

Minutes

Rocky Mountain BEST Steering Team
Daniels Fund Building
101 Monroe St, Denver, CO 80206

June 19, 2014

Attendees			
Carolyn Bauer	X	Jose Lopez	
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, June 19, 2014 at 6:30pm Mountain Daylight Time at <https://global.gotomeeting.com/join/274873853> . *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. **Patty made a motion to approve the 5/15/14 Steering Team Minutes. Lori seconded and the motion passed.**
3. RM BEST Treasurer's Report – Carolyn reviewed the Budget vs Actuals through 6/18/14.
4. Hub Director's Report – Carolyn
 - a. Club Workshop (CW) Closure and new Kit Team workshop update
 - i. CW is closing on June 23; Carolyn has spoken to the building owner and we will be moving to a separate room downstairs. Owner has indicated we can move in early July but no final commitment yet. We'll pay a monthly fee and a lease is required. We can stay in our current location until we move but our move downstairs will be approximately July 7.
 - b. BRI Mini-grant awarded - \$3,000 for team travel stipends for regionals.
 - c. 2014 Eventbrite registration status (Game and TMI) – 11 teams registered for Game; 22 registered for TMI (6 RM BEST).
 - d. Carolyn is coordinating a meeting with Connor to discuss RM BEST website before the end of July 2014. Scott, Lois and Carolyn will be invited to attend.
 - e. **Linda K made a motion to approve Steering Team Emergency Procedure; Scott seconded and motion passed.** Carolyn took an action to finalize and post to the website.
5. Teacher / Mentor Institute (July 21/22 at MSU Denver) – Scott
 - a. Status report – Scott
 - i. USB Memory Sticks – Carolyn will put the charts on the memory sticks and work with Linda K to add the charts on the RM BEST website.
 - b. Linda K reviewed the TMI presenters, volunteers and schedule for update of the TMI charts.

- c. Linda S to work with Lori on TMI Handbook.
6. Committee Reports
- a. Game - Carolyn
 - i. Game Field – Carolyn / Mike King: Game Field plan will change somewhat because of CW closure. More details later.
 - ii. Protobot Update
 - 1. Carolyn to contact MSU Denver Students to communicate plans and due date before MSU Denver fall semester starts.
 - iii. Kits
 - 1. Order Placement – on hold. VEX kits on backorder. Carolyn needs to order more of the new small motor gear replacements.
 - 2. Testing: Scott will do the testing of our Returnable Kits.
 - b. Volunteer Interface – Linda K
 - i. Event Volunteers – Linda K asked if the Steering Team are planning to do the same assignments as last year and changes were noted.
 - ii. Linda K is working on the draft June Volunteer Newsletter and would appreciate any suggestions.
 - c. Events – Patty
 - i. Green is the color of the 2014 Volunteer t-shirts; Patty will have them delivered by Aug 24th. ST agreed that she should order 10% more than 2013.
 - ii. Patty will get a local company to bid event medallions.
 - iii. Patty/Elly are planning food for 2014 events to be the same as last year.
 - d. Venues – Scott
 - i. Scott to confirm the dates and locations of event planning meetings once he talks to schools.
 - e. Awards & Judging – Linda S asked if the Steering Team agreed that 2014 awards would be as listed below.
 - i. Awards for 2014 -
 - 1. Game Awards – 1st, 2nd, 3rd place
 - 2. BEST Robotics Finalist – 4th Place (Game)
 - 3. BEST Awards – 1st, 2nd, 3rd place
 - 4. Special Awards
 - a. Founders Award for Creative Design
 - b. Most Robust Machine
 - c. BEST Craftsmanship Award
 - d. BEST Sportsmanship Award
 - e. BEST Rookie Team
7. New Business – Carolyn
- a. Lori advised that she will ask BOD for approval for the following upcoming Outreach events:
 - i. STEMosphere on Sept 27 at the University of Denver
 - ii. Erie Air Fair on Aug 9.
 - iii. RM BEST purchase of exhibit table cover
8. Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn/ Scott	9/26/13	4/8/13 4/23/14	Update the Pit Rules and send to Steering Team for review.	3/27: new date requested.

Name	Date Assigned	Due Date	Action	Status
		2/20/14 6/19/14 8/28/14		
Jose	3/27/14	4/5/14 6/19/14 7/24/14	Work with MSU Denver to get free or discounted parking for TMI and Game Day.	5/15/14 status: in work
Scott	3/27/14	4/15/14 6/19/14 01/2015	Send Linda K a job description and skills for the TMI co-lead position	
Scott	3/27/14	4/13/14 6/19/14 7/24/14	Scott will work with Dave Wilkerson to get the Twin robots ready to use.	5/15/14: We want to get the MSU Denver students involved with this project. 6/18/14: We're getting the robots from Dave Wilkerson and Carolyn is asking the MSU Denver Protobot team if they can fix them.
All ST	3/27/14	4/15/14 6/19/14	Review /edit draft Emergency Preparedness Procedure, r4 and provide comments to Linda King.	6/18/14: DONE
Scott	3/27/14	6/30/14	Update Event Master Plans and add to Dropbox	6/18/14: DONE
Lori	5/15/14	5/31/14 6/30/14	Send Patty the Tax ID letters.	
Carolyn	5/15/14	5/31/14 6/30/14	Contact the MSU Denver students that are building the Protobot to set up a time to meet to discuss requirements and the deadline of 8/23 to complete the build.	
Lois	5/15/14	6/19/14 7/24/14	Send out Prototype Event Summary to ST	6/18/14: in work
Patty / Linda /	5/15/14	8/31/14	Add to Game Day Program a description of Tim's audience interaction while scores are being tabulated. Also add this to Game Day Event Master Plan	
Carolyn	5/15/14	7/24/14	Talk to Tim about the above assignment.	
Scott / Tim	5/15/14	8/31/14	Explore the concept of a Pit Boss "Answer Person" that will sit in the pit on Practice and Game days that can clarify rules for teams as required. (AAR #16)	6/18/14: Scott and Carolyn agreed that an additional person would be assigned that would know the rules for the game, compliance, scoring that would sit with the scorekeepers. JoAnne has volunteered for this position and Linda S will create a notebook of readings for

Name	Date Assigned	Due Date	Action	Status
				JoAnne.
Scott	5/15/14	7/24/14	Arrange Event Planning sessions Aug 6 or 7 for Kick Off Event Planning Mtg from 11am – 3:00pm at South High School; Sept 15 or 17 for Practice Day at TJ; Sept 22 or 24 for Game Day at MSU Denver.	6/18/14 status: Scott will confirm final dates once he has talked with the schools.
Carolyn	6/18/14	7/31/14	Schedule a meeting with Connor Duchen re: website. Invitees Carolyn, Lois and Scott.	
Carolyn	6/18/14	7/15/14	Finalize ST Emergency Preparedness	6/18/14: DONE
Carolyn / Linda K	6/18/14	6/30/14	Linda K to draft Protobot team to invite them to help at TMI, to ask them to fix the “twins” claw and give them deadline to finish Protobot.	

9. Upcoming Meetings:

- a. 2014 Steering Team Meetings – 6:30pm - 8:45pm; 4th Thursday of every month; generally held at the Daniels Fund Building
 - i. July 24
 - ii. August 28
 - iii. September 25
 - iv. October 23
 - v. November – TBD (4th Thursday is Thanksgiving)
 - vi. December – TBD
- b. 2014 Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
 - i. July 17 – NEW DATE
 - ii. September 18 – NEW DATE
 - iii. November 13

Meeting Adjourned at 8:47pm
Respectfully submitted,
Linda Scott
Secretary