

Minutes

Rocky Mountain BEST Steering Team
@ Metro State University of Denver
4th floor near the CAVEA room of the Student Success Building (SSB)
Thursday September 26, 2013
Immediately Following Game Day Walk-through

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

Teleconference Information: (kmgeise@q.com – password: rmbest007):

Please join my video meeting, Thursday, September 26, 2013 at 6:30pm Mountain Daylight Time @ <https://global.gotomeeting.com/join/654443749> . For remote access for the audio portion of this meeting, a conference call will be set up.

Carolyn called the meeting to order at 6:47pm MDT.

1. Agenda was reviewed and updated to incorporate recommended changes.
2. **Scott made motion to approve 8/22/13 Steering Team Minutes and Lori seconded. Motion was approved.**
3. RM BEST Treasurer's Report - Lois
 - a. Lois presented budget vs. actuals through 9/17/13
 - b. 2014 Budget Planning Discussion
 - i. Lois will send out a schedule for the 2014 budget including assignments.
 - ii. Nov 21 Steering Team will be devoted to 2014 Budget Planning.
4. Kick Off Likes/Concerns/Suggestions - Carolyn
 - i. Carolyn reported on the current responses from the ST.
 - ii. During this discussion, it was decided that the Pit Monitors will be assigned to organize the kits on Game Day as they are returned.
 - iii. Carolyn is going to modify the Compliance Form to include a note to team where to return the Kits or submit the Kit Return Form.
5. Hub Director's Report - Carolyn.
 - a. BOD Strategic Planning status - the BOD is having a Strategic Plan (planning session) on Saturday, Nov 2 at SSB/MSUD
6. Executive Director's Report – Jose
 - a. Kathy Geise purchased a table for the 16 Nov Wings Over the Rockies (WOR) Gala and Jose invited MSU Denver leadership and their spouses to be our guests. Jose just sent the invitations on 9/25 and has not received a response yet. Megan Quitter at WOR is checking to see if the tables are set up for 8 or 10 people to see how much space is left if both plan to attend.

- b. Jose has written a draft "disaster preparedness" policy and sent it to BRI for review and comment. Carolyn is going to send the draft policy to the Steering Team for comment.
- 7. Event Emergency Procedures - Linda K and Scott will write a brief instruction that will be provided to all volunteers on what to do in case of emergency at event
- 8. Practice Day
 - a. Practice Day Master Plan
 - i. Steering Team met at South High on Sept 17 for a planning session and walk through. Scott took an action to send out a final working copy of the Master Plan and it was sent out on Sept 19.
 - ii. Does anyone have any questions on the Plan or your assignments? If so, contact Scott or Carolyn with questions.
 - b. Practice Day/Game Day Training - Carolyn and Scott will create a matrix for all positions that will recommend the rules and documents that should be read and understood and add it to the Volunteer Plan.
- 9. Committee Reports
 - a. Volunteers – Linda King
 - b. Game – Carolyn
 - i. Painting Day scheduled for 9/30/13
 - c. Events - Patty
 - i. Practice Day Program Final Review schedule was planned
 - ii. Items for Team Registration Table was discussed
 - d. Venues - Scott
 - e. Awards & Judging - Linda Scott
 - i. Trophies / Medallions have been ordered.
 - ii. BEST Award and Special Award Judges are being scheduled.
 - iii. Award Presenters are being planned.
- 10. New Business - Carolyn
 - a. For Volunteer Assignments - Linda K is communicating with all volunteers except judges.
 - b. Giving First
 - i. Lois will create notices for Practice Day and include full-page notice in program for Game Day.
 - c. Celebration Brunch - November 17, 2013 at Maggiano's. Need to confirm time with Patty.
 - d. Special Invitation to Colorado Springs VIPs. This topic was not discussed, but should be done offline before Practice / Game Day.

11. Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Jose	4/25/2013	1/31/14	Determine whether TMI 2014 is workable at WOR. Aug 4&5, 2014.	7/25: Scott says fees could be a constraint, but not the facility. Date is also a constraint because Game Day date is a priority.
Jose	4/25/2013	1/31/14	Determine whether Practice Day 2014 is workable at WOR. Oct 11 or 18 are tentative dates.	7/25 Status: Jose will work this.
Linda	6/27/13	10/31/13	Discuss with ST if there should be additional awards in 2014. If so, then include additional costs for awards in 2014 budget.	
Linda	7/25/13	1/14/14	Add agenda item in Jan 14 to discuss moving TMI to July 2014 to better accommodate school start dates and teacher availability.	
Carolyn	8/22/13	8/26/13	Send copy of email to Jose that Carolyn sent to John Mosley (AHEC) confirming Sept 26 Metro Walk-through.	Status 9/6: Carolyn forwarded email to Jose.
Jose	8/22/13	8/29/13	Send email that Carolyn sent to John Mosley confirming 9/26 Metro walk-through to Mingli He and Rich Pozzi to keep them informed of our interactions with Metro.	9/26 Status: DONE
Scott	8/22/13	8/29/13	Determine if we can move kits on Friday 9/13 into the Dance Room and if so, what time can we get into the room and what time do we have to be out of the room?	9/26 Status: DONE
Jose	8/22/13	8/29/13	Call Penske and ask what's the earliest we can rent the truck on Friday without incurring an extra day's charge.	9/26 Status: DONE
Scott	8/22/13	9/2/13	If we can get the kits moved to Denver South HS, should we change the start time on Saturday morning?	9/26 Status: DONE
Carolyn	8/22/13	8/29/13	Contact Kathy and ask when the game pieces are going to be done (one of each kind) to pass along to game field people so that can cut.	9/26 Status: DONE, but a few minor mods are needed to make the pieces fit.
Scott	8/22/13	8/29/13	Schedule Practice Day Walk-through and Practice Day Planning Session (similar to our Kickoff Planning Session) at Denver South	9/26 Status: DONE. Walk-through occurred on 9/17/13 at DSH.

Name	Date Assigned	Due Date	Action	Status
			High School. Recommended date would be the week of Sept 16.	
Patty	8/22/13	9/2/13	Make an email proposal to ST for lunch sales at Practice Day.	9/26 Status: DONE
Jose / Scott	8/22/13	1/31/14	Set up a time to meet at Metro to determine what would work for TMI in July 2014.	
Jose	8/22/13	12/31/13	Ask teachers for their recommendations for TMI 2014 date.	
ALL ST	8/22/13	8/29/13	ST members to email ideas to Carolyn by for Hub priorities to BRI exec. director	9/26 Status. Done and emailed. Funding / national sponsors.
Carolyn	8/22/13	9/2/13	Send out Kick Off presentations to presenters and ask for updates to be returned by 9/2/13	9/26 Status. DONE
Jose	8/22/13	8/27/13	Call Loretta and ask her if they are planning to provide food for mini-TMI	9/26 Status: DONE. Aurora Public Schools did not provide food. RM BEST provided food for the event.
Lois	9/26/13	10/3/13	Lois to send out a schedule for the 2014 budget including assignments.	
Carolyn	9/26/13	10/19/13	Carolyn to modify the Compliance Form to include a note to team where to return the Kits or the Kit Return Form	
Carolyn/ Scott	9/26/13	10/8/13	Update the Pit Rules and send to Steering Team for review .	
Carolyn	9/26/13	10/10/13	Send draft copy of Disaster Preparedness to ST for review and comments.	
Linda K / Scott	9/26/13	10/26/13	Write a brief Event Emergency Procedure that describes what to do in case of emergency at event to be available on Game Day.	

12. Kickoff Planning Session Action Items - All Items completed or transferred to Game Day Action Items as noted.

- a. **Carolyn** to send certificate of Liability to all insured. Status: awaiting certificates that will be distributed as required upon receipt. 9/26 status: The certificate did not arrive prior to Kick Off. Scott took an action on 9/17 to contact Robin Fenton to get status. 9/19 Status – Robin called Carolyn and asked whether the insurance was required by CEAVCO. Carolyn told her no and Robin will continue to work. Also, Robin said

- that we're ensured always and that the Certificate is done for events. She said we were covered for Kick Off, even though we didn't have the certificate.
- b. **Linda S** write to Quick for Logo for program and for T-shirts. DONE: wrote to Quick and received no response. Without their authorization, Quick's logo will not be on the t-shirts.
 - c. **Carolyn** get SCITOR logo for T-shirts. DONE
 - d. **Lois** get all names / logos for \$1000 or more for program to Patty for program and to Carolyn for web. DONE
 - e. **Lois** send updates as more donors come in. DONE. Lois is going to keep the sponsors updated on the web.
 - f. **Carolyn** to talk to Kevin to do easyC for kickoff breakoff and mini TMI on August 29th. Status: DONE. yes for Kickoff and awaiting reply for mini-TMI.
 - g. **Jose** see if he can find pro-bono videographer for Kickoff, etc. Status: Moved to Practice Day action items.
 - h. **Carolyn** ask Dave Wilkerson if he can do Control systems breakout session for kickoff. Status: DONE, yes for Kickoff
 - i. **Carolyn** to work with Audrey for Kickoff press release. DONE, but no press release was done probably due to Audrey's schedule.
 - j. **Lois** to send email to Linda King with Senthil name for photos at Kickoff DONE
 - k. **Jose** to send list of teams to Patty by 5th Sept. DONE
 - l. **Linda K** to put together packets for Volunteers for Kickoff. DONE
 - m. Presenters Power points to Linda K by September 4th OBE
 - n. **Carolyn and Linda K** to talk about power point job and have Linda do this year instead of Carolyn. DONE
 - o. **Patty** to send kickoff program to steering team for review on Sept 6. DONE
 - p. **Steering Team** to send Kickoff Program comments/revisions to Patty by Sept 8 DONE
 - q. **Patty** send kickoff program to printer by Sept 9. DONE
 - r. **Linda S** to give software licenses to Patty by Sept 7 for school packets. DONE
 - s. **Jose / Linda K** to put link in next teacher newsletter to the consent and release form
 - t. **Jose** to reserve truck from Penske by Sept 3rd Status: Talk to Linda and Mike King about size of truck to rent. DONE: Scott reserved truck on 9/9/13.
 - u. **Carolyn** to send email to Linda K dimensions of kits and gig kits for figuring out truck size. DONE
 - v. **Linda K** figure out what truck size works and send to **Scott** for review in next week or so DONE
 - w. **Carolyn** to get returnable kit agreement form to Patty for school packets DONE
 - x. **Patty** to put together school kits w/ inputs from other above. DONE
 - y. **Scott** to put together map of training session locations & map of South for school packets, send to Patty and also to Linda K for presenters by Sept 3. DONE
 - z. **Lois** pull out 30 RM BEST Brochures for teacher packets and give to Patty at next steering team DONE
 - aa. **Scott** to set up game field for Kickoff. DONE
 - bb. **Linda S** to talk to Jon Scott to have him set up A/V for Kickoff, including getting 2012 game video set up to run in loop. DONE
 - cc. Jon to set up A/V for Kickoff. DONE
 - dd. **Patty and Carolyn** to advise Connie, JoAnne, Lori what setup of kit room involves for kickoff Status: Carolyn decided that we don't need Connie for this task. Linda K wants Connie to work volunteer registration at Kickoff. Linda S will help Lori and JoAnne set up the kits, wood and PVC. DONE

- ee. **Connie, JoAnne, Lori and Linda S** to set up Kit room. Status: **Lori and JoAnne** to manage passing out kits & retrieving signed forms & laminated sheets DONE
- ff. **Elly** to set up hospitality room and manage for the day at 8:00 (DECISION: no action req'd (NOTE: Patty did you tell Elly this?)) DONE
- gg. **Linda K or Connie** to setup Volunteer check-in table at Kickoff. DONE
- hh. **Patty** make up passes for breakout sessions... some sessions get 2 per team, some sessions get only one per team - this for the school packets. DONE
- ii. **Jose** to put in next newsletter for teachers to bring a memory stick in order to copy kickoff charts and attachments DONE
- jj. **Trice** will sit at a computer to copy charts to memory sticks that teachers bring. DONE
- kk. **Patty** to get balloons and someone to put them out. DONE
- ll. **Linda K** find volunteers to guard door from 12:00 to 12:30, even more to keep people off the floor and into the stands once doors open at 12:30 DONE
- mm. **Jose** to try to get mayor to speak at Kickoff. DONE. However mayor not available.
- nn. **Linda S** to reveal the game. DONE
- oo. ~~Carolyn~~ **Linda K** to ask Elwyn to be another Ref Status: moved to Practice Day action items.
- pp. **Carolyn** to ask Casey to be head ref in prototype game demo - DONE – answer is yes.
- qq. **Carolyn** use truth from Scott's document (updated by Linda and sent to Carolyn) to make sure Patty's and Carolyn's gym presentation match. Status: progress being made DONE
- rr. **Linda S** send updated Kickoff Master Plan to Scott to put into Master Plan. DONE
- ss. **Linda S** change 8/22 steering team agenda to put Linda K first. DONE

13. Practice Day Planning Session Action Items

- a. **Carolyn** to contact Robin Fenton about insurance Certification of Liability. Verify it includes Oct 18, as well as Oct 19 at South HS. We don't have it for our season. Email to Scott, so he can send to Susan Johns! Due: 9/20/13
- b. **Scott** to contact Lori Chesney – ensure we're on the Athletic Calendar Fri, Oct 18 & Sat, Oct. 19. Due: 9/25/13
- c. **Scott** to update floor plan – remove breakout session & add pit. Due: 9/20/13
- d. **Jose** to get a pro-bono videographer for PD. Due: 9/27/13
- e. **Scott** – rent 16' truck. Due: 9/20/13
- f. **Patty** – contact teams to confirm teacher/mentor/student rosters are correct and that Consent and Release forms are correct for all. Due:
- g. **Everyone** – Find any / all badges & contact Linda King with name (and whether typed) Due: 9/20/13
- h. **Patty** – print big floor plan for PD lobby/ GD lobby.
- i. **Carolyn / Scott** - review description of duties / tasks for PD/GD. Due 9/27/13
- j. **Patty** – send list of volunteers who have signed up for PD lunches. Due: 9/27/13
- k. **Lois** – contact Casey Kuhns about dates for Ref / Scorekeeper training at CW. Due: 9/27.
- l. **Linda K** – to ask Elwyn to be a ref.

14. Upcoming Meetings:

- a. 2013 Board Meetings – 6:30pm - 8:45pm
 - i. Thursday, 11/14/13

- b. 2013 Steering Team Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg.
 - i. ~~Thursday, 10/24/13~~ Monday, 10/21/13 "gotomeeting only"
 - ii. Thursday, 11/21/14 - agenda is 2014 Budget prep
 - iii. No meeting planned for December

Respectfully submitted,
Linda Scott, Secretary