

Minutes
Rocky Mountain BEST (Boosting Engineering, Science and Technology)
Board of Directors Meeting
Daniels Fund, 101 Monroe Street, Denver 80206

Thursday, March 19, 2015, 6:30 pm

Board Members:		Jose Lopez	Y
Carolyn Bauer	Y	Linda Scott	t
Tim Bouvia	Y	Lois Walton	y
Kathy Geise	y		
Scott McEwen	t	Linda King	t
		t = telecon attendee	

Kathy called the meeting to order at 7:50pm.

1. We reviewed today's agenda for changes.
2. **Lois made a motion to approve the February 12, 2015 BOD meeting minutes. Tim seconded and the motion passed.**
3. Lois led a discussion of the March 14, 2015 Treasurer's Report. **Carolyn made a motion that we approve the March 14, 2015 Treasurer's Report. Jose seconded and the motion passed.** The reports include income at Boosting BEST for Front Range BEST and an expense to disburse some of their income to cover their expenses. We requested Lois include another report showing data about fundraising income / disbursements to the Front Range BEST Hub.
4. Fundraising Committee Report – Lois Walton – **included in these minutes.**
 - a. **Boosting BEST Report (was Feb 26, 2015)** Chairpersons – Sabina Kilpatrick & Lois Walton. Sabina created a Boosting BEST handbook. We raised about \$13K that evening with about \$2,500 for Front Range BEST. Lois will report final data soon. Feedback suggested we start planning about 6 months prior to the event to improve it. Some auction items need to be requested months prior to the event. **Action to Kathy.**
 - b. Grant Status – Lois will take over the grant writing lead, replacing Linda Scott.
5. President's Report
 - a. Board development - Tabled
 - b. Branding and marketing - Tabled
 - c. We now have D&O Insurance and Property insurance.
 - d. We have copies of the 2014 video and it is on You Tube. **Carolyn action** to send link to all of last year's teachers.
 - e. 2014 Annual Report shows our hub in District 1 – Gale Fulenwider (River Valley BEST, Ft. Smith).
 - f. Kathy suggests everyone read new BRI documents in Dropbox - RM BEST / Reference Material / BRI Documents: Matching Gift Policy of August 12, 2014; BRI Bylaws – Aug 2014 as of August 12, 2014; 2014 District Alignment Policy of August 25, 2014. These have been copied from BRI Dashboard / Files.
6. Executive Director's report - Jose
 - a. After school programs. Jose may have a mentor for North Middle School. He's going to a MESA (Math, Engineering and Science Achievement) meeting. They might be good partners for our organization.
 - b. Jose is making good progress with the Raytheon-donated computers & downloads from Tech Soup. We have a need for all of them. Fred Ahmad is a new volunteer and will help with computers.
 - c. Team signup: 22 teams signed up, 13 are returning & 9 are new. 19 teams from last year haven't yet signed up. Only 4 teams so far are from Douglas County.
7. RM BEST Hub Program Status – Carolyn Bauer - **included in these minutes.**
 - a. Status of Game schedule – still tentative
 - b. Lease has been signed for workspace at 999 Vallejo.

- c. BRI 2015 Operations Handbook has been updated from 2014.
 - a. BRI Mini-grants– “to support any hubs that are interested in developing products or activities to enhance the implementation of the BEST program or have special logistic or financial situations”.
 - i. Note: Decreasing budget from \$50K to \$15K (therefore able to fund 5 grants).
 - b. BRI Hub Profile webpages on bestinc.org website - first-line link
8. New Hub Development Program– Scott McEwen - **included in these minutes.**
- a. Status –
 - i. Linda K – SoCo BEST status. Kathy Geise asked Linda to chat with Jenn & Debbie about their fundraising status and to encourage them to make it a focus. **ACTION.**
 - ii. Linda K - Pikes Peak BEST status. Working towards 2016 hub status with 12 teams – as a non-profit.
 - iii. Lois / Scott – Front Range BEST status. Tami has asked for info and we’ve been providing it: Fundraising. QuickBooks. Grants. Volunteer interface, etc.
 - iv. Scott continuing to work with Chaffee & Lake Counties & will work with POCs in Sterling & reach out towards the western slope – looking for the right location there.
9. Regional Development Program – Kathy Geise
- a. Kathy and Carolyn listened in on the last BRI Board meeting. Janne Ackerman explained her conversation with Kathy declining our 2014 proposal to host a Regional Championship in 2015. Janne said she thought it was very possible we could become a Regional in the future and that a few BRI BOD members would like to visit this summer to evaluate our status. We need MSU Denver people to be involved by that time.
 - b. **Jose / Kathy coordinate finalizing the MOU with MSU Denver and will send it for final review to our BOD before signing and taking it to MSU Denver for signature. ACTION.**
10. Diversity Committee Report, Linda King, Committee Chair - **included in these minutes.**
- a. More 21st CCLC schools are involved this year than last!
11. TMI Program Report – Scott McEwen - **included in these minutes.**
- a. TMI program involvement with new hubs.
 - i. One day TMI at SoCo BEST in Trinidad June 2. Expenses will be travel to Trinidad. SoCo is handling food. Great news is SoCo people will be doing part of the presentation.
 - ii. Front Range & Rocky Mountain BEST will have a combined TMI. Dates to be determined.
 - b. Scott requests we help find a replacement TMI chair, with Scott coordinating TMI for new hubs. **ACTION**
12. Outreach Program Report – Lori Lazuk / Kathy Geise **included in these minutes.**
- a. Event reports are available in Dropbox
13. New Business:
- a. Diversity Policy – Tabled. Kathy sent ideas to Linda to evaluate. **ACTION**
 - b. Trifold brochure updates – Maysmith Designs will do another update in mid-April with changes. Jeppesen will print on 80# paper and do folding for free. Lois / Carolyn to work with Nancy. **ACTION**
 - c. Rmbest.org link to rockymountainbest.org & update to email addresses now done.
 - d. Tim recommends we allocate some budget from Regional Championship towards New Hub Development this year. The objective to create strong and healthy hubs is a mandate from BRI. We agreed with Tim’s suggestion and suggest everyone (especially Scott) review the RM BEST Budget and Purchasing Policy Ver02, Section 3.0: “Expenses above the budget line amount must be submitted to the Board as a budget modification.” Scott should request a budget modification when he finds activities not currently covered in his New Hub Development Program. **ACTION**
 - d. Trademark for Rocky Mountain BEST – Tim emailed some info about whether we should register Rocky Mountain BEST as a trademark. We don’t think we can change how Amazon Smile displays our information, but Lois will ask to see if she can get clarifying info. Additionally, it seems we don’t need to have a trademark, because we don’t provide goods or services. We might consider registering RMBEST with the Colorado Secretary of state. **His email is included in this meeting’s folder in Dropbox.**
 - e. EST Foundations curriculum evaluation – Dr. Michael Wiene – BEST Dallas – Tabled.

14. Review Action Items (attached)

15. Upcoming Meetings

- a. BOD meetings - every other month on the 2nd Tuesday of the month as follows:
 - i. May 14, 2015
 - ii. July 9, 2015
 - iii. September 10, 2015 – potentially too close to kickoff
 - iv. November 12, 2015
- b. Steering Team meetings - every month on the 4th Thursday of the month as follows:
 - i. March 26, 2015
 - ii. April 23, 2015
 - iii. May 28, 2015
 - iv. June 25, 2015
 - v. July 23, 2015
 - vi. August 27, 2015
 - vii. September 24, 2015
 - viii. October 22, 2015
 - ix. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
 - x. Dec - TBD

16. Action Items for discussion

Assigned	Due	Action	Status
5/8/14	7/17/14	Jose to investigate whether we can fit into the Section M of the types of organizations GM Foundation supports.	Process started 10 May 2014.
11/20/2014	5/14/15	Kathy to communicate with two potential Board candidates, as suggested by Jose and Linda Scott, and to invite them to a Board meeting.	Status: (3/19) Carolyn will talk to one candidate & Jose will talk to two.
11/20/2014	1/1/2015	Kathy to add branding discussion to the Regional Development meeting agenda.	Status: Done.
11/20/2014	1/5/2015	ALL Program / Committee Chairs & President to put new program / committee reports in the appropriate Dropbox folder 5 days (Monday) prior to the upcoming BOD meeting and to notify the President.	Status: Done
11/20/2014	2/8/15	Kathy to create meeting agenda & email reports & agenda to Board so they can prepare for the upcoming Board meeting.	Status: Done
11/20/2014	1/1/2015	Tim, Linda Scott, Lois & Carolyn to be the subcommittee to negotiate / sign the lease for work space.	Status: Move done 1/19/15. Lease signed and in Dropbox.
11/20/2014	Feb 2015	Carolyn, Jose, Scott to determine use and required functionality of the Raytheon-donated computers & get them functional.	Status: DONE. Jose doing computer software. Distribution to be determined by asset mgmt committee.
11/20/2014	1/5/2015	Kathy to form and have kickoff meeting for Regional Championship program.	Status: Do after MOU is signed.
11/20/2014	1/5/2015	Carolyn to modify the org chart to include all known updates, including Kit & Inventory committee.	Status: DONE.
11/20/2014	1/5/2015	Kathy to complete the draft MOU with MSU Denver and distribute.	Status: OBE – see below.

11/20/2014	2/12/2015	Carolyn / Tim / Linda K / Scott to create a policy / process for loaning returnable kits to new hubs that are purchased with grant money to teams. Must include: reporting status to grantor; new hubs requesting kits; managing, tracking, loaning out, receiving back kits; process for ensuring kits are complete and working and / or restored.	Status: in work. Suggest it be more generic & distribute again for review.
11/20/2014	2/12/2015	Carolyn / Tim Linda K / Scott to create policy / process for donating kits to new hubs that are to be taken from RM BEST inventory. Process will include new hubs requesting kits; elimination from inventory; managing, tracking, donating status.	Status: Will do this one when loaning policy is complete.
1/15/15	3/12/15	Kathy to contact Jon Barber to help with marketing for Regional Championship.	Status: OBE in 2015
1/15/15	2/26/15	Scott to invite two new people (as our guests) to Boosting BEST fundraiser. They are potential BOD candidates.	Status: candidates weren't available.
1/15/15	1/23/15	Scott to find the software from Tech Soup mailed to him and to get it to Jose for installation. Scott to change mailing address in Tech Soup to Jose's address, rather than Scott's address.	Status: Done
3/19/2015	8/15/15	Kathy to start BB planning in August	
3/19/2015	4/3/15	Carolyn to send link to 2014 video to 2014 teachers / mentors / Board / Steering Team.	
3/19/2015	4/17/15	Jose / Kathy coordinate finalizing the MOU with MSU Denver and will send it for final review to our BOD before signing and taking it to MSU Denver for signature.	
3/19/15	5/14/15	Everyone to help Scott find a co-lead for TMI who can lead the TMI program in the future.	
3/19/15	5/14/15	Linda K to evaluate whether we need Diversity Policy and to start work on it if she determines we do.	
3/19/15	5/14/15	Lois / Carolyn to work with Nancy of Maysmith Designs to do another update of the trifold. Jeppesen will print on 80# paper and do folding for free.	
3/19/15	5/14/15	Everyone (especially Scott) review the <u>RM BEST Budget and Purchasing Policy Ver02.</u>	
3/19/15	5/14/15	Linda K to chat with Jenn & Debbie about making fundraising a priority.	

The next BOD meeting is Thursday, May 14 at 6:30 pm at the Daniels Fund.

The meeting adjourned at 8:50pm.

Respectfully submitted,
Carolyn Bauer
Secretary, Rocky Mountain BEST

FUNDRAISING COMMITTEE REPORT – submitted by Linda Scott/Lois Walton – 03/18/15

Committee chair:	Committee members:
Kathy Geise	Carolyn Bauer
Grants Subcommittee chair:	Lois Walton
Lois Walton	Linda King
Boosting BEST Subcommittee chair:	
Sabina Kilpatrick	Carolyn Bauer, Patty Gaspar, Linda King, Lori Lazuk, Lois Walton

Fundraising Events:

- **Boosting BEST Thursday, Feb 26, 2015** at Builder’s Appliance Center in Englewood.
 - Lori Lazuk and Lois Walton will co-chair this event next year unless someone else steps forward. Sabina has created and updated a Boosting BEST handbook for the team. There is a copy in Dropbox in: RM BEST / 2015 / Events / Boosting BEST. Suggestions have indicated that we should reserve the location and start planning 4 - 6 months ahead of event to get some of the donations.
 - We raised in the vicinity of 13.5K at this event (2.5K for FR BEST) (Without Matches) Great returns for the snowy night we had!

Fundraising support:

- Funding Development Plan – open. Suggest we pursue Companies as sustaining donors.

Grants Subcommittee:

- Lois Walton is the new Grants Subcommittee Chair.
- Jeppesen – Carolyn and Linda S met with Jeppesen on 2/12 and provided a 2014 year-in-review. We were asked to submit a 2015 grant request for \$7500 which was submitted on 2/25/15.
- Littleton Rotary Foundation – a \$1000 grant for the Game Field is in process and will be submitted by 4/15/15.
- Carolyn recertified Rocky Mountain BEST as a charitable organization in Benevity 3/17/15.

Grants in Process	Responsible	Status	Amount
Quick Foundation --For 2015 operations	Linda S	Submitted March 15, 2014 Awaiting response which was expected at end of 2014	\$3,000
GM Foundation	Jose	Investigating	
Raytheon Company	Linda S	Submitted 1/13/15 for 26 consumable kits. Connie V was notified that we’ve been included in the 2015 grant budget but we don’t know the amount or the date of notification because the budget has not been approved for release.	\$5,720
Ent Foundation Grants – Denver/Firestone Region and Pikes Peak Region.	Linda S	Grants were mailed on 2/4/15 and both were delivered on 2/6/15. Notification is expected by April 15, 2015.	\$4,400 & \$880
Jeppesen, A Boeing Corporation	Carolyn	2015 grant submitted on 2/25/15.	\$7,500
Littleton Rotary Foundation	Carolyn/ Carl	Grant request in process	\$1,000
Other Funding Sources		Status	
Google/Benevity	Carolyn, Lois	Open – continuing. Last donation from them was in January for \$390.	
Kroeger Gift Cards	Pamela	Donating 5% of Gift Card purchases – most recent donation March \$272.50	
Amazon Smile	Tim / Lois	Several are signed up; no \$ yet Have cards to hand out	

HUB PROGRAM REPORT – submitted by Carolyn Bauer 03/19/2015 **New / updated info in red.**

Program Director:	Carolyn Bauer (& Game, Consumable Kits)
Hub Steering Team:	
Lois Walton - Budget	Jose Lopez – School Interface
Linda Scott – Secretary & Awards & Judging	Linda King – Volunteer Interface
Patty Gaspar – Events	Scott McEwen – Venues
JoAnne Fry – Consumable Kit	Lori Lazuk – Consumable Kit
And others	

1. 2014 Regional Championship info:
 - a. Four of the five teams that attended Regionals have provided their trip reports & Carolyn is working to get last one from STEM Academy. Reports will be made available soon.
 - b. Lois reissued a check to Russell MS, which was finally cashed. She requested the original check be destroyed if it is ever found.
2. 2015 Game:
 - a. Pay Dirt trailer is available on the BRI website. It’s about mining and economics.
 - b. Prototype Kickoff was Saturday, March 7 in Kansas City, KS. **No one from RM BEST Hub attended and online videos are difficult to hear.**
 - c. Prototype Game Weekend –April 24 & 25 in Kansas City, KS will be attended by: **Linda & Mike King, Lois Walton and Carolyn Bauer.**
3. Hub Season Event Dates: - **ALL DATES TENTATIVE**
 - a. Kickoff, Saturday, September 12 - probably @ South HS. We have plans to host 24 teams and anticipate this number could grow.
 - b. Practice Day, Saturday, October 17 –@ South HS or TJ HS or Colorado School of Mines -
 - c. Game Day, Saturday, October 24 @ Auraria Campus Event Center
 - d. Celebration – TBD. We are reviewing the effectiveness of this event as a way to thank our volunteers. Feedback is appreciated.
4. Hub Steering Team meetings are monthly on the 4th Thursday of & minutes are in Dropbox.
 - a. Feedback from this year’s hub events have been gathered and will be reviewed and changes implemented.
5. Status of 999 Vallejo Storage space:
 - a. We are paying \$375 rent monthly for our 350 sq. ft. downstairs location at 999 Vallejo St. **Carolyn signed the lease with Barbara Zalewski. It is available in Dropbox.**
 - b. **Gary Pratt built us a workbench & Scott is installing lighting & better access to power.**
 - c. **Carolyn is meeting an inspector Tuesday, 3/24 at 3:30pm regarding Property Insurance.**
 - d. **The roof has leaks and Carolyn is coordinating repair issues with Barbara / Dan.**
6. Inventory Status / Issues. Carolyn believes asset management is a board-level responsibility, so some of these tasks should be moved to a Board committee.
 - a. We currently have 36 used returnable kits which we will inventory, test and maintain. Of these:
 - i. 14 were purchased in 2010 and will be 5 years old this year;
 - ii. 14 were purchased in 2011 and will be 4 years old this year;
 - iii. 0 were purchased in 2012;
 - iv. 4 were purchased in 2013 and will be 2 years old this year;
 - v. 4 were purchased in 2014 and will be 1 year old this year.
 - vi. 11 were purchased LATE in 2014 and will be used first in 2015, so they are currently new kits. These are the Best Buy Loaner kits.
 - vii. The Returnable Kits depreciate over 5 years, so 14 will be valued at \$0 this year, although they have been tested and repaired / replaced every year and work correctly.
 - b. We currently have 11 NEW returnable kits which were recently purchased with funding from a Best Buy Foundation grant. These kits are to loan to new hubs to help get them started. They are labeled and numbered separately from our other returnable kits.
 - c. Scott McEwen will test the 36 returnable kits this year as well as items currently listed as “broken”. **He currently has 24 of them and will finish testing them by end April. Then we’ll give him the rest to test.**

- d. We are in the process of setting up policy / process document for loaning returnable kits to new hubs and for granting fully depreciated returnable kits to hubs, schools, etc.
- e. Raytheon donated 2 desktops, 4 laptops, tool boxes, tools to us in 2014. The appropriate documentation has been given to Lois, so the value of the donated items can be added to our asset value.
 - i. Jose is managing the laptops, installation, usage, etc. with input from Carolyn.
 - ii. Discussions with Lois conclude we should have Jose complete the same work on the two remaining Raytheon laptops. We can / do use 6-7 on Game Day (4 for scoring, 1 for Awards & Judging team, 1 for Floor Boss for reference)

NEW HUB DEVELOPMENT (NHD) PROGRAM REPORT - Submitted by Linda King & Scott McEwen 03/17/2015

Program Director:	Scott McEwen
POCs	
Kathy Geise – Front Range BEST	Linda King – SoCo BEST @ Trinidad State
	Linda King – Pikes Peak BEST
Team Members:	
Carolyn Bauer	Lois Walton
And others	

1. SoCo BEST @Trinidad State-
 1. TSJC President signed the BEST License Agreement
 2. TSJC Website established using brochure info and pictures
<http://www.trinidadstate.edu/programs/soco-best>
 3. SoCo BEST is using Trinidad and Pueblo print media to get the word out
 4. Otero Junior College collaboration ran into issues
 5. Jenn and her husband Andrew (who plans to work game field) are planning to attend the Prototype Game weekend
 6. TMI Tuesday 2 June - one day starting at 9 AM at TSJC
 7. Jenn, Andrew and Krystalee are reviewing Prototype game documents
 8. Carolyn provided information about potential MDA grant
 9. Linda K. explained the differences between FIRST and BEST based on Jenn's question after her discussion with Lockheed Martin Employee
 10. Jenn has worked with David Dominguez on SoCo BEST activities. David has been very helpful and will be available to help at TMI in Trinidad on 2 June.
 11. Carolyn, Lois, Lori, and Scott had a great meeting with Mikela & Phillip Tarlow, to explore ideas to strengthen SoCo BEST in the San Luis Valley.
 12. At Ben Webster's invitation, Scott will lead a 1-hour "BEST" session at TSJC Tech Day in Alamosa on 16 Apr
 13. Lori Lazuk, Joanne Fry, Linda King – Trinidad State's Girls in the Middle Conference for Middle School girls on 17 April.
2. Pikes Peak BEST
 1. Hurrah! - core group of 8 volunteers to set up hub for 2016 competition
 2. Expect to have 12 teams in 2016
 3. Coordinated use of USAFA Facilities
 4. Date for an RM-BEST-led New Hub Workshop is to be determined
 5. Conference call with Dianne Kingsland (STEM Ed Director for STEMSCO.org) to build support for PP BEST; she is developing a program in El Paso CO that could be a good fit for BEST.
3. Front Range BEST
 1. Provided Tami Kirkland with examples of Certificate of Insurance and insurance contact (Robin Fenton/Kellie Andrews) and event Master Plans, as requested by Tami.

2. Tami Kirkland, Greg Gerlich, and Linda King reviewed the RM BEST Volunteer Interface process including Newsletter, Job Descriptions, Training, and Volunteer Spreadsheet. Linda King available for follow up questions and support.
3. Lois Walton is assisting Phil Harvey, FR BEST Treasurer. Will do monthly sessions. Reviewing Toyota grant proposal, as well.

Plans for 2015

1. Return to Chaffee/Lake this summer to help organize. Continue to talk to Colorado Mountain College about BEST as a program of the College.
2. Begin discussions with Sterling & Grand Junction prospects, and plan trip if appropriate. Judy T has family in Sterling. Dena is a big contact. Consider kick-starter grants c/o Linda Scott. Kathy would like to lead.
3. Organize New Hub Dev meeting in Durango, with view for them to create hub for 2016 season.
4. Organize New Hub Dev meeting in Montrose, with view for them to create hub for 2016 season.
5. Continue to improve the Generic Plan for the NHD Program.
6. Create RMBEST Website page for Hub Dev & New Hubs (as per Tami Kirkland) to describe RMBEST's goal to establish new hubs in Colorado and list new hubs, with a link to hub websites. Lends legitimacy to new hub for outreach efforts and grant applications. Tami offers to provide some suggested content. May put page under "About Us" on create separate drop down.

Plans for 2016

1. Bring Pikes Peak (King), Central CO (McEwen), and Sterling/NE Plains (McEwen/Geise) on-line as 3 new hubs in 2016.
2. Develop prospective new hubs for 2017 on Western Slope: Durango, GJ, and/or Montrose. RM BEST Liaison: Scott McEwen

Colorado Hub Status Table

Hub Name	Director & BOD –or– POCs	Geographic Area	Organization & Status	BRI App Status	Significant Events/Dates	Accomplishments & Open Issues
Front Range BEST (Geise)	Joel Kirkland, Pres Tami Kirkland , VP & Hub Director Donna Gerlich, Sec Phil Hardy, Treas Nikki Baird, Grants Stefanie Mann	Douglas County. Recruiting new teams from southern Jeff Co and Arapahoe County, & wider area, case-by-case w/ RMBEST Hub (Joel K. & Jose L.)	Corp non-profit w/ State of CO. Submitting 501c3 app w/ IRS. Finalizing Fiscal Sponsorship Agmt w/ RMBEST for interim; to be up for approval at BOD	Submitted LOI to BRI in 12/2014. Submitting App to BRI by Jan 15, 2015.	Jan 17, 2015 – New Hub Workshop at Highlands Ranch Rec Cntr (led by Kathy & Carolyn) July 2015 – Joint TMI w/ RM BEST	Google Docs & Groups created. Website: www.frbest.org EIN App: Submitted. LOI to BRI. Logo: Draft created. Funding Sources: Boosting BEST. Kits: "N" loaned to FR BEST. Funding: ?
Co at Trinidad State BEST (King)	Jenn Swanson, Debbie Ulibarri, & Ben Webster – Hub Co-Directors Shannon Shiveley – TSJC Grants Greg Boyce – TSJC Marketing Yolonda Jaramillo – Outreach to La Junta Schools / Otero Junior College STEM Activities Director Krystalee Moreno, STEM Data Specialist & Game Field Construction	Trinidad (Jenn), La Junta (Yolanda), Alamosa (Ben) Area as identified in map? Jenn is inquiring with NM BEST Hub for northern NM.	Pgm of TSJC. Assumed to be coordinating directly with BRI.	Submitting App to BRI by Jan 15, 2015.	6/2015 – New Hub Workshop at TSJC attended by 11 vols. 2015 – RMBEST will lead TMI in Trinidad.	Funding: \$15K from Trinidad State Jr. College Grant. Pursuing add'l \$'s. Website: ... Facilities: TSJC Gym Dates: 12 Sept, 17 Oct, 24 Oct BEST Award: Yes in 2015 Kits: Will buy own. Consumables: Help appreciated.

Pikes Peak BEST (King)	<p>Jim Cline, Acting Hub Director</p> <p>Lou Ramon</p> <p>Kathryn Wesson (Isaac Corp)</p> <p>Resources:</p> <ul style="list-style-type: none"> LaRonda Conley (MDA) Kaitlyn Sanborn (USAFA) <p>volunteers to create PP BEST Hub</p>	Paso & Teller Counties, and perhaps larger	<p>registering non-profit with State and filling out 501c3 app.</p> <p>Ditto same Fiscal Sponsorship Agmt w/ RMBEST as Front Range BEST?</p>	<p>Considering hub app for 2016.</p> <p>of 3/15, expects 12 school teams in 2016.</p>	TBD – New Hub Workshop	<p>Logo created. Website: pending. Facilities: USAFA</p> <p>unding: Joint grant w/ RM BEST, if registered w/ State of CO + EIN.</p> <p>eed volunteers; will recruit school parents to learn at FIRST Rgnl in April.</p> <p>Linda K. is helping recruit CO Spgs Teams for Pikes Peak.</p> <p>Carolyn/Linda will introduce David and Kathleen to Jim/Lou, and can provide add'l contacts.</p>
Central CO BEST (McEwen)	<p>Cara Russell</p> <p>Alison Brown</p> <p>Ron Southard</p> <p>Wendell Pryor</p> <p>Nicole Thompson</p> <p>James Taylor</p> <p>Mary Banks</p>	Chaffee, Lake, Summit, Eagle, Fremont, ...	<p>Colorado Mtn College *could* form Pgm.</p> <p>Otherwise, Cara & Wendell could identify an existing parent 501c3 organization</p>	<p>Considering hub app for 2016.</p> <p>Assessing school interest.</p>	Summer – Org & Recruitment Mtg	Identify and send area Teams to another hub in 2015

Front Range BEST:

- POC: Tami Kirkland, 720-323-6827 (c), claranet23@gmail.com
- Website: <http://www.frbest.org/>
- Mtgs:
 - Oct 22, 2014 – Org Mtg
 - Nov 4, 2014 – Org Mtg

Southern Colorado (SoCo) BEST:

- POC: Jenn Swanson, 719-846-5670 (w), 720-323-2859 (c), Jenn.Swanson@trinidadstate.edu
- Website: ?
- Mtgs:
 - Oct 31, 2014:
 - Jenn Swanson (STEM Academic Coach, TSJC)
 - Debbie Ulibarri (Dean of Arts and Sciences, TSJC)
 - Ben Webster (Aquaculture Instructor / Lab Tech, Alamosa Valley campus)
 - Krystalee Moreno (STEM Data Specialist)
 - Alicia Massarotti (STEM COOP Activities Director)
 - Linda King, Carolyn Bauer, and Kathy Geise

Pikes Peak BEST

- POC: Jim Cline (jjcline@outwestsystems.com) & Lou Ramon (BEST Vet relocated from Houston, l.ramon@me.com)
- David & Kathleen ... provided RMBEST a list of Colo Spgs Teams and willing to share school lists.
- Website: pending
- Mtgs:
 - Nov 4, 2014: Jim Cline, Lou Ramon, Kathryn Wesson (Isaac Corp) and husband, Linda and Mike King, Jose Lopez, Kathy & August Geise
 - 17 Jan 2015: Jim Cline, Lou Ramon, Linda King – notes above

DIVERSITY COMMITTEE REPORT - submitted by Linda King, Committee Chair [3/16/2015](#)

Items in green are updates for this month.

Committee Chair	Linda King
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Committee Members	Linda Scott
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1) Progress:

- a) Develop Support at Colorado Department of Education: No progress.
- b) Expand Participation of Underserved Schools
 - i) 21st CCLC School Expected 2015 Participation –
 - (1) Expected: Trinidad Middle School - David Bill participating in SoCo BEST. Dan Smith of Cripple Creek-Victor High School – Rocky Mtn BEST, **North Middle School - Potential for new volunteer Dean Brooks, that Jose identified, to support North MS in 2016.**
 - (2) Signed Up for RM BEST: Harmony Jones harmony_jones@dpsk12.org ; Maria Gordon maria_gordon@dpsk12.org of High Tech Early College DPS. **AND Karl Remsen kremesen@lakecountyschools.net Lake County High School.**

2) Plans:

- a) Develop Support at Colorado Department of Education: Tom Denning Colorado State Coordinator, 21st Century Community Learning Center (21st CCLC) - Linda King
 - i) Follow up on possibly adding RM BEST competition as a resource on the 21st CCLC STEM Website
 - ii) Discuss possibly of Tom volunteering at future RM BEST events
 - iii) Investigate opportunities for 2015 Spring Workshop participation -- if Grant does not prohibit
- b) Expand Participation of Underserved Schools
 - i) Future 21st CCLC School Participation
 - (1) 2015 Grant
 - (a) **Jose Lopez – follow up with North Middle School about 2015 competition participation**
 - (b) Linda King – Follow up with APS and Greeley schools about participating as 21st CCLC schools for 2015.
 - (i) Greeley / Weld County- Josh Wainscott (jwainscott@greeleyschools.org) - No Response
 - (ii) Aurora – Paula Niemi pmniemi@aps.k12.co.us , JP rodriguez jrrodriguez@aps.k12.co.us , Janna Morley jdmorley@aps.k12.co.us , Carol Davis cddavis@aps.k12.co.us all Department of Grants.
 - (c) **Linda King – Follow up with Dirk Boden who runs the Neighborhood Center at Skinner (Middle School) after school programs (720)424-1469 (office) DIRK_BODEN@dpsk12.org). AND Dan Smith Cripple Creek Victor HS**
 - ii) Future Rural School Participation
 - (1) Linda King - Work with Scott McEwen and Kathy Geise to establish a plan to build on Sterling contacts to expand Northeast Colorado participation.
 - (2) Linda King – Investigate if Colorado Education Initiative Nonprofit *Goal 2.4 - Make access to STEM resources in rural Colorado a priority*, provides resources to help us expand RM BEST in this area. <http://www.coloradoedinitiative.org/our-work/stem/additional-stem-information/>
 - c) Use BRI and Friends of BEST, Alabama Resources to support Underserved Schools
 - i) Linda King –Contact Robin Fenton about the 21st CCLC 2015 RFP release and our inability to pursue summer program proposal in this year’s grant. Discuss approach to prepare for possible proposal submittal to future RFP.

3) Problems:

- a) RM BEST new hub priorities may limit accomplishment of planned activities in 2015.

TEACHER / MENTOR INSTITUTE (TMI) PROGRAM REPORT - Submitted by Scott McEwen, Program Chair, 3/19/2015

Committee chairs:	Committee members:	New Hub Liaisons
Scott McEwen	Carolyn Bauer	Linda King (SoCo BEST) & Jenn Swanson
Joel Noble	Lori Lazuk	Joel/Tami Kirkland (FR BEST)
	Lois Walton	
	Linda King	

Schedules & Venues

- June 2, 2015 – 1-day (Tuesday) TMI for SoCo @ Trinidad State
 - Location: Trinidad State Junior College, Boyd Tech Bldg
 - Cost Sharing Agmt: RM BEST: travel expenses (gas, hotel). TSJC: food (breakfast & lunch)
 - Agenda: 2-day schedule revised/shortened to fit 1 day, from 9a to 5p. (Need to shave another hour off agenda.) SoCo BEST (TSJC) will provide briefings to schools and will provide “homework” reading in advance.
 - Leaders: Debbie Ulibarri (TSJC, Welcome), Jose Lopez, Jenn Swanson & Ben Webster (TSJC, BEST Season Overview & Wrap-up), Linda King, Carolyn Bauer (out-of-town; need replacement), Dave Dominguez (easyC), Peer Panel (David Bills & other participants TBD), Lori Lazuk, and Scott McEwen
 - Carolyn out-of-town June 1-5, 2015
- July ?-?, 2015 – 2-day TMI for RM BEST and FR BEST combined.
 - Dates: Aviation Dept (T.J. DeCino) asked to schedule date closer to July. Will try to confirm date by May.
 - Location: MSU Denver Aviation Bldg, same as last year
 - Agenda: TMI Team has reviewed, revised, and firmed.
 - Leaders: Jose Lopez, Carolyn Bauer, Linda Scott, Kevin Barrett (easyC), Peer Panel (Joel Kirkland & Joel Noble; other participants TBD), Linda King, and Scott McEwen. Dept tours by Jose Lopez and TJ DeCino.
 - McEwen out-of-town July 16-27, 2015
 - Aurora schools start new teachers on Aug 3-5, and all teachers on Aug 6, earlier than most districts.

Outstanding Actions

1. Yellow items above, and actions from Feb 19 TMI Team telecom, including updates to PowerPoints.
2. TMI Telecon at end of May 2015.

Program Chair

1. Scott McEwen is seeking a replacement TMI Chair, due to over commitments with other projects.
2. Scott has discussed this matter with Carolyn Bauer and Linda King. Have begun search for replacement. Have a candidate in mind.
3. Carolyn and Scott agreed that he would phase in the new chair this year. Scott will continue to coordinate TMI for new hubs.
4. Joel Noble agreed last year to serve as co-Chair, but it is assumed that he could not take on the Program Chair position due to his workload at East High School.
5. Scott will write a TMI Program Chair job description for BoD review.

BOD OUTREACH PROGRAM REPORT – submitted by Lori Lazuk, Co- Chair – 03/17/2015

Committee chairs:	Committee members:
Kathy Geise	Volunteers as needed
Lori Lazuk	Lois Walton

Marketing Materials

- Retractable banner in process. Any design suggestions?
- Reminder: Business cards & template in Dropbox
- 2014_Trifold_brochure_r3.11 is being reviewed by Nancy May-Smith. (A copy is in Dropbox Reference dated March 15, 2015.) Jeppesen can print on 80# paper and fold. Old trifolds are still available for use.
 - ? Reference MSU templates for teams / sponsors

Upcoming 2015 Outreach Events in April

Upcoming/Recent Events	Date	WHO	Comment
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RATH – Robotics at the Hangar	Sun, April 12, 2015 Noon-4pm	Kathy, Lori, Lois, JoAnne,	Activity: Make a simple “Robotic Hand” ** Kathy will attend planning session on Jan 28. DONE? **Copies of the ‘hand’ have been made and distributed for cutting work. Packets will be made by April 5 along with Activity instructions for future reference.
TSJC Girls in the Middle Conference – Trinidad, CO	Friday, April 17, 2015 9am-3pm	Lori, JoAnne, & Linda K. Nadia, mentor from St. Mary’s, may also attend.	Activity: A Simple Circuit used to construct a flashing robot card. ** The activity will take place in the afternoon with 20 girls—two groups of ten girls. Two session times: 12:50pm-1:35pm and 1:40pm-2:25pm. ** Form needs to be submitted by Feb. 13 (Linda K is POC.) FORM SUBMITTED. ** Purchased: Bare Conductive Classroom Pack (Kit 12628) from Spark Fun. The kit includes 30 robot coloring card templates, 30 3V coin cell batteries, 30 flashing LED’s (R, Y, & G), 10 electric paint pens, and 1 set of instructions. (Reference: www.bareconductive.com and www.sparkfun.com .)
Earth Day Event at Boulder County Fairgrounds	Wed, April 22: Wednesday, 4-7pm	New Vista HS attending	Sponsored by Sustainable Revolution Longmont (POC: Joan Gregerson, joan@srlongmont.org) ** New Vista will run their 2014 robot on the red game field and set up their marketing presentation booth. ** Will provide some tri- folds.