

Minutes

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

Thursday, September 25, 2014 - 6:30pm

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

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

1. Please join my meeting, Thursday, September 25, 2014 at 6:30 PM Mountain Daylight Time. <https://global.gotomeeting.com/join/181958365> . Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. Dial +1 (872) 240-3412 (Long distance charges will apply unless you have a free long distance plan on your telephone. Access Code: 181-958-365. Audio PIN: Press #.

Carolyn called the meeting to order at 6:35pm.

1. Agenda Review – Carolyn asked for any agenda items changes.
- 2. Lori made a motion to approve the 8/21/14 Steering Team Minutes. Scott seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the Budget vs Actuals through 9/15/2014.
4. Executive Director's Report – Jose
 - a. We have 32 teams and 1 on Standby for 2014 Game.
 - b. Currently 3 teams have requested bus parking passes for Game Day.
5. Hub Director's Report – Carolyn
 - a. Kickoff Summary Report – Linda K
 - i. Great 2014 Kickoff Event on 6 September at South HS with 33 teams attending and 37 awesome volunteers and around 300 in audience.
Positive areas:
 - Concession sale was successful for the Girls Gymnastic Team - lots of kids and adults bought food from them prior to start, at breaks, and afterwards.
 - Prototype team did an outstanding job with the robot which was excellent for demonstration
 - Enough volunteers with perhaps too many runners but pad if some volunteers signed up but did not attend. All seemed to attend plus a few more who did not sign up in advance.
 - As always, Patty and Elly did a great job with food. Liked the burritos.

- Mike King setup position very helpful with Scott McEwen able to focus on AV and Mike on setup
- Additional room chairs helpful but did not appear to be needed
- Interstate restaurant food and service was excellent
- Set up went very smoothly on Friday (kits and carpet rolled out and hospitality) and on Saturday (AV and game field and breakout rooms and lobby) so we were done early both days.
- South HS was great! As an example, Mike King was able to get them to open fuse box to dim lights in gym.

Improvement areas

- Recommend determining prior to Kickoff for the breakout rooms: connectivity requirements for volunteer Computer laptop and breakout session room projector and also any cable requirements and availability. Also recommend early technical volunteer verification of connectivity to allow time to resolve problems.
- Recommend doing a quick Kickoff Event Presentation dry run with the charts and each presenter the morning of Kickoff.
- Need large size wooden door stops to keep doors open at school - 8 enough?
- Several people suggested making available for sale our volunteer T-shirts
- Concession Boosters are independent from school. When we ask if school is interested in selling concessions, make sure we provide them information on student start and stop times and number of people, and that we ask for information on the items available and their price to send to schools.
- To prevent dance room from being left unlocked overnight, we need to make sure the door is propped open during the time we use the room and locked at the end of set-up.

b. Practice Day Event Planning Questions

- Rules & Policy Support – JoAnne will use the Pit Copy of Scott's Binder for reference during the events.
- Discussion about number of cords and power strip requirements – Carolyn is going to buy a few more for the extra tables in the pit.
- Discussion about how to manage Open Practice by the Staging Crew to ensure smooth flow of staging process. Teams and Refs and Staging (Staging Crew confirms Robot Compliance is complete & manages open practice (in the hole and on deck & monitors) using Open Practice Tally & short description of open practice process. ??? to ask John Barber to write a short description.
- It was decided that Pit Entry Control begins at 11:30am.

c. Game Day

- King Sooper's Card Sale – Pamela Gould will coordinate this on Practice Day and Game Day.
- Chocolate Candy Bar Sales – Practice Day and Game Day
- VIP Tour at Game Day – Kathy Geise is working with the Missile Defense Agency contact, LaRonda Conley, going to create some excitement around starting Colorado Springs Hub by offering a VIP tour to Colorado Springs people. Kathy and Jose will lead the tour from 9am – Noon. Trinidad may

also send a rep. Kathy may also expand and invite other VIPs. Kathy & Jose will manage this activity.

6. Committee Reports
 - a. Game – Carolyn
 - i. Game Field – Carolyn – new document about game field changes & we're waiting for scoring software. Carolyn will coordinate setup of field in Prism Workspaces with Dan Stramiello.
 - b. Volunteer Interface – Linda K
 - i. Linda sent an initial list two days ago and there has been no response so it is requested that all ST review the list and send updates to Linda K.
 - ii. Practice Day Set-up Dinner – we'll bring in Pizza and Linda S will coordinate.
 - iii. Linda K asked Jose to help identify potential referees.
 - c. Events – Patty
 - i. Patty is traveling until Oct 10 – Linda S is coordinating Game Day Program in her absence. She needs all inputs by October 1st for submittal to Nancy Maysmith
 - ii. The Celebration Luncheon is November 2nd at Maggiano's in the DTC (10am-2pm)
 - d. Venues – Scott
 - i. Practice Day walkthrough / venue status
 1. Scott – Confirmed there are two entrances to the Pit at TJ on Practice Day. It is difficult to get Pit Entrance Monitors. Kathy recommended a call to audience for volunteer support if we need it. It's good to reach out to your hub community for help.
 - ii. Game Day walkthrough / venue status
 1. Scott recommended the week of Oct 6th if the week date/time for Game Day Event Planning Session, if it is needed.
 - iii. Event Set-up – Mike King
 1. There are enough power outlets for the Exhibits in the Events Center.
 2. Mike volunteered to support Scott while he's on the Colorado State Business Roundtable trip.
 - e. 2014 Video plans – Linda S – there will be a 2014 Video that is being coordinated with Audrey Strong and Dave Stevens. Major sponsors are being asked to participate this year.
7. **(30 min)** New Business – Carolyn
 - a. Outreach Status & volunteer request – Lori
 - i. STEMosphere on Sept 27 at the University of Denver – all plans in place for a successful outreach activity.
 - ii. Colorado State Business Roundtable (CSBR) – Sept 29-Oct 2 – Scott McEwen will be attending.
 - iii. Colorado Science Conference Sat, Nov 22 – Kathy setup, Lois and Carolyn are participating.
 - iv. Learning Centers (21st CLCC) 2014 Workshop – Linda K sent another email to get more inputs but we've heard no additional information so she's going to call. She's also going to follow-up with Robin Fenton at Jubilee BEST to let her know our status with 21st CLCC.

- v. Twin Robot Status – Goal is to have twin robots ready by Colorado Science Conference, Nov 22.

8. Action Item Review – Carolyn

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 9/25/14	Update the Pit Rules and send to Steering Team for review.	Status: Done. Scott & Carolyn modified & delivered to Patty.
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.	Status: DONE. Jose got parking for volunteers and schools for both events.
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.	9/25/14: DONE. Twin robots at Club workshop awaiting Protobot team to modify arm / claw.
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	9/25 Status: DONE. Linda S updated the Game Day Program. The Five Year Award was not added because it is part of the Awards Ceremony section.
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 Denver.	Status: DONE Kickoff & Practice Day planning done via GoToMeetings. Game Day visit 9/25/14.
All ST	7/24/14	8/14/14 9/25/14 01/15	Send recommendations for 2015 TMI to Scott	
Lois	7/24/14	9/6/14	Confirm emergency support volunteer (s) 2014 Events	9/25/14: Lois is working.
Carolyn	7/24/14	9/6/14	Obtain 2014 Certificate of Liability from BRI (Robin Fenton)	Status: DONE. All received and saved in Dropbox & distributed to Steering Team
Jose	7/24/14	TBD	Contact RM BEST student volunteers and ask them to contact teachers of the middle/high schools	8/21/14: Actionee changed to Jose. OBE.

Name	Date Assigned	Due Date	Action	Status
			to volunteer to help them out. (Give them a list of the schools participating)	
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.	Status: DONE:
Linda / Carolyn	8/21/14	8/28/14	Include SW Licensing information in the appropriate Kick Off Breakout Session chart packages.	Status: DONE.
Patty	8/21/14	8/26/14	Get pricing for collared t-shirts and communicate with ST for orders.	9/25/14 Status: DONE. T-shirts ordered and made available on 9/5/14.
Linda	8/21/14	01/2015	Add TMI Feedback and Survey Monkey results to January 2015 ST Agenda	Status: Move to BOD agenda and/or TMI Committee agenda.
Patty	8/21/14	9/20/14	Design the plaque for the 5 year teams for presentation at Game Day	Status: DONE.
Carolyn	9/25/14	10/11/14	Bring prior year T-shirts to Practice Day and Game Day to sell	
Scott	9/25/14	10/11/14	Prepare the Field and Pit Rules Binders	
Carolyn	9/25/14	10/1/14	Get Scitor and Jeppesen full page ad copy and provide to Linda S	
Lois	9/25/14	10/1/14	Get names of Feb 2014 Boosting BEST support and add to Game Day Program list.	

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. October 23
 - ii. November 20 – post season & 2015 budget discussion (NOTE NEW DATE)
 - iii. December – TBD
- b. 2014 Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
 - i. November 13

Meeting Adjourned at 8:50pm

Respectfully submitted,
Linda Scott, Secretary
Rocky Mountain BEST