

Minutes

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

Thursday, January 22, 2015 - 6:30pm

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

Carolyn convened the meeting at 6:30pm. Carolyn welcomed the Steering Team members and introduced our guest Lisa Luciano.

1. Agenda Review – Carolyn asked for any agenda items changes.
2. **Patty made a motion to approve the 11/13/14 Steering Team Minutes. JoAnne seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois
 - a. Lois reviewed the Budget vs Actuals report through 12/31/14
 - i. For 2015, monthly reporting will be at a higher organizational level. People submitting receipts can include “a memo”. Then Lois can provide lower level reporting that includes (or sorts on) the “memo” information. If committee chairs want additional sorting options, they should contact Lois soon.
 - ii. Action: Lois will present an example budget with “memo” items included at the Feb 2015 meeting.
 - b. Lois advised the ST that the 2015 RM BEST Budget was approved at the 1/15/15 BOD meeting. The 2015 Budget is available in Dropbox.
4. Executive Director's Report – Jose
 - a. New Hub Development – Front Range BEST & SoCo BEST at Trinidad State have both submitted applications to BEST Inc. requesting approval for hub sanctioning in 2015.
 - i. Special thanks to Linda King for her excellent work in coordinating with both of these new hubs
 - ii. New Hub Workshop for Front Range BEST held 1/17/15 and another one is planned for SoCo BEST at Trinidad State 2/6/15.
 - b. TMI 2015
 - i. Scott and Jose will visit with TJ **De Cino** and Jeff Forrest to set up a face-to-face meeting to discuss TMI dates.
 - ii. We are planning a TMI for RM BEST and Front Range BEST at the same location and a separate TMI for SoCo BEST.
 - c. 2015 School Invitation email plans – first invitations will be sent in mid-February. This will be the first opportunity for schools that have participated in the past to sign-up for this year's competition. The schools will be accepted on a first-come/first-serve basis.

- d. No date scheduled at MSU Denver for Game Day quite yet. Because the volleyball schedule is now posted, Jose can begin to coordinate Game Day reservations of the Auraria Campus Event Center.
5. Hub Director's Report – Carolyn
- a. Regional Development – RM BEST has submitted an application to BEST Inc. for a 2015 Regional Championship in Denver. Kathy led this activity.
 - b. Kits & Inventory Organizational changes – Starting this year, Kit and Inventory Management will move from a “steering team committee” to a “board level” activity. Scott recommended that the board committee be called “Asset Management” and Carolyn is considering this. Carolyn will be asking the ST to help create and review the new processes that need to be written to effectively manage the organizations assets.
 - c. 999 Vallejo Status – the move from upstairs to our new location on the first floor was successfully completed on Monday, Jan 19. Thanks to all volunteers that participated. The Steering Team agreed that we’ll call the new location “The BEST Workshop at 999 Vallejo Street”.
 - d. Boosting BEST – Carolyn forwarded the committee chair request for us to: keep collecting silent auction items (especially gift cards); continue to pursue businesses willing to underwrite the event at \$500 each; and to continue to pursue increasing the number of attendees. Mike King has volunteered to video tape the school presentations at this event, so they can be posted on our website.
6. Committee Reports
- a. Game – Carolyn
 - i. 2015 Game is called “Pay Dirt” and the theme is mining and economics. bESTology starts January 25.
 - b. Volunteer Interface – Linda K
 - i. Progress
 - 1. Sent out in December newsletter pdf version of collages to all the 2014 volunteers thanking them for their help
 - 2. Sent thank you for their help to Rocky Mtn Chocolate and Denver Health
 - 3. Sent out a copy of Teacher TMI collage to teachers that attended TMI.
 - ii. Plans
 - 1. Send thank you for their help to Major Gray, Pamela Gould (and Emma) and Eva Claire.
 - 2. Prepare Volunteer Overview summary for new hubs and for the new hub workshop charts top level number of volunteers for a small hub and the volunteer event tasks. Provide other information as requested.
 - 3. Prepare January Volunteer Newsletter - proposed topics:
 - a. 2015 PAY DIRT Game including bESTology,
 - b. New Hubs status -
 - i. Front Range BEST and SoCo BEST at Trinidad State working towards competition in 2015.
 - c. Pikes Peak and Central Colorado - forming potential hub steering team volunteers and requesting additional volunteers to pursue becoming a hub in 2016

- d. Announce the new location for the BEST Workshop at 999 Vallejo: New First Floor Home for RM BEST.
 - e. Boosting BEST - reminder, please forward to friends, 3 business underwriters needed at \$500, grocery cards, silent auction items needed.
 - f. Volunteers needed near term - Kit Team and Boosting BEST.
 - g. Regional Championship if information available.
- c. Events – Patty: There were problems with the team photos this year. Patty will be responsible for the photos next year and will work with Dave Stevens to come up with a better approach for providing RMB with photos in order to reduce issues of sending good photos to the teachers after Game Day.
- d. Venues – Scott: Alternative venues being considered for Practice Day.
- e. Awards & Judging – Linda S will coordinate with Patty to purchase medals now for the 2015 game.
7. **(TBD)** New Business – Carolyn
- a. Alternatives to Celebration as a way to thank volunteers – start thinking of ways that would be more meaningful to our volunteers.
 - b. Review of feedback of 2014 season (*Tabled*)
 - i. Lead for agenda mods / marketing for time after game and before awards
8. **(15 min)** Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Scott	3/27/14	2/19/15	Send Linda K a job description and skills for the TMI co-lead position	OBE – Scott will work this directly with Joel Noble tasking for TMI 2016.
Carolyn / Jose	3/27/14	4/22/15 2/19/15	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 1/22/15: Pickup one of the Twins from Ron Vasquez (Jose)
All ST	7/24/14	12/8/15	Send recommendations for 2015 TMI to Scott	DONE
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.	DONE
Carolyn	11/13/14	5/28/15	Discuss alternatives to Celebration event to encourage better attendance and determine what we should do for 2015.	

Name	Date Assigned	Due Date	Action	Status
Carolyn	11/13/14	4/22/15 2/19/15	Lead ST through a 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	4/22/15 3/25/15	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)	
Lois	1/22/14	2/19/15	Present a sample budget with "memo" items included at the Feb 2015 meeting.	

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. February 19, 2015 (rescheduled due to Boosting BEST on Feb 26, 2015)
 - ii. March 26, 2015
 - iii. April 23, 2015
 - iv. May 28, 2015
 - v. June 25, 2015
 - vi. July 23, 2015
 - vii. August 27, 2015
 - viii. September 24, 2015
 - ix. October 22, 2015
 - x. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
 - xi. Dec - TBD
- b. Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
 - i. February 12, 2015 – Note this is an additional meeting.
 - ii. March 19, 2015 (Annual meeting and regular meeting – note revised date).
 - iii. May 7, 2015
 - iv. July 9, 2015
 - v. September 10, 2015
 - vi. November 12, 2015

Meeting adjourned at 8:55pm.

Respectfully Submitted,
Linda Scott
Secretary, RM BEST Hub