

Minutes

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

Thursday, February 19, 2015 - 6:30pm

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

Carolyn convened the meeting at 6:27.

1. Agenda Review – Carolyn asked for any agenda items changes.
2. **Patty made a motion to approve the 01/22/15 Steering Team Minutes. Scott seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois presented budget items in the new format. Talked about the memo field and how we would pick what to put in the memo. This is probably a work in progress. Reports can be found in Dropbox / RM BEST / Hub Steering Team / Agendas, Minutes & Action Items / 2015 / Treasurers Reports.
4. Boosting BEST Report – Lois's report can be found in Dropbox / RM BEST / Hub Steering Team / Agendas, Minutes & Action Items / 2015 / Reports. Carolyn talked about Amazon Smile, and King Soopers cards at cash and carry. Encourage people to out-bid their best friends. Please register if you have not.
5. Diversity Committee Report – Linda K – This committee report in BOD minutes.
6. Executive Director's Report – Jose
 - a. 2015 School Invitation status - for multiple hubs. Teams told if they want to compete in Trinidad they should contact them and given contact information. We are collecting teams for both FR BEST and RM BEST. 13 teams so far. Jose will send next newsletter when he has 24 schools signed up.
 - b. BOD Committee / Program Status
 - i. New Hub Development – Scott – Linda K continues to work with Pikes Peak. Scott is working with Central Colorado. Will try to bring them on as Hubs in 2016. Scott will also try to start one in northeast part of state - Sterling area. TMI with Trinidad will be one day early June.
 - ii. TMI 2015 – Scott – Looking like last week in July – with scheduling to ensure Scott is available. Some discussion of making it one day also. Jose believes it should stay 2 days.
 - iii. Outreach Committee – Lori – Schedule in Dropbox / RM BEST / Board of Directors / Agendas, Minutes & Action Items / 2015 / Meeting 15 02 12 / reports. New this year is Earth day at Boulder fairgrounds with New Vista representing us. Trinidad “Girls in the Middle” with 2 groups of 10 girls for 45

minute sessions. Linda K will put something in newsletters about outreach plans.

- iv. Regional Development - BRI turned down our request to be a Region, but gave us lots of pointers of what to do for hopefully a successful application next year.

7. Hub Director's Report – Carolyn

- a. Board Org Chart change - Addition of Asset Management committee to manage Kits / Inventory – Carolyn showed us the proposed org chart with asset management under Treasurer. Org chart DRAFT found in Dropbox / RM BEST / Board of Directors
- b. Purchase of Property Insurance for property at 999 Vallejo St. Check will be sent this week.
- c. Pay Dirt events –
 - a. Prototype Kickoff, Sat Mar 7. No RM BEST personnel attending. Watch live streaming from BRI dashboard.
 - b. Prototype Game, Fri – Sun, April 24-26. Lois, Linda & Mike, Dave P, Carolyn attending. If you don't go, you can watch live streaming from BRI dashboard. Drive on 24th, try to get house to stay in as a group. Linda K will look into a house.
- d. 2015 Operations Handbook – Full of useful info. Carolyn asked us to PLEASE read it. Should be a “Bible” for the new hubs. She sent in an email, and it is also in Dropbox / RM BEST / Reference Material / BRI Documents
 - a. New B&P kit with rollerblade wheel & axle (\$13/kit replacement cost)
 - b. License Fee discount again – \$1,800 vs \$2,000 with early payment
 - c. BRI Mini-grants again – “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”.
 - d. BRI Hub Profile webpages on bestinc.org website

8. Committee Reports

- a. 2015 Event Dates status – Jose – Still trying to completely confirm October 24 for Game Day. Jose working through issues. He will let us know when confirmed so we can celebrate!
- b. Game – Carolyn – Not much to say right now. Put the dates above on your calendar to watch the streaming of the Prototype kickoff and game.
- c. Volunteer Interface – Linda K – Report found in same directory as Boosting BEST report above.
- d. Events – Patty - NTR
- e. Venues – Scott - NTR
- f. Awards & Judging – Linda K – Awards and Judging Improvement Team will assess current Project Engineering Notebook, Special Awards and non-robot performance BEST Award judging and training processes to develop recommendations for improvement to Steering team. Team will develop measures (including team scores) to assess processes. Also team will develop job description for Awards and Judging team and assess process to tabulate final scores at end of Game Day to shorten time to prepare. Near term goals to develop TMI training improvements for the SoCo BEST TMI in June. Team will stay in force through the season will assess change effectiveness against measures at end of season.
- g. School Interface – Jose – report above

9. New Business – Carolyn

- a. Alternatives to Celebration as a way to thank volunteers – last year’s attendees were mostly the major volunteers, not the ones who volunteered here and there. Hard to pick a date that works for lots of people. We like the event, but not sure how to get more people. Should we pay for the dinner after we clean up after Game Day? Discussion tabled. Please think about it.
- b. Review of feedback of 2014 season
 - i. Carolyn has asked Tim to be the lead the time after game and before awards begin. This time to include marketing of RM BEST and requests for support. Want someone in charge of that time in program.
- c. Access issues for 999 Vallejo – Keys & Master lock combo – If you want a key to 999, tell Carolyn and she will get you one. Talked about what the combination is to the lock. Ask Carolyn if you want to know it.
- d. Status of Work Table / lighting Scott will create a table on wheels.
- e. 2015 BRI Schedule available on Dropbox / RM BEST / Reference Material / BRI Documents.

10. (15 min) Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn / Jose	3/27/14	3/26/15	Work with the Protobot team to get the Twin robots ready to use.	One Robot at 999 Vallejo. 11/13 Status: Carolyn to contact Protobot Team 1/22/15: Pickup one of the Twins from Ron Vasquez (Jose)
Carolyn	11/13/14	5/28/15	Discuss alternatives to Celebration event to encourage better attendance and determine what we should do for 2015.	
Carolyn	11/13/14	3/17/15	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 3/26/15	Find a person who can lead activities after matches and before awards ceremony. Include a marketing presentation – to encourage donations.	Carolyn has asked Tim
Lois	1/22/14	2/19/15	Present a sample budget with “memo” items included at the Feb 2015 meeting.	Done.
Lois/ Carolyn	2/19/15	3/26/15	Work together to turn in non-profit information and set up to pay in advance to receive a 30% savings from Constant Contact	
Lois	2/19/15	2/26/15	Create cards to pass out about Amazon Smile at Boosting BEST’s cash & carry	

Name	Date Assigned	Due Date	Action	Status
Carolyn / Jose	2/19/15	3/26/15	Carolyn contact whole prototype team to see if they want to do it again. Jose will get emails for last year's Protobot team who graduated & give them to Carolyn	
Grant team	2/19/15	3/26/15	Discuss what we might want to apply for mini grant from BRI	
Lois	2/19/15	2/25/15	% amounts to Linda K for Amazon Smile & KS cards for newsletter	Done
Lois	2/19/15	3/1/15	Ask Nancy to look at our new tri-fold and see if there is anything we should change / add. Also words about visiting our website to see the current video.	

11. 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. 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 26 – Thanksgiving)
 - x. Dec - TBD
- b. Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
 - i. March 19, 2015 (Annual meeting and regular meeting – note revised date).
 - ii. May 7, 2015
 - iii. July 9, 2015
 - iv. September 10, 2015
 - v. November 12, 2015

Meeting adjourned at 8:22pm. (EARLY!!)

Respectfully Submitted,
Lois Walton
Treasurer, RM BEST Hub