

Minutes

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

July 24, 2014

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

Teleconference Information: (carolyn.bauer@comcast.net – password: r***0):
Please join my video meeting, Thursday, July 24, 2014 at 6:30pm Mountain Daylight Time at <https://global.gotomeeting.com/join/417918053> . *Recommend using a headset with microphone for best results.*

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

1. Carolyn led a review of the agenda.
2. **Patty made a motion to approve the 6/19/14 Steering Team Minutes. Scott seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the Budget vs Actuals through 7/3/2014.
4. Executive Director's Report – Jose verified that the cut-off for 2014 competition on Eventbrite is 9/1/14.
5. Hub Director's Report – Carolyn
 - a. TMI Outbrief Summary – Carolyn thought TMI was great. Many thanks to Scott, the ST and all committee volunteers for the great efforts.
 - i. Send suggestions for 2015 TMI Scott by Aug 14.
 - ii. Write thank you notes for Jeff Forrest, TJ Cecino and Alex Tucsonant (sp?). Patty to send Linda S a sample certificate; Lori to design the supporter appreciation gift (consider framing). Lori to coordinate with Scott giving the document to Alex and TJ. Jose to give to Jeff.
 - iii. Scott has asked that the following two roles be added:
 1. Event Set-up and Tear-down Coordinator
 2. TMI educator for TMI co-lead – Linda S to contact two recommended teachers.
 - b. Club Workshop Closure & Move update
 - i. Red Kits will be finalized upstairs
 - ii. Blue Kits will be finalized downstairs
 - iii. ST agreed our new name for CW as BEST Workshop.
 - c. Connor/website meeting outbrief
 - i. Lois, Scott, Carolyn and Connor met for a training session in July.

- ii. Carolyn requests ST to review RM BEST website and let Carolyn if anyone sees any updates and to send them to the three above for modifications.
 - d. Date Change Request for 8/28/14 ST meeting – ST approved 8/21/14 meeting date. Linda to confirm Daniels Fund is available.
- 6. Teacher / Mentor Institute (July 21/22 at MSU Denver) – Scott
 - a. Status report – Scott
 - i. Scott personally thanks all folks involved planning and implementing TMI.
- 7. Prototype Game Summary Report – Linda K / Lois presented the following comments on the 2014 Protogame
 - a. BRI recommend Hub’s recognize national sponsors. We agreed to include in Game Day program (Patty) and in Newsletter that includes results (Linda King).
 - b. Linda King –Volunteermatch.org is a tool anyone can use to get people involved – investigate
 - c. Lois Walton – Budget - Cisco Webex is available for “web conferencing combines file and presentation sharing with voice, HD video and new Meeting Spaces. We’ll ask Greg Young if we can schedule repeating Board / Steering Team meetings.
 - d. Linda Scott- Software Licenses - New- electronic signature for license. Carolyn explained this has worked nicely for Hub Licenses.
 - e. Lois / Carolyn to add BRI Dashboard user accounts for MSU Students & Dave Porter
 - f. Lois Walton – Scorekeeping - National instruments hardware was sent several years ago for electronic scoring. Reminder that this will be used in this year’s game.
 - g. Lois Walton – Web Site - One of the Mississippi hub personnel got an 8 minute video from BRI website a number of years ago and still uses it because it has interviews with students, parents, industry, teachers, donors etc. The part that Lois noted was different from RM BEST video was the interviews with industry representatives. Have asked for a copy as it is not on the web anymore. (Linda S to write Kathy to get permission from BOD for creating marketing video this year in this format)
 - h. Linda King – Volunteers - Suggestion of having students from the university / junior college contact the teachers of the middle/high schools to volunteer to help them out. (Give them a list of the schools participating.) Could count as community outreach time for students.
 - i. Linda King – Newsletter - Send your newsletters to industry reps so they can see what you are doing at various times of the season. Perhaps they will find ways to participate besides \$. It also lets them know how their \$ are being used all year instead of just at the event. Consider special mailing in November with Game results.
 - j. Linda King – BRI Board or committee is considering asking teams to pay to participate. RM BEST not in favor of this idea.
 - k. Linda Scott – Software Licenses - Licenses to now be available 12 month long so licenses would always be available for a school to use if they continued to participate.
 - l. Explanation of how educational institutions lead a hub: use student labor, no Protobot for Kick Off, use shop for game field build, stable base of sponsors from school / community, kits purchased by school purchasing, etc.
 - m. Linda King – BRI Board - Committees- report to board to make recommendations, new goal is to expand BEST and one way is through reinvigorated committees,
 - i. Improve PR and national funding and scholarships
 - ii. Education - co-curricular
 - iii. Policy - girl scouts, multiple teams per school

- iv. Hub - license agreement cost concerns- mini grant, national sponsors, how to improve? , losing hubs
 - v. Game - easier vs harder
 - vi. Kits- sensors
 - vii. Awards
 - n. Steering Team - SIMULINK has a video for Kickoff, ST to review prior to Kickoff prep meeting to see whether we want to use it. See bestrobotics@Mathworks.com
 - o. Linda King / Jose Lopez – Volunteers / Schools – BRI Policy Committee is pursuing Child protection training - “no single adult with child”, documentation.
 - i. FYI - US FIRST References - <http://www.usfirst.org/aboutus/youth-protection-program> (including <https://www.youtube.com/watch?v=edfJT6ILCDc> (8 minute video))
 - ii. Discussion recommending we include this into our processes ASAP.
 - p. Linda King – Note that some hubs have a very low number of volunteers for events.
 - q. Jose Lopez – Game Creation – Attend a Game Weekend event before we ever consider creating an annual BRI game
8. Committee Reports
- a. Game - Carolyn
 - i. Game Field – Carolyn / Mike King – final release of drawings is scheduled for 7/25/14, although we expect it may be later than that.
 - ii. Protobot Update – Carolyn is coordinating with David Simmons to pick up Prototype Kit.
 - iii. Kits
 - 1. Order Placement – going well
 - 2. Returnable Kit Testing - Scott wrote a procedure and completed the testing except for a few small items sent to VEX requesting repair. ST agrees this was an excellent way to do the testing. Intellectual property?
 - b. Volunteer Interface – Linda K
 - i. Event Volunteers – Linda K will lead a discussion on assignments at the Kick Off planning session in August. ST reviewed the 2013 presenters and Linda K asked for ST to contact her with any changes. The list discussed is in the Dropbox for further review.
 - ii. TMI follow-up
 - 1. Send suggestions for volunteering change to Linda K.
 - 2. Change "Breakfast and Lunch" to "Light breakfast and Lunch?"
 - 3. Other Actions from TMI:
 - a. TJ High School - no power tools in gym?
 - b. Schoology Resource for Teachers
 - c. Scott Aurand, Loading dock congestion on game day concern
 - d. Recommend Phillips head screws rather than flat head screws
 - e. Linda K to cancel registration for those who did not attend
 - f. Mike and Linda to send Jose Photos for MSU
 - iii. July Newsletter in work.
 - c. Events – Patty
 - i. 2014 Sponsors for T-shirts and Game Day Program
 - 1. Do not include national sponsors on T-shirts but include them on Game Day Program
 - 2. Medallions ordered – 35 of each type

3. Elly contacted Pizza restaurant for Game Day and Subway for Kick Off and Practice Day
 - d. Venues – Scott
 - i. Scott to confirm the dates and locations of event planning meetings. All ST should attend.
 - ii. July Event actions:
 1. Certificate of Liability – Carolyn to contact Robin Fenton
 2. Scott to order trucks and screens for all events
 3. Scott is scheduling walk-throughs
 4. Scott to update Event and Master Plans
 - e. Awards & Judging – Linda S
 - i. ST agreed on the following new awards ST for 2014
 1. BEST Notebook for a team not competing for BEST Award
 2. Most Photogenic Robot Award
9. New Business – Carolyn
- a. Outreach – Lori
 - i. BOD Approved Upcoming Outreach Events
 1. Erie Air Fair on Aug 9 (Scott is POC for volunteers)
 2. STEMosphere on Sat, Sept 27 at the University of Denver (Lori is POC for volunteers)
 - ii. Table Cover/Retractable Banner Status – BOD approved purchase – send Lori suggestions regarding color and content – Scott add to agenda for Kick Off planning meeting
 - iii. 21st Century Community Learning Centers (21st CLCC) 2014 Workshops – Linda K has sent an email to get more info and will coordinate with Lori
 - iv. Twin Robot Status – Carolyn still working
 - v. Business Card templates in Dropbox for people to update and print their own

10. Action Item Status:

Name	Date Assigned	Due Date	Action	Status
Carolyn/ Scott	9/26/13	10/8/13 1/23/14 2/20/14 6/19/14 8/28/14	Update the Pit Rules and send to Steering Team for review.	3/27: new date requested.
Jose	3/27/14	4/5/14 6/19/14 7/24/14 9/30/14	Work with MSU Denver to get free or discounted parking for TMI and Game Day.	5/15/14 status: in work 7/24/14 status: Free parking obtained for TMI. Jose working parking for Game Day.
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	
Carolyn	3/27/14	4/13/14 6/19/14 7/24/14 8/21/14	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

Name	Date Assigned	Due Date	Action	Status
				robots from Dave Wilkerson and Carolyn is asking the MSU Denver Protobot team if they can fix them. 7/24/14: Carolyn emailed, no feedback yet.
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
Lori	5/15/14	5/31/14 6/30/14	Send Patty the Tax ID letters.	7/24/14: DONE on 6/20/14.
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.	7/24/14: DONE: no feedback yet
Lois	5/15/14	6/19/14 7/24/14	Send out Prototype Event Summary to ST	6/19/14: DONE
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.	7/24/14: DONE. No feedback yet.
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 JoAnne.
Scott	5/15/14	7/24/14 8/21/14	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.	7/24/14/14 status: Scott will confirm final dates once he has talked with the schools after 8/1/14 when they return to school.
Carolyn	6/18/14	7/31/14	Schedule a meeting with Connor Duchon re: website. Invitees Carolyn, Lois and Scott.	7/24/14: DONE: Meeting 7/10 @ 1pm with list emailed.
Carolyn / Linda K	6/18/14	6/30/14	Linda K to draft Protobot team to invite them to help at TMI, to ask	7/24/14: DONE: No feedback yet.

Name	Date Assigned	Due Date	Action	Status
			them to fix the “twins” claw and give them deadline to finish Protobot.	
Linda K	7/24/14	8/8/14	Contact Mica Storie at Mountain Vista (Highlands Ranch) to discuss having her new school compete in 2014..	
Linda S	7/24/14	7/26/14	Bring JoAnne hard copies of 2014 Rules	
All ST	7/24/14	8/14/14	Send recommendations for 2015 TMI to Scott	
Linda S	7/24/14	8/21/14	Add item to agenda item to discuss 2015 TMI recommendations	
Linda S / Lori	7/24/14	8/9/14	Design appreciation certificate for TMI hosts from MSU Denver	
Linda S	7/24/14	8/21/14	Contact potential educators for 2015 TMI co-leads	
Carolyn /Lois	7/24/14	8/9/14	Add Dave Porter and MSU Denver Protobot team to BRI Dashboard	
Linda K / Carolyn	7/24/14	9/6/14	Add US FIRST video training to RMB website requesting all volunteers to review regarding Child Protection. http://www.usfirst.org/aboutus/youth-protection-program (including https://www.youtube.com/watch?v=edfJT6ILCDc (8 minute video)	
Lois	7/24/14	9/6/14	Confirm emergency support volunteer (s) 2014 Events	
Carolyn	7/24/14	9/6/14	Obtain 2014 Certificate of Liability from BRI (Robin Fenton)	
Linda S	7/24/14	7/31/14	Send email to Kathy asking her to get permission from BOD for creating marketing video this year in this format)	
Linda K	7/24/14	TBD	Contact RM BEST student volunteers and ask them to contact the teachers from the middle/high schools to volunteer to help them out. (Give them a list of the schools participating	

11. Upcoming Meetings:

- a. 2014 Steering Team Meetings – 6:30pm - 8:45pm; 4th Thursday of every month; generally held at the Daniels Fund Building
 - i. August 21 (Note New Date)
 - ii. September 25
 - iii. October 23

- iv. November – TBD (4th Thursday is Thanksgiving)
- v. December – TBD
- b. 2014 Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
 - i. September 18 – NEW DATE
 - ii. November 13

Meeting Adjourned at 8:46pm
Respectfully submitted,
Linda Scott
Secretary