

# Minutes

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

Thursday, August 21, 2014 - 6:30pm

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	t = telecon attendee	

Teleconference Information: (carolyn.bauer@comcast.net – password: r\*\*\*0):

Please join my meeting, Thursday, August 21, 2014 at 6:30 PM Mountain Daylight Time. <https://global.gotomeeting.com/join/772371205>. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. Dial +1 (872) 240-3301 (Long distance charges will apply unless you have a free long distance plan on your telephone. Access Code: 772-371-205. Audio PIN: Press #.

Carolyn called the meeting to order at 6:31pm.

1. Review Agenda – Carolyn asked that make changes to the Agenda throughout the meeting.
2. **Patty made a motion to approve the 7/24/14 Steering Team Minutes. Lois seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the Budget vs Actuals through 8/17/2014.
4. Executive Director's Report – Jose
  - a. 2014 Eventbrite Game Registration Status - 32 schools have registered and there are three on the waiting list. Two on waiting list have registered and one just called today 8/21) and will register.
  - b. Jose will add a statement to the Teacher Newsletter No 4 (Aug 29 release) to remind Teachers that they must attend Kick Off or notify Jose if they are not attending or their Kit will be given to a wait list school.
  - c. All registered teams are invited to Kick Off. 33<sup>rd</sup> team will be given a Kit and will be invited to compete if a team drops at any time during the season.
5. Hub Director's Report – Carolyn
  - a. Carolyn led a status review of the Kickoff Master Plan. There were no major issues with actions and due dates. Reminders were given to the team on items that were past due. Everyone has access to the Master Plan in the Dropbox. The Date/Time for Denver South Walk-through is still pending and will be resolved.
  - b. Potential Kickoff Fundraiser: King Soopers Card. No volunteer from ST; but ST suggests that this be a Game Day and / or Practice Day & Game Day activity. Carolyn will notify Kathy Geise about this suggestion.

- c. Dropbox for Teacher's USB information – Carolyn would like all documents that need to go on the Teacher's USB to be stored on a Dropbox she has set up. Linda S will do the same for items for the teacher packet to be printed.

6. **(45 min)** Committee Reports

a. Game – Carolyn **(10 min)**

i. Game Field – Carolyn / Mike King

1. Planning to take only 1 quadrant to Kickoff.
2. The Game Field Drawings released in early August and the Game Field team is doing great. Many parts are complete and delivered to BEST Workshop.
3. The Game Field will be integrated and set-up in our upstairs space at BEST Workshop.

ii. Protobot Update

1. Dave Simmons sent a video showing the current build progress of the Protobot. Their plan is to work on Aug 26/27 and finish the Protobot.

iii. Kits

1. Red Kits are complete and zipped. Blue kits will be 99% done on Aug 25.

iv. SW Licensing – change in 2014 to RobotC license – will only be for 30 days from date of registration; then 50% discount offered on purchase.

b. Volunteer Interface – Linda K

i. Progress

1. Added 7 new volunteers emails to contact list in last 30 days and 2 unsubscribed
2. Have ~27 volunteers lined up. Continuing to follow up with ~15 volunteers with no response- list provided- below
3. Estimate ~30 for Breakfast and 30 for Lunch
4. Started discussing with volunteers about supporting Practice and Game days.

ii. Plans

1. Finalize Kick Off volunteers, Reminder email to volunteers, Prepare volunteer materials for Kick Off
2. Review Game Presentation charts
3. Contact special guests for Kick Off.

iii. Concerns

1. Kick Off Friday Move Help - asked Jose to get students, contacted Mines students and waiting for reply.
2. Kick Off Protobot - asking 2 Protobot students to attend Kick Off waiting for reply
3. ST discussed possible candidates for Practice and Game Day announcer, Parts Depot and Referees.
4. Kick Off First Aid - Lois pursuing several options with Elly's help. Lois has confirmed Denver Health Paramedics will support Game Day as Outreach.

c. Events – Patty

- i. Confirmed that the medals will be here in September.
- ii. The Celebration Luncheon is November 2nd at Maggiano's (10am-2pm)

- iii. Food is planned for both Practice Day and Game Day
  - iv. Patty will get the final list of enrolled schools on the Aug 29<sup>th</sup> and will start working the name tags this week.
  - d. Venues – Scott
    - i. Scott to confirm the dates and locations of Practice Day and Game Day planning meetings and walkthroughs. He'll notify ST through emails.
  - e. Awards & Judging – Linda S
    - i. Another Special Award – Blood, Sweat & Duct Tape Award was recommended. ST decided to discuss again in 2015.
    - ii. Change in 2014 A & J Policy, Part I is that teams will be allocated an 8' x 8' x 8' space at regional championships. ST agreed RM BEST change our space requirement so teams moving forward to regionals don't need to make major changes.
    - iii. ST agreed that the title for the top Notebook Award will be "Project Engineering Notebook" award. The description of the award in the program will be *"This award is given to the team with the highest scored Project Engineering Notebook for a non-BEST Award winning team"*.
7. New Business – Carolyn
- a. Outreach – Lori
    - i. Lori provided a short summary of the Erie Air Fair (soft copy sent to ST on 8/21/14 via email). Highlights:
      1. Approximately 111 kids ran the robot.
      2. 59 adults received brochures.
      3. Four people signed the contact list and Lori provided the contact information to Linda K.
    - ii. STEMosphere on Sept 27 at the University of Denver – participation is still under consideration.
    - iii. Table Cover/Retractable Banner Status – in process
    - iv. 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CLCC) 2014 Workshops – Linda K is still working this.
    - v. Twin Robot Status – Carolyn received an email on 8/21 from Dave Wilkerson and she is making arrangements for pickup.
  - b. TMI – Scott
    - i. Discuss 2015 ST recommendations – Scott (Tabled until Jan 2015 ST Meeting).
      1. Joel Noble has accepted 2015 TMI co-director
    - ii. Certificates of Appreciation – Linda/Lori created the certificates and they were reviewed during the meeting. Scott and Jose will present them to the MSU Denver staff in person at an upcoming staff meeting.
    - iii. Survey Monkey Status – Carolyn (Tabled until Jan 2015)
  - c. Plaque for 5 year teams – Patty will do the design the plaque
    - i. Floor Boss or Kathy Geise will make presentation at Game Day
8. Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn/ Scott	9/26/13	<del>10/8/13</del> 4/23/14 <del>2/20/14</del>	Update the Pit Rules and send to Steering Team for review.	3/27: new date requested.

Name	Date Assigned	Due Date	Action	Status
		6/19/14 8/28/14 9/25/14		
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 9/25/14	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 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. 8/21/14: Carolyn still working; rec'd email from Dave today.
Patty / Linda /	5/15/14	8/21/14 9/20/14	To Fill Time prior to Game Day award announcements, add two tasks into Game Day program: 5 year award and Mascot Introduction and Competition. Also add this to Game Day Event Master Plan	
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. 8/21/14: DONE
Scott	5/15/14	7/24/14 8/21/14 8/29/14	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	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. 8/21/14: Kickoff Plng session

Name	Date Assigned	Due Date	Action	Status
			Denver.	held via telecom on 8/7/14.
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..	8/21/14: DONE
Linda S	7/24/14	7/26/14	Bring JoAnne hard copies of 2014 Rules	8/21/14: DONE
All ST	7/24/14	8/14/14 9/25/14	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	8/21/14: DONE
Linda S / Lori	7/24/14	8/9/14	Design appreciation certificate for TMI hosts from MSU Denver	8/21/14: DONE
Linda S	7/24/14	8/21/14	Contact potential educators for 2015 TMI co-leads	8/21/14: DONE – Joel Noble
Carolyn /Lois	7/24/14	8/9/14	Add Dave Porter and MSU Denver Protobot team to BRI Dashboard	Status: OBE. They prefer emails / Dropbox info from Carolyn.
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. <a href="http://www.usfirst.org/aboutus/youth-protection-program">http://www.usfirst.org/aboutus/youth-protection-program</a> (including <a href="https://www.youtube.com/watch?v=edfJT6ILCdc">https://www.youtube.com/watch?v=edfJT6ILCdc</a> (8 minute video)	8/21/14: Closed for ST and Carolyn is going to move this to BOD.
Lois	7/24/14	9/6/14	Confirm emergency support volunteer (s) 2014 Events	8/21/14: Lois is working
Carolyn	7/24/14	9/6/14	Obtain 2014 Certificate of Liability from BRI (Robin Fenton)	8/21/14 Status: Carolyn entered all venue info. BRI will issue certificates prior to Kickoff. Carolyn will forward as soon as they arrive.
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)	8/21/14: DONE. Linda sent email to Kathy on 7/26/14.
Jose	7/24/14	TBD	Contact RM BEST student volunteers and ask them to contact teachers of the middle/high schools to volunteer to help them out. (Give them a list of the schools participating)	8/21/14: Actionee changed to Jose.
Carolyn	8/21/14	8/31/14	Advise Kathy G that ST recommends that the King Soopers Card Fundraiser be conducted at Practice Day and Game Day.	
Linda /	8/21/14	8/28/14	Include SW Licensing information	

Name	Date Assigned	Due Date	Action	Status
Carolyn			in the appropriate Kick Off Breakout Session chart packages.	
Patty	8/21/14	8/26/14	Get pricing for collared t-shirts and communicate with ST for orders.	
Linda	8/21/14	01/2015	Add TMI Feedback and Survey Monkey results to January 2015 ST Agenda	
Patty	8/21/14	9/20/14	Design the plaque for the 5 year teams for presentation at Game Day	

9. 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. September 25
  - ii. October 23
  - iii. November – TBD (4<sup>th</sup> Thursday is Thanksgiving)
  - iv. 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. September 18 – NEW DATE
  - ii. November 13

Meeting Adjourned at 8:47pm

Respectfully submitted,  
Linda Scott, Secretary  
Rocky Mountain BEST