

Minutes

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

Thursday, November 13, 2014 - 6:30pm

Carolyn Bauer	y	Jose Lopez	t
JoAnne Fry		Scott McEwen	t
Patty Gaspar	y	Linda Scott	t
Linda King	t	Lois Walton	y
Lori Lazuk	y	Kathy Geise	t

Teleconference Information: (meetingorganizer@rockymountainbest.org – password: r***0):
Please join my meeting, Thursday, November 13, 2014 at 6:30 PM Mountain Daylight Time.
<https://global.gotomeeting.com/join/633128325> . Use your microphone and speakers (VoIP) - a headset is recommended.

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

1. Agenda Review – Carolyn asked for any agenda items changes.
2. **Patty made a motion to approve the 9/25/14 Steering Team Minutes. Lori seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois
 - a. Lois reviewed the Budget vs Actuals through 11/13/14.
 - b. 2015 ST Budget discussion – tabled.
4. Executive Director's Report – Jose
 - a. New Hub Status – Jose updated status of potential new hubs (Pike's Peak (Colorado Springs – probably 2016 but maybe 2015), Trinidad State Junior College – still moving towards 2015, Front Range BEST (Douglas Country) - is up and working toward 2015
 - b. TMI Program report – Scott will hold a TMI conference call to discuss ST feedback for improvement and be prepared to have a January BOD report.
5. Hub Director's Report – Carolyn
 - a. 2014 Demographics were very inaccurate and Linda S has presented a plan to try to get more accurate demographics in 2015 by specifically assigning a volunteer to track receipt of demographics forms and to work with teachers at Practice Day and Game Day to get more accuracy.
 - b. Regional Championship status – BOD is still in planning stages for Denver based Regional Championships in 2015.
 - c. Request all ST to send TMI feedback to Scott for TMI discussion prior to Jan 8 BOD meeting.
 - d. Plan is to host 24 teams for our Hub 2015 Event

- e. 2014 Event Suggestions/Concerns – Carolyn went through the list of feedback/concerns that she’s received and will continue to work with ST to discuss implementation of changes/suggestions
 - f. Outreach Status & Volunteer Reminder
 - i. Colorado Science Conference Sat, Nov 22 – Kathy setup, Lois, Carolyn
6. Committee Reports
- a. Volunteer Interface – Linda K
 - i. Progress
 - Thanks to everyone for their help in finding such fantastic volunteers
 - 2014 Volunteer Estimate - 130 volunteers with approximately 30 new volunteers. Request for input on whether or not there was too many or not enough volunteers in any location.
 - ii. Plans
 - Problems – None. Plan to send out a pdf version of collages to all the 2014 volunteers thanking them for their help
 - Plan to send out a copy of Teacher TMI collage to teachers that attended
 - Plan to support the new hubs with Volunteer Interface information
 - Plan to send thank you to Rocky Mountain Chocolate Factory (Masey), Major Gray, Pamela Gould (and Emma) and Eva Claire for their help, plus a few others as requested during the meeting.
 - b. Awards & Judging – Linda S
 - i. Medals for BEST Award & Robotics Events – ST agreed we will give medals for 1st, 2nd, 3rd place Game Award and BEST Award for 2015/2016.
7. New Business – Carolyn
- a. Best Buy awarded RM BEST an \$8,000 grant for Loaner Kits for New Hubs
8. Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Jose	3/27/14	9/30/14	Work with MSU Denver to get free or discounted parking for TMI and Game Day.	Status: DONE
Scott	3/27/14	1/22/15	Send Linda K a job description and skills for the TMI co-lead position	
Carolyn	3/27/14	1/22/15	Work with Dave Wilkerson to get the Twin robots ready to use.	9/25 Status: twin robots at Club workshop awaiting Protobot team to modify arm / claw. 11/13 Status: Carolyn to contact Protobot Team
Patty / Linda /	5/15/14	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	11/13 Status: DONE, but we need more activities during this time slot.

Name	Date Assigned	Due Date	Action	Status
			Master Plan	
Scott	5/15/14	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.	9/25 Status: Kickoff & Practice Day planning done via GoToMeetings. Game Day visit 9/24/14. 11/13: DONE
Lois	7/24/14	9/6/14	Confirm emergency support volunteer (s) 2014 Events	11/13: DONE
All ST	7/24/14	12/8/15	Send recommendations for 2015 TMI to Scott	
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. 11/13 status: DONE: Alex Sweetman volunteered as a mentor to South HS. Recommend that Jose do this again in 2015.
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.	11/13 Status: DONE. 12 cards sold at Practice Day, none sold on Game Day, 12 sold at Celebration Lunch. Suggest selling them at Boosting BEST
Linda	8/21/14	01/22/15	Add TMI Feedback and Survey Monkey results to January 2015 ST Agenda	11/13 Status: DONE. Move to BOD agenda and/or TMI Committee agenda.
Scott	11/13/14	1/7/15	Hold a TMI conference call to discuss ST feedback for improvement and be prepared to have a January BOD report.	
Carolyn	11/13/14	1/22/15	Discuss alternatives to Celebration event to encourage better attendance	
Carolyn	11/13/14	1/22/15	Lead ST through regarding discussion of 2014 improvements for RMB events. Determine if the feedback is just good information or if an action is required.	
Carolyn	11/13/14	1/22/15	Request a chair for the marketing presentation portion of the game day (this will be the time between end of game and the start of award presentations)	

9. Upcoming Meetings:

- a. Steering Team Meetings – 6:30pm - 8:45pm; 4th Thursday of every month (*occasionally rescheduled*; generally held at the Daniels Fund Building)
 - i. December 2014 - Cancelled
 - ii. January 22, 2015
 - iii. February 26 (*note: date may change to Feb 19 due to Boosting BEST*)
 - iv. March 26, 2015
 - v. April 23, 2015
 - vi. May 28, 2015
 - vii. June 25, 2015
 - viii. July 23, 2015
 - ix. August 27, 2015
 - x. September 24, 2015
 - xi. October 22, 2015
 - xii. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
 - xiii. Dec - TBD
- b. Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
 - i. November 20
 - ii. January 8, 2015
 - iii. March 12, 2015
 - iv. May 7, 2015
 - v. July 9, 2015
 - vi. September 10, 2015
 - vii. November 12, 2015

Meeting adjourned at 8:54pm
Respectfully submitted,
Linda Scott
Secretary, Steering Team