

# Minutes

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

Thursday, March 26, 2015 - 6:30pm

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

Carolyn convened the meeting at 6:42pm.

1. Agenda Review – Carolyn asked for any agenda items changes.
2. **JoAnne made a motion to approve the 02/19/15 Steering Team Minutes. Lois seconded and the motion passed.**
3. **JoAnne made a motion to approve the modified 01/22/15 Steering Team Minutes. Lori seconded and the motion passed.**
4. RM BEST Treasurer's Report – Lois presented items Budget vs Actuals through 3/14/15 Latest financial Reports can be found in Dropbox / RM BEST / Hub Steering Team / Agendas, Minutes & Action Items / 2015 / Treasurers Reports.
5. Boosting BEST Report – results for the event were just over \$26,000 including matches. The final event financial report can be found at in Dropbox / RM BEST / Hub Steering Team / Agendas, Minutes & Action Items / 2015 / Treasurer Reports.
6. Diversity Committee Report – Linda K – This committee report is in the BOD minutes.
  - a. Two 21<sup>st</sup> CCLC schools already signed up for the RM BEST 2015 competition and potentially two additional schools may sign up.
  - b. Raytheon donated surplus tools and Mike King sorted and organized them and RM BEST will be able to use them. The tools we don't need can be donated to schools that need them.
7. Executive Director's Report – Jose sent his report via email.
  - a. 2015 School Invitation status. 23 teams signed up so far. Jose will send next newsletter when he has 24 schools signed up.
  - b. Aerospace Day at the Capitol went well and Jose passed out about half the Trifold and a couple of videos to VIPs (State Representative Reps). MSU Denver paid for the table and part of breakfast. Jose also met a consultant from Colorado Springs that wants to help the hub there. Jose passed his contact information to Linda King.
  - c. BOD Committee / Program Status
    - i. New Hub Development – See report in Dropbox / RM BEST / Board of Directors / Agendas, Minutes & Action Items / 2015 / Meeting 15 03 19 / reports.

- ii. TMI 2015 – Scott is looking for a 2015 co-chair. Linda K will add to volunteer newsletter.
  - iii. Outreach Committee – Lori – 2015 Outreach schedule in Dropbox / RM BEST / Board of Directors / Agendas, Minutes & Action Items / 2015 / Meeting 15 02 12 / reports.
    - 1. Working on robotics “hands” for Wings Over the Rockies event called Robotics at the Hangar (RATH) – an April 12<sup>th</sup> event. JoAnne, Lori and Lois will support this event from noon – 4pm. Additional volunteers should contact Lori.
    - 2. Trinidad Girls in the Middle – JoAnne, Lori and Linda K will support this event at TSJC on 4/17
  - iv. Regional Development – We will take one final pass at the MOU and have Kathy sign it. Then Jose will take it to Sandra at MSU Denver for signature. Once the MOU is signed, the plan is for joint planning meetings to commence.
8. Hub Director's Report – Carolyn
- a. Pay Dirt events –
    - i. Prototype Kickoff was held on Sat Mar 7. No RM BEST personnel attended. Live streaming from BRI dashboard was not good.
    - ii. Prototype Game, Fri – Sun, April 24-26. Lois, Linda & Mike, Carolyn attending. Watch live streaming from BRI dashboard.
  - b. 2015 Operations Handbook – Another reminder for all ST members to read this handbook. Full of useful info. REVIEW IT PLEASE.
    - i. New B&P kit with rollerblade wheel & axle (\$13/kit replacement cost)
    - ii. License Fee discount again – \$1,800 vs \$2,000 with early payment
    - iii. 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”.
    - iv. BRI Hub Profile webpages on bestinc.org website
9. Committee Reports
- a. 2015 Event Dates status – schedule is still pending.
  - b. Game – Carolyn
    - i. Kits – New B&P kit. There’s a new plan to eliminate 3 consumables / each year – and then return those 3 and remove another 3. This is to ensure students face additional challenges.
    - ii. Kit “management” now part of Board Asset Management committee.
  - c. Volunteer Interface – Linda K
    - i. Progress
      - 1. Sent out February newsletter.
      - 2. Described our current volunteer interface approach to Front Range BEST (Training website, Spreadsheet and Newsletter)
      - 3. FYI - Constant Contact in 2015: added 200 contacts, unsubscribed 21 contacts, total contacts 726 including volunteers and teachers/mentors
      - 4. FYI - 2015 Teacher / Mentor Invitation to sign up - sent out ~150 emails for ~85 schools (with 53 opened the invitation email and 104 have not opened the invitation email).
      - 5. Sent out thank you to Pamela Gould (and Emma) for BESTique and King Soopers gift card sales at last year’s events.

ii. Plans

1. Send thank you for their help to Major Gray and Eva Claire.
2. Prepare March Volunteer Newsletter - proposed topics:
  - a. 2015 PAY DIRT Game - currently registered schools - 23
  - b. Volunteers needed near term - Kit Team (another photo) and Pikes Peak and Central CO Hub Formation and Front Range
  - c. April Community Outreach Plans
  - d. A Look Back - 2014 Video available and Boosting BEST Results
  - e. Donation Opportunities
  - f. New Hubs status - Front Range BEST and SoCo BEST at Trinidad State working towards competition in 2015 - scheduling TMIs.
- d. Events – No report this month
- e. Venues – Scott’s request for help with this committee. Linda K will add this to the volunteer newsletter.
- f. Awards & Judging – Linda S – Improvement team is continuing to meet. Nice progress is being made. All changes will be presented to ST for approval.

10. New Business – Carolyn

- a. Alternatives to Celebration as a way to thank volunteers – ideas??
  - i. Consider free admission for active volunteers to BB event in 2016.
- b. Review of feedback of 2014 season – most of this has been done. Carolyn will continue to take feedback and recommendations.
- c. Access issues for 999 Vallejo – Keys & Master lock combo – Carolyn believes that everyone that needs access has the lock combo.
- d. Status of Work Table / lighting – done (and it’s fantastic).
- e. Status of RM BEST Computers – computers have been distributed. Two desktops are available.
- f. Linda K asked if we should consider additional back-up to the Dropbox files. We’ll discuss next month.

11. (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.	Both Robots at 999 Vallejo. 11/13 Status: Carolyn trying to contact Protobot Team. 3/26 Status: Still waiting for response from last year’s Protobot Team.
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	<del>3/17/15</del> 4/23/15	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.	

Name	Date Assigned	Due Date	Action	Status
Carolyn	11/13/14	<del>4/22/15</del> 3/26/15 4/23/15	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/ Carolyn	2/19/15	<del>3/26/15</del> 4/23/15	Work together to turn in non-profit information and set up to pay in advance to receive a 30% savings from Constant Contact	
Carolyn / Jose	2/19/15	<del>3/26/15</del> 4/23/15	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	Carolyn attempting to contact the team with Jose's help. No progress yet.
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.	Status: Nancy to start work mid-April. Send changes to Lois / Carolyn
Carolyn	3/26/15	4/23/15	Report Boosting BEST results on the RM BEST website and Volunteer Newsletter	
Lori	3/26/14	4/11/15	Contact Jose and ask if he can support the RATH event at WOR.	
Carolyn	3/26/15	4/21/15	Talk to Scott about Mines as venue for Practice Day.	
Carolyn	3/26/15	4/21/15	Ask some of our High Schools if they can repair the Twins.	
Carolyn /Lois /Linda K	3/26/15	4/21/15	Update website and volunteer newsletter with 2015 business sponsors	
Linda S	3/26/15	4/21/15	Add an item to 4/21/15 agenda for a discussion about Dropbox back-up files.	

## 12. Upcoming Meetings:

- a. Steering Team Meetings – 6:30pm - 8:45pm; 4<sup>th</sup> Thursday of every month (*occasionally rescheduled*; generally held at the Daniels Fund Building)
  - i. ~~April 23, 2015~~ April 21, 2015 (rescheduled meeting date)
  - ii. May 28, 2015
  - iii. June 25, 2015
  - iv. July 23, 2015
  - v. August 27, 2015
  - vi. September 24, 2015
  - vii. October 22, 2015
  - viii. November 19, 2015 (rescheduled from Nov 26 – Thanksgiving)
  - ix. Dec - TBD

- b. Board Meetings – 6:30pm - 8:45pm (2<sup>nd</sup> Thursday of every other month); generally held at the Daniels Fund Building.
  - i. May 7, 2015
  - ii. July 9, 2015
  - iii. September 10, 2015
  - iv. November 12, 2015

Meeting adjourned at 8:43pm.

Respectfully Submitted,  
Linda Scott  
Secretary, RM BEST Hub