

Rocky Mountain BEST Steering Team  
The Daniels Fund Building  
101 Monroe St, Denver, CO 80206  
Thursday, February 20, 2014

Minutes

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

Teleconference Information: (carolyn.bauer@comcast.net – password: r\*\*\*10):  
Please join my video meeting, Thursday, February 20, 2014 at 6:30pm Mountain Standard Time  
@ <https://global.gotomeeting.com/join/584623245>. *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 changes were incorporated.
2. **Scott made a motion to approve the 1/23/14 Steering Team Minutes. Lori seconded and the motion passed.**
3. RM BEST Treasurer's Report – no changes since 1/23/14 report.
4. Executive Director's Report -
  - a. Game dates have been set. Jose was not able to obtain the Auraria Events Center (AEC) on the same weekend as the MSU Denver Open House due to a conflict with a basketball game. He did book the AEC (Gym and Front Lobby) for Game Day. The final dates for the 2014 RM BEST season are:
    - i. Kickoff: Saturday, September 6, 2014
    - ii. Practice Day: Saturday, October 11, 2014
    - iii. Game Day: Saturday, October 18, 2014
  - b. Jose has sent 200 email invitations to schools and eleven (11) schools have responded positively to date. All of these schools are returning.
5. Hub Director's Report – Carolyn
  - a. Boosting BEST(BB) Fundraiser - Feb 27, 2014 from 6pm - 8:30pm - *Sabina Kilpatrick (BB Chair)*
    - i. Sabina provided an overview of the BB schedule. The plan is to close the auction earlier than last year so that checkout can be done immediately after the cooking demo.
    - ii. There will be a small items sale table for low dollar value items (cash/credit card and carry throughout the event); a fundraiser thermometer will be posted and maintained.
    - iii. 3 teams attending St. Mary's Academy, Lone Star/Otis and Manning MS (Two will return their kits that night.)

- iv. Sabina has asked BOD to be guest ambassadors for the evening.
  - v. Rich Strong will be this year's announcer.
  - vi. Almost all volunteers for the evening have signed up. Sabina needs just a few more runners and folks to help with registration.
  - vii. Lois has created the Boosting BEST Fundraiser Auction Item List that lists all auction items by donor and by type of item.
- b. Steering Team agreed to change the April ST meeting to Steering Team April 10, 2014. *(Post Meeting Note: This meeting was subsequently cancelled due to scheduling conflict with RM BEST SPotlight event.)*
  - c. Prototype Kickoff Game has been announced for April 25 - 27 in Lubbock, TX at Texas Tech University. The Prototype Game is hosted by West Texas BEST, the 2014 Game, Bladerunner, game developer. As of this meeting, Dave Porter and Lois Walton are planning to attend. Carolyn is going to contact the 2013 Protobot team to see if anyone might be interested in attending. (Action)
  - d. BRI released a 2014 BEST Robotics, Inc Operations Handbook and it's filled with lots of great information. Carolyn has sent the document to the BOD, ST, Kevin Barrett, David Dominguez and is recommending that all read the handbook.
  - e. Dick Tumlinson has been contacted by Kansas BEST (Wichita) requesting we do the New Hub Workshop for a new Goodland, KS hub. Dick has asked Carolyn and the ST's support for this workshop. Dick has been in contact with the new Goodland, KS hub leaders and recommended March 22, 2014 as a potential date for this workshop. Carolyn will request ST support as needed to help this event be successful. Jose has contacted Megan Quitter at WOR to request the workshop be held at their location. (Action)
6. Committee Reports
- a. Game - Carolyn
    - i. Kit Team is now meeting on most Mondays. Focus is on inventory of last year's kits when they are returned and planning for this year's kit team activities.
  - b. Volunteer Interface – Linda K:
    - i. As of today's date, 60 have registered for Boosting BEST. It was decided that online registration will remain open until Wednesday so that last minute registrations can happen.
    - ii. The Feb Volunteer Newsletter will be mailed in the next few days. Draft has been sent out for review.
    - iii. Progress:
      - 1. Boosting BEST Reminder emails were sent out on Feb 18.
      - 2. Contacted Teller County Middle / High Schools - Woodland Park Interested, Cripple Creek Victor. No response so far.
      - 3. Gathered information on Federal 21st Century Community Learning Center for possible partnership.
    - iv. Plans:
      - 1. Try using Constant Contact for Volunteer Sign Up for Events - using Dallas, Texas approach as template.
      - 2. Coordinate with Jose a possible BEST overview for interested schools.
      - 3. Coordinate with Jose any response from Teller County Schools.
  - c. Venues – Scott
    - i. TMI: Starting to try to locate a venue for TMI.

- ii. ST agreed that first choice for venue for Kick Off is South High School and Practice Day is Thomas Jefferson High School. Scott will work with both of these schools.

d. Awards & Judging -

- i. On Mon, Feb 10, Missile Defense Agency contacted Linda S and asked if they can engage as judges during the 2014 game season. Contact info was exchanged and Linda S will contact MDA POC in Aug 2014 to coordinate.
- ii. Based on review of the 2014 BRI Operations Handbook, the Awards & Judging committee chair responsibilities now include "rubriks". This may mean that rubriks will now be formally distributed at the BRI level instead of informally between hubs. More to come.
- iii. Pleased to announce that Connie Vandenberg has accepted the role on the A&J team as Exhibits Head Judge. A Special Awards Head Judge has been invited but not responded; David Klein has accepted Marketing Head Judge.

7. New Business – Carolyn

- a. Disaster prep policy review. Carolyn will incorporate changes sent by ST and bring the policy to BOD for review and approval.
- b. 2013 Event After Action Review (AAR). Carolyn explained that additional work is required to ensure that the recommendations/changes that were documented during the AAR at the last meeting are evaluated and acted upon. ST agreed that we could schedule a telephone conference call or face-to-face meeting to review AAR and assign tasks. (Action)
- c. RM BEST 2013 DVD is done and copies will be made soon. Lois will provide vendor name for the copying to Carolyn (Action). Patty will send one DVD to every school that participated in the 2013 event.

8. Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Jose	4/25/2013	<del>4/31/14</del> 2/20/14 3/27/14	Determine whether TMI 2014 is workable at WOR. Jul 28/29, 2014.	2/20: Jose continues to work.
Jose	4/25/2013	<del>4/31/14</del> 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.
Jose / Scott	8/22/13	<del>4/31/14</del> 2/20/14 3/27/14	Set up a time to meet at Metro to determine what would work for TMI in July 2014.	
Jose	8/22/13	<del>4/31/13</del> 4/23/14 2/20/14	Ask teachers for their recommendations for TMI 2014 date.	2/20: Action deleted. Request no longer required.
Carolyn/ Scott	9/26/13	<del>10/8/13</del> 4/23/14 <del>2/20/14</del> 4/10/14	Update the Pit Rules and send to Steering Team for review.	2/20: New due date requested.
Linda K / Scott	9/26/13	<del>10/26/13</del> 2/20/14	Write a brief Event Emergency Procedure that	2/20: In process

Name	Date Assigned	Due Date	Action	Status
		3/27/14	describes what to do in case of emergency at event to be available on Game Day.	
Linda K / 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.	2/20: In process
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.	2/20:OBE: VEX is providing replacements keys this year.
Carolyn	1/23/14	2/20/14	Ask 2013 prototype and game field team if they want to attend the Prototype Game.	2/20: DONE. Carolyn asked Dave Porter and he is interested.
Carolyn	2/20/14	3/13/14	Contact Keith and Kevin and ask if they want to attend Prototype Game in Lubbock, TX on Apr 25 - 27.	
Patty / Carolyn	2/20/14	3/27/14	Locate a person to work with Patty on the Game Day Program.	
Carolyn	2/20/14	3/27/14	Schedule and AAR working session with ST.	
Jose	2/20/14	2/28/14	Contact Megan at WOR and ask if their facility is available for the Goodland, KS New Hub Workshop on 3/22/14. If it's not, contact Aurora schools.	
Lois	2/20/14	2/28/14	Provide name of vendor for DVD duplication to Carolyn	

9. 2014 Steering Team Meetings – 6:30pm - 8:45pm; 4<sup>th</sup> Thursday of every month; generally held at the Daniels Fund Building.
- March 27
  - May 22
  - June 26
  - July 24
  - August 28
  - September 25
  - October 23
  - November – TBD (4th Thursday is Thanksgiving)

- 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.

- March 13 (NOTE: This meeting will start at 5:30pm. The first hour will be the BOD Annual Meeting).
- May 8
- July 10
- September 11
- November 13

Meeting adjourned 8:45pm

Respectfully submitted,  
Linda Scott  
Secretary