foundation Grant which is due on Aug 1 2013.	

4. Treasurer's Report.
  - a. Lois presented 2013 Budget through 3/31/13. **Linda made a motion to approve the RM BEST budget through 3/31/13. Carolyn seconded and the motion passed.**
5. BOD Outreach and Networking
  - a. Kathy: Recent Events: Wings over the Rockies Robotics Week - April 13, 2013; STEMosphere - May 4, 2013
    - i. Kathy, Lori and JoAnne volunteered all day at both events; Scott, Trice and Patty volunteered for part of the day. Kathy thinks it was very successful, but it was too labor intensive, so she's recommending that we don't do the specific activity again. Both events are good for RM BEST to participate in.
  - b. Open Cockpit Day at Wings over the Rockies on Jan 11, 2014 (tabled until a future meeting.)
  - c. 2013 Rocky Mountain Air Show - August 16 - 18, 2013. RM BEST will try to get volunteers to support this effort.
  - d. Others?
    - i. Jose recommended that RM BEST provide the funding for MSU Denver students to build a very robust "prototype" robot for our outreach events. This topic will be tabled till a future meeting.
6. Fundraising Committee Report - Kathy
  - a. Linda asked if she could contact Alyssa and ask her if she will write the Social Venture Partners (SVP) grant request. The BOD approved.
  - b. ECA grant request will be reviewed in August 2013, rather than May.
7. **(15 min)** New Business
  - a. Club Workshop Update. CW has been working with their members to get ideas on how to stabilize their business plan.
  - b. Carolyn made a motion to modify RMBEST Consent and Release Forms and Policy to match the new BRI Consent and Release form. Lois seconded and the motion was approved.** Carolyn will update and post the newly approved Consent and Release Form and Policy.
  - c. Annual Hub Council meeting – Carolyn/Linda attended. Carolyn provided a summary of the activities of the weekend. Both Linda and Carolyn agreed it was a worthwhile event to attend.
  - d. Strategic Planning status
    - i. A facilitated session will be held on Friday, June 7 from 9:00am - 4:00pm at MSU Denver, 4th Floor CAVE Room, Student Success Building. Parking at 7th Street Parking Structure - \$5.50/day
    - ii. Kathy will send out the email invitations to all of the invitees recommended by the BOD except for a few names deleted by the BOD during this meeting in order to get the total number invited closer to 25.
    - iii. Kathy will order the food for the day and also work with Lisa Luciano, a facilitator that Carolyn Bauer was able to obtain for the event.
8. Record New Action Items
9. Review upcoming 2013 Meetings schedule

- a. RM BEST Strategic Planning Session
  - i. Friday, June 7
  - ii. Location: MSU Denver 4th Floor CAVE Room, Student Success Building. Parking at 7th Street Parking Structure - \$5.50/day
- b. 2013 BOD Meetings: Second Thursdays of every other month from 6:30pm - 8:45pm at Daniels Fund Building beginning in January 2013:
  - July 11
  - ~~Sept 12~~ Sept 19 (note: this is a new meeting date)
  - Nov 14
- c. 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:
  - May 30 (note: this is a new meeting date)
  - June 27
  - July 25
  - August 22
  - September 26
  - October 24
  - November TBD (due to Thanksgiving)
  - December TBD (may be cancelled)

Meeting adjourned at 8:45pm

Respectively submitted,  
Linda Scott  
Secretary, Rocky Mountain BEST