

Rocky Mountain BEST Steering Team  
 The Daniels Fund Building  
 101 Monroe St, Denver, CO 80206  
 Thursday, January 23, 2014

**Minutes**

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

Teleconference Information: (kmgeise@q.com – password: r\*\*\*\*\*007):  
 Please join my video meeting, Thursday, January 23, 2014 at 6:30pm Mountain Standard Time  
 @ <https://global.gotomeeting.com/join/617319861> . For remote access for the audio portion of  
 this meeting, a conference call will be set up. *Recommend using a headset with microphone for  
 best results.*

Carolyn called the meeting to order at 6:30pm.

1. Agenda was reviewed by attendees and no changes were made.
2. **Scott made a motion to approve the 11/21/13 Steering Team Minutes. Lois seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois provided the Budget vs Actuals through 23 January
  - a. Lois presented the 2014 Budget that was approved by the RM BEST at the 1/9/14 board meeting. Lois requested the ST chairs reviewed the budget and validated the budget numbers in the QuickBooks report.
4. Executive Director's Report - per email sent to Linda S and Carolyn on 1/23/14:
  - a. Jose is going to send out the initial 2014 event invite list to 75 schools during the week of 27 Jan 2013.
  - b. Carolyn / Linda - determine the Denver Metro underserved schools that we could potentially invite to participate and provide contact info for Jose to send a secondary intro/invite to RM BEST. (Action)
  - c. Carolyn / Linda - contact Art and ask him if he can provide underserved school contacts for intro/invite to RM BEST. (Action)
5. Hub Director's Report – Carolyn
  - a. Update on Boosting BEST Fundraiser - Feb 27, 2014 from 6pm - 8:30pm. Sabina is the Event chair and she recommends that Steering Team:
    - i. Invite at least 10 people
    - ii. Gather auction items
    - iii. Help with Event setup to start at 3pm on 2/27

- b. 2013 Post-season Review and Recommendations (Likes, Concerns, Suggestions Format) – Scott led ST through an after action review. Results will be, distributed to ST and ST will use them as a guide when developing 2014 event plans.
6. Committee Reports
- a. Volunteers – Linda K:
    - i. Progress:
      - 1. Worked with Sabina on Boosting BEST Event and Invitation. As of noon today - EVENT: 13 Registered, 2 Declined, 272 No Response EMAIL: 283 Sent, 122 opened, 1 new opt out: 3 Bounces.
      - 2. Drafted the January Volunteer Newsletters - Sending a draft to the Steering Team to review-
    - ii. Plans:
      - 1. Send out Boosting BEST reminders to those who do not respond by 7 and again on 14 February. Also reminder to those who are attending on 22 February.
      - 2. Send notice of planned matching of this year's donations.
      - 3. Send out January Volunteer Newsletter with any schedule updates.
      - 4. Help Sabina with Boosting BEST volunteers.
  - b. Game – Carolyn
    - i. Carolyn - communicate with Eli at Vex regarding the "dead" keys and also ask if keys are going to be replaced in 2014. (Action)
    - ii. Kit Team is now meeting on most Mondays.
    - iii. Prototype Kick-off Game has been announced for March 1, 2014 in Lubbock, TX. Prototype Game date is April 26 (per BRI website calendar). Carolyn: will ask 2013 prototype and game field team if they want to attend the Prototype Game.(Action)
  - c. Venues – Scott
    - i. TMI location can now be booked.
    - ii. Scott is going to look at feasibility of South HS for Kickoff and TJ for Practice Day.
7. New Business – Carolyn
- a. TMI - RM BEST Board agreed that TMI should be moved to July 28/29, 2014 to better accommodate schools that start in early August.
  - b. The 2013 video is complete. Two copies are being sent to Carolyn and Carolyn will get copies made. Carolyn is going to confirm that every year's video is linked on our RM BEST website.
  - c. Lois has made a contact at BEST BUY and they have a community grant program. Lois will talk with BEST BUY contact to get 2014 grant instructions. Linda to add action to 3/13/14 BOD agenda to discuss. Linda to take initial grant test. (Action)

8. Action Item Review – Carolyn

| Name | Date Assigned | Due Date           | Action  | Status                        |
|------|---------------|--------------------|---|-------------------------------|
| Jose | 4/25/2013     | 4/31/14<br>2/20/14 | Determine whether TMI 2014 is workable at WOR. Aug 4&5, 2014.                             | 1/23: Jose continues to work. |
| Jose | 4/25/2013     | 4/31/14<br>2/20/14 | Determine whether Practice Day 2014 is workable at WOR. Oct 11 or 18 are tentative dates. | 1/23: Jose will work this.    |

| Name              | Date Assigned | Due Date   | Action  | Status |
|-------------------|---------------|--|---|--------|
| 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.   | DONE   |
| Jose / Scott      | 8/22/13       | <del>1/31/14</del><br>2/20/14                        | Set up a time to meet at Metro to determine what would work for TMI in July 2014.   |        |
| Jose              | 8/22/13       | <del>12/31/13</del><br><del>1/23/14</del><br>2/20/14 | Ask teachers for their recommendations for TMI 2014 date.   |        |
| Carolyn/ Scott    | 9/26/13       | <del>10/8/13</del><br><del>1/23/14</del><br>2/20/14  | Update the Pit Rules and send to Steering Team for review.  |        |
| Linda K / Scott   | 9/26/13       | <del>10/26/13</del><br>2/20/14                       | Write a brief Event Emergency Procedure that describes what to do in case of emergency at event to be available on Game Day.  |        |
| Carolyn / Linda S | 1/23/14       | 3/27/14  | Determine the Denver Metro underserved schools that we could potentially invite to participate and provide contact info for Jose to send a secondary intro/invite to RM BEST. |        |
| Carolyn / Linda S | 1/23/14       | 3/27/14  | Contact Art Silva and ask him if he can provide underserved school contacts for intro/invite to RM BEST   |        |
| Carolyn           | 1/23/14       | 2/20/14  | Communicate with Eli at Vex regarding the "dead" keys and also ask if keys are going to be replaced in 2014.  |        |
| Carolyn           | 1/23/14       | 2/20/14  | Ask 2013 prototype and game field team if they want to attend the Prototype Game.   |        |
| Linda S           | 1/23/14       | 3/13/14  | Linda to add action to 3/13/14 BOD agenda to discuss Best Buy Grant   |        |
| Linda S           | 1/23/14       | 6/30/14<br>??  | Take the initial Best Buy Grant application at bestbuy.com  |        |
| Lois              | 1/23/14       | 3/13/14<br>??  | Work with Best Buy contact to get 2014 grant information  |        |

9. 2014 Steering Team Meetings – 6:30pm - 8:45pm; 4<sup>th</sup> Thursday of every month; generally held at the Daniels Fund Building.
  - a. February 20 (note: changed to 3rd Thursday due to Boosting BEST)
  - b. March 27
  - c. April 24 (Note: we will probably need to change this date)
  - d. May 22

- e. June 26
- f. July 24
- g. August 28
- h. September 25
- i. October 23
- j. November – TBD (4th Thursday is Thanksgiving)
- k. December – TBD

10. 2014 Board Meetings – 6:30pm - 8:45pm (2<sup>nd</sup> Thursday of every other month); generally held at the Daniels Fund Building.

- l. March 13
- m. May 8
- n. July 10
- o. September 11
- p. November 13

Meeting adjourned 8:47pm

Respectfully submitted,  
Linda Scott  
Secretary