

Minutes

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

Tuesday, April 21, 2015, 6:30pm – 8:45pm (NOTE: THIS MEETING WAS RESCHEDULED TO TUESDAY FOR THIS MONTH ONLY)

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

Convene meeting – Carolyn

1. Review Agenda – Carolyn
2. **Lois made a motion to approve the 03/26/15 Steering Team Minutes. JoAnne seconded and the motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the 3/14/15 Treasurer's report presented to and approved by the Board of Directors at the 3/19/15 meeting. She also shows us results of the Front Range BEST fundraising event.
4. Diversity Committee Discussion – Linda K (Nothing to report this month)
5. **(10 min)** Executive Director's Report – Jose
 - a. 2015 School Invitation status - for multiple hubs
 - i. 26 schools have signed up to date. Our goal is 40 schools signed up by TMI since 12 of our schools will be attending the Front Range BEST competition.
 - ii. A second email went to all schools that participated last year but have not signed up yet and a few additional schools responded. Linda K volunteered to send out additional reminders whenever Jose would like that done.
 - iii. All three CO hubs have confirmed their Event Schedules to match Denver's.
 - b. BOD Committee / Program Status
 - i. New Hub Development – Scott
 1. SoCo BEST
 - a. Linda K is leading the planning for SoCo BEST. A new schedule is in the Dropbox. 36 teachers, 10 staff could be attending.
 - b. Jenn Swanson will be attending this weekend's prototype Game Kickoff in Kansas City.
 - c. They are having very good response from local schools.
 - d. Lori has negotiated a good rate at The Quinta Inn/Trinidad. Linda K will make the reservations for all RM BEST participants in the SoCo BEST TMI.
 - ii. RM BEST TMI 2015 – Scott

1. Tentative dates July 30/31, 2015
 2. Jose will work with MSU Denver to find a location, since the Aviation building isn't available that week.
 - iii. Outreach Committee – Lori
 1. Two events this past weekend – RATH (less attendees but they were still very busy; Carolyn, Lois, Lori, JoAnne and Belinda Nygren) and Girls in the Middle (more girls than planned – 23; JoAnne, Lori and Linda K)
6. Hub Director's Report – Carolyn
- a. Pay Dirt events –
 - a. Schedule:
 - i. Kickoff: Sat, Sept 12 @ South HS – status not yet confirmed
 - ii. Practice Day, Sat, Oct 17 @ South HS – status not yet confirmed
 - iii. Game Day, Sat, Oct 24 @ Auraria Campus – confirmed!
 - b. Prototype Game Kickoff, Fri – Sun, April 24-26. Lois, Linda & Mike, Carolyn attending. Watch live streaming from BRI dashboard on Saturday.
 - 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”.
 - b. Additional space at 999 Vallejo Street – Carolyn has asked for additional adjacent space because the current space is small.
 - c. Jeppesen printing status / requests – this is a great benefit. Carolyn asked for ST to get their next items printed.
 - d. Carolyn thanked everyone for the extra effort in helping the new hubs
 - e. Request for help with Venues and TMI leadership to lighten Scott's participation.
7. Committee Reports
- a. Game – Carolyn
 - i. We're “humming along”. This year's game has been designed very well.
 - b. Volunteer Interface – Linda K
 - i. Progress
 1. Sent out March newsletter
 2. Discussed at a high level our current volunteer interface approach with Trinidad BEST Volunteer Interface POC (Training website, Spreadsheet and Newsletter)
 3. FYI - 21 new contacts added in last 30 days - Thanks to Carolyn, we added almost 20 FIRST school POCs. We've yet to have any sign-up, but they are checking us out.
 - ii. Plans
 1. Send thank you for their help to Major Gray and Eva Claire.
 2. Prepare April Volunteer Newsletter - proposed topics:
 - a. 2015 PAY DIRT Game - currently registered schools - 26, Prototype team - Ken, Alex, and Michelle. Schedules - RM BEST including TMI plans. Prototype Weekend Summary
 - b. Volunteers needed near term - Kit Team and Pikes Peak and Central CO Hub Formation and Front Range
 - c. Community Outreach - April Activities // RATH - Belinda Nygren, Lori, Lois, JoAnne, Carolyn // GIM - Linda K, Lori, JoAnne and May Plans - 8 August Air Fair - NOT May Air Show

- d. Donation Opportunities
 - e. New Hubs status - Front Range BEST and SoCo BEST at Trinidad State working towards competition in 2015 - scheduling TMIs. Event Locations status
 - f. Help Jose with a Teacher / Mentor Newsletter with schedule updates and TMI 30/31 July - somewhere at MSU.
- c. Events – Patty: Recommend that we coordinate with South High to have food sales at both events at their school.
 - d. Venues – Scott: Continuing to coordinate venues for Kickoff and Practice Day. Jose is going to try to find an MSU Denver venue for TMI.
 - e. Awards & Judging – Linda S: The Awards & Judging Improvement Team has been meeting on a bi-weekly basis. Recommended changes were presented to the ST for comment.
8. New Business – Carolyn
- a. Dropbox back-up files. Carolyn will do a back-up monthly. Jose has a collection of photos that he'll put on two thumb drives and give one to Carolyn and one to Linda K.
 - b. Review of feedback of 2014 season. We reviewed a spreadsheet of ideas to improve next year. Many are already in progress, but many others will be distributed to the appropriate committees.
9. Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn / Jose	3/27/14	3/26/15 6/25/15	Work with the Protobot team to get the Twin robots ready to use.	Both Robots at 999 Vallejo. 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	3/17/15 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.	Status: on today's agenda
Carolyn	11/13/14	4/22/15 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.	Status: Done. Tim has agreed to lead this activity on Game Day.
Lois/ Carolyn	2/19/15	3/26/15 4/23/15 5/28/15	Work together to turn in non-profit information and set up to pay in advance to receive a 30% savings from Constant Contact	Status: Carolyn submitted 4/21 & awaiting response.
Carolyn / Jose	2/19/15	3/26/15 4/23/15	Carolyn contact whole prototype team to see if they want to do it	Alex Sweetman, Ken Tai, Michelle Plarina

Name	Date Assigned	Due Date	Action	Status
			again. Jose will get emails for last year's Protobot team who graduated & give them to Carolyn	
Lois /Linda K	2/19/15	3/1/15 5/28/15	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: Updates in work
Carolyn	3/26/15	4/23/15	Report Boosting BEST results on the RM BEST website and Volunteer Newsletter	Status: Done
Lori	3/26/14	4/11/15	Contact Jose and ask if he can support the RATH event at WOR.	Status: Done. Jose didn't support, but Carolyn did.
Carolyn	3/26/15	4/21/15	Talk to Scott about Mines as venue for Practice Day.	Status: Done. Jose emailed Angel at Mines and we're awaiting response.
Carolyn	3/26/15	4/24/15 5/28/15	Ask some of our High School's 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	Status: Done.
Linda S	3/26/15	4/21/15	Add an item to 4/21/15 agenda for a discussion about Dropbox back-up files.	Done: Added to New Business on 4/21/15 ST agenda.
Carolyn	4/21/15	5/28/15	Ask Joel Kirkland if the Teacher Demographic tracking spreadsheet is ready.	
All ST	4/21/15	5/28/15	Discuss if we should invite Denver Health back for 2015 Game Day	
Carolyn	4/21/15	5/28/15	Work with ST to determine what presentations should be made on Practice Day and who should be presenting.	

10. 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. May 28, 2015
 - ii. June 25, 2015
 - iii. July 23, 2015
 - iv. August 27, 2015
 - v. September 24, 2015
 - vi. October 22, 2015 (may be rescheduled because of Game Day)
 - vii. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
 - viii. Dec - TBD
- b. Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.

- i. May 14, 2015
- ii. July 9, 2015
- iii. September 10, 2015 (potentially too close to kickoff)
- iv. November 12, 2015

Meeting Adjourned at 8:50pm.

Respectfully submitted,
Linda Scott
Secretary
Rocky Mountain BEST