

Rocky Mountain BEST Steering Team  
 Daniels Fund Building  
 101 Monroe St, Denver, CO 80206  
 Thursday, March 27, 2014 - 6:30pm

**Minutes**

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

Teleconference Information: (carolyn.bauer@comcast.net – password: r\*\*\*0):  
 Please join my video meeting, Thursday, March 27, 2014 at 6:30pm Mountain Daylight Time at <https://global.gotomeeting.com/join/640457645>. *Recommend using a headset with microphone for best results.*

Carolyn called the meeting to order at 6:38pm.

1. Carolyn led a review of the agenda and changes were incorporated.
2. **Lori made a motion to approve the 2/20/14 Steering Team Minutes. Patty seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois presented this information and made sure everyone understood the status.
  - a. Budget vs Actuals report through 3/13/14
  - b. Boosting BEST Proceeds - \$23k
4. Executive Director's Report – Jose
  - a. 2014 School Sign-up Status - 28 teams have signed up as of 3/27/14
  - b. On 3/18/14 Carolyn “claimed” Rocky Mountain BEST through Benevity Causes Portal and filled out & submitted paperwork (with Lois’ help) for electronic deposit of funds to our bank account. Carolyn will contact Benevity to ensure that we are correctly registered. This will allow for Google to match any employee donations to RM BEST.
  - c. Jose is working on donated or discounted parking from MSU Denver for SPotlight TMI and Game Day.
  - d. Jose is working with MSU Denver to get student volunteers to build the Protobot. If he does get a student volunteer, he'll invite him/her to attend the Prototype Game Event with RM BEST participants on Apr 25-27.
  - e. There are going to be two more Colorado Space Coalition meetings prior to Kickoff and Jose has requested time on the Sept 5 Agenda to present the 2014 game in order to generate interest. Let Jose know if you're interested in attending.
  - f. Jose volunteered to take on the task of inviting VIPs to 2014 Game Day.
5. Hub Director's Report – Carolyn
  - a. Announce April 10, 2014 Steering Team cancellation due to RMB SPotlight Event

- b. Prototype Kickoff Game (Apr 25-27) in Lubbock, TX. Four RM BEST participants will attend.
  - c. Event Cancellation Policy approved by BOD and copy can be found on the RM BEST website.
  - d. Goodland, KS New Hub Workshop delayed - no new date scheduled.
  - e. RM BEST SPotlight Event - hosted by BOD April 8 & 10 will focus on strategies and priorities for organization in the next 3 - 5 years. We discussed the current RSVPs and encouraged people to register.
  - f. TMI Report
    - i. Scott is going to Chair 2014 TMI; would appreciate a co-lead. Linda K will advertise for the position. Scott to provide Linda K description of co-lead position and skills needed for the role.
    - ii. TMI Logistics Details:
      - 1. Date: Scott will confirm date with MSU Denver POC this month. 1st choice: July 28/29 2014.
      - 2. Location: MSU Denver - Aerospace Building
      - 3. Parking: Jose is working this
      - 4. Loading: Jose said there is no problem for RM BEST volunteers to load /unload at Aerospace building
      - 5. Scott will provide TMI Robot-Build Training on July 21st Kit Day at Club Workshop
6. Outreach - Lori has volunteered to support RM BEST BOD Outreach committee
- a. Upcoming Events that RM BEST will support:
    - i. WOR - Robotics at the Hangar (RATH) - April 13th (Noon - 5pm);
      - 1. Manning MS and St Mary's Academy will participate. Lori will let ST know if she needs volunteer support.
      - 2. Scott will work with Dave Wilkerson to get the Twin robots ready for RATH
      - 3. Carolyn to get Eva & other outreach bins to Kathy.
    - ii. Rocky Mountain Airshow - Saturday, Aug 23 in Greeley.
    - iii. Scott will obtain cost estimates for purchasing marketing booth for RM BEST Outreach
7. Committee Reports
- a. Game - Carolyn
    - i. Game Field Build: Mike King and Carolyn will be co-leads for 2014 Game. Linda K asked if new carpet should be purchased for 2014 Game and Carolyn asked the RMB Prototype Game Event attendees to confirm the current carpet will work for the 2014 Game
  - b. Volunteer Interface – Linda K
    - i. Draft March Newsletter is out for review; comments due by March 29.
    - ii. Draft Emergency Procedure is ready for ST review; send comments to Linda King prior to 4/15/14 for ST approval in May.
      - 1. Scott will obtain emergency info from MSU Denver, South HS, Thomas Jefferson HS according to Emergency Plan by the respective Event Planning dates
    - iii. Meeting with Woodland Park school to discuss 2014 participation is tentatively scheduled for April 1st (Linda K, Linda S, Jose)
    - iv. There has been a recommendation to use elementary school students as volunteers. (Linda will research and request discussion at future ST meeting.

- v. Linda K saw a PBS newsletter a reference to John McConnell Math & Science Center. Their website is <http://www.mathandsciencecenter.org> . She suggests we keep this as a possible contact on the western slope of Colorado.
- c. Events – Patty - NTR
- d. Venues – Scott
  - i. 2014 Game
    - 1. Kickoff - South High School - confirmed (Sept 6)
    - 2. Practice Day - Thomas Jefferson HS - confirmed (Oct 11)
    - 3. Event Day - MSU Denver - booked - confirmed (Oct 18)
  - ii. Scott is going to update the Event Master Plans and add them to the new RM BEST Event Dropbox. He's also going to schedule the Event Planning dates at the May 22 ST meeting.
  - iii. TMI - Agenda Review: April 14th after Kit Team meeting at Club Workshop
- e. Awards & Judging – Linda S - NTR

8. New Business – Carolyn

- a. Carolyn asked everyone to delete all Google distribution lists on their contact lists as they are no longer valid. The two new RM BEST email addresses are:
  - i. Board of Directors: [www.rmbestbod@rockymountainbest.org](mailto:www.rmbestbod@rockymountainbest.org)
  - ii. Steering Team: [www.rmbeststeeringteam@rockymountainbest.org](mailto:www.rmbeststeeringteam@rockymountainbest.org)
- b. Review AAR and assign tasks to committees - Carolyn reviewed the status of many items in the AAR and determined assignees.

9. (10 min) 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. 3/27: DONE. This is an ongoing activity.
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. 3/27: DONE. Practice Day confirmed at TJ in 2014.
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.	3/27: DONE: They visited potential locations for TMI.
Carolyn/ Scott	9/26/13	<del>4/8/13</del> 4/23/14 <del>2/20/14</del> 5/22/14	Update the Pit Rules and send to Steering Team for review.	3/27: new date requested.
Linda K / Scott	9/26/13	<del>4/26/13</del> 2/20/14 3/27/14 5/22/14	Write a brief Event Emergency Procedure that describes what to do in case of emergency at event to be available on Game Day.	2/20: In process 3/27: DONE. r3 is ready for ST review; send comments to Linda K by 4/15/14.
Linda K / Linda S	1/23/14	<del>3/27/14</del> 4/18/14	Determine the Denver Metro underserved schools that we could potentially invite to participate and provide contact info for Jose to	2/20: In process 3/27: Linda K located a list of underserved schools. Linda K and Linda S will determine list

Name	Date Assigned	Due Date	Action	Status
			send a secondary intro/invite to RM BEST.	of schools to be invited for 2014 game and provide to Jose.
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.	3/27: OBE. 4 people are confirmed to attend.
Patty / Carolyn	2/20/14	3/27/14	Locate a person to work with Patty on the Game Day Program / registration.	3/27: DONE. Linda S is going to support Patty
Carolyn	2/20/14	<del>3/27/14</del> 5/22/14	Schedule and AAR working session with ST.	3/27: Carolyn reviewed her recommendations and will continue to work with ST to finalize plans to incorporate AAR recommendations into 2014 Game.
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.	3/27: OBE. WOR confirmed a room, but Goodland Team not ready for New Hub Workshop.
Lois	2/20/14	2/28/14	Provide name of vendor for DVD duplication to Carolyn	3/27: DONE: Carolyn took DVD for duplication to Media Pro
Carolyn	3/27/14	4/30/14	Contact Benevity to ensure we're connected properly for Google matching donations	
Jose	3/27/14	4/5/14	Work with MSU Denver to get free or discounted parking for SPotlight, TMI and Game Day.	
Jose	3/27/14	4/15/14	Explore options for MSU Denver student volunteers to build Protobot this summer and for one student to attend Prototype Event on Apr 25 - 27.	
Jose	3/27/14	9/30/14	Invite VIPs to Game Day	
Scott	3/27/14	4/15/14	Confirm TMI date with MSU Denver POC.	
Scott	3/27/14	4/15/14	Send Linda K a job description and skills for the TMI co-lead position	
Scott	3/27/14	4/13/14	Scott will work with Dave Wilkerson to get the Twin robots ready for WOR Robots at the Hangar event	
All ST	3/27/14	4/15/14	Review /edit draft Emergency Preparedness Procedure, r3 and provide comments to Linda King.	

Name	Date Assigned	Due Date	Action	Status
Carolyn	3/27/14	4/12/14	Carolyn will get the "Outreach" items to Lori prior to RATH event (including Eva).	
Lois / Linda K	3/27/14	5/22/14	Confirm that current carpet can be used for Game Day.	
All ST	3/27/14	4/5/14	Delete Google mailing lists from your computers as they no longer valid.	
Scott	3/27/14	5/22/14	Schedule Event Planning Dates for Kickoff, Practice Day and Game Day	
Scott	3/27/14	6/30/14	Update Event Master Plans and add to Dropbox	

10. Upcoming Meetings:

- a. 2014 Steering Team Meetings – 6:30pm - 8:45pm; 4<sup>th</sup> Thursday of every month; generally held at the Daniels Fund Building.
  - i. April (cancelled)
  - ii. May 22
  - iii. June 26
  - iv. July 24
  - v. August 28
  - vi. September 25
  - vii. October 23
  - viii. November – TBD (4th Thursday is Thanksgiving)
  - ix. December – TBD
- b. 2014 Board Meetings – 6:30pm - 8:45pm (2<sup>nd</sup> Thursday of every other month); generally held at the Daniels Fund Building.
  - i. May 8
  - ii. July 10
  - iii. September 11
  - iv. November 13

Respectfully submitted,  
Linda Scott, Steering Team Secretary