

# Minutes

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

Thursday, May 28, 2015, 6:30pm – 8:45pm

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

Meeting Convened at 6:55 by Carolyn after numerous phone problems.

1. Agenda reviewed and one addition made in new business (add Scott duties divided up)
2. **Motion to approve 4/21/15 Steering Team Minutes made by JoAnne Fry, seconded by Lori Lazuk. Motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the reports in Dropbox. No questions asked.
4. Diversity Committee Discussion – Linda K
  - a. Submitted a grant to Verizon that would fund some diversity items. No response so far. If we do receive it, focus will be on schools who receive free and reduced lunch.
5. Executive Director's Report – Jose
  - a. 2015 School Invitation status - for multiple hubs – 35 schools for RM & FR BEST.
  - b. BOD Committee / Program Status
    - i. New Hub Development – Scott – No new items to discuss.
    - ii. TMI 2015
      1. SoCo BEST @ Trinidad – Linda K – Going down Monday morning – Linda, Mike, Jose, Lori, JoAnne, stay 1-2 nights. Set up Monday afternoon, and we will train in afternoon about how to put together a robot following instructions created by Carolyn and reviewed by Scott. Charts on web. Notebooks ready. Expect to have 6 groups building robots. Doing training in one day. Will learn from that!
      2. Denver (FR BEST & RM BEST) – July 30 & 31 @ MSU Denver, Student Success Building, Room 400 CAVEA - One large room and two smaller rooms.
        - a. Gary Pratt new co-lead (now with Linda K & Carolyn) – no discussion of this.
        - b. FR BEST to co-plan & co-lead this year – no discussion of this.
        - c. Dinner on 30<sup>th</sup> - options that Jose was able to find were more expensive. Agreed to solicit interest in the invitation for TMI for dinner or happy hour and then once we get answers we will make decision.
    - iii. Outreach Committee – Lori – Nothing New to Report
    - iv. Regional Development – Jose – MOU with MSU Denver signed. Kathy will take the next steps to start organizing the two groups.

- v. New Board member – Steve Garran will bring us new ideas (and has already to the BoD)!
- 6. Hub Director's Report – Carolyn
  - a. Pay Dirt events –
    - a. Schedule:
      - i. Kickoff: Sat, Sept 12 @ South HS
      - ii. Practice Day, Sat, Oct 17 @ Thomas Jefferson HS
      - iii. Game Day, Sat, Oct 24 @ Auraria Campus – confirmed!
    - b. Prototype Game Recap – Carolyn
      - i. Awards & Judging:
        - 1. Demographics not in PEN but part of Robot Compliance
        - 2. New Software / Simulation category in PEN
        - 3. PEN can be PDF
        - 4. Can be Wolfram Mathematica dynamic notebook
        - 5. NEW Software Simulation award – required award at hub / regionals
          - a. With hub winners eligible for \$1000 cash drawing
        - 6. Detailed rubrics for judges
        - 7. Continuing Simulink Design Award @ regionals with \$1500 award
      - ii. Kits:
        - 1. New B&P kit replaces current one in Returnable Kit.
        - 2. Consumable kit: New 3/4" foam board; 1/8" polycarbonate replacing 1/8" PVC sheet; 1/4" dowel oak replacing hardwood; #10 socket screw can be 3/4" or 1"
        - 3. Consumable Kits: 3 removed this year for challenge (3/8" plywood, heavy door spring, 2.5" hinges)
        - 4. Can add onboard video (e.g., GoPro)
      - iii. Game Rules
        - 1. Single Rules document (GF Rules, Generic Rules, A&J, Kit)
        - 2. Hub-specific info in additional document (much like Part II of A&J document in past)
      - iv. Game Scoring s/w will be cloud based or local
        - 1. Adding potential for ipad app for referee scoring
        - 2. Adding real time display
    - c. BRI Mini-grants submittal refused – late submittal
    - d. Game – specific logo status – Lois / Patty Nancy will create after her vacation in June, and we will have enough time to get ready for TMI and Kickoff
  - b. New Google + sign-in issues – anyone still having problems? – Want us to try it out so we can ask questions and get all straightened out.
  - c. Any new Jeppesen printing requests – Lori used for Notebooks for Trinidad TMI (also may be enough for our TMI?)
  - d. Request for help with Venues and TMI leadership to eliminate Scott's participation. Any volunteers? Anyone know anyone who might want to help with this – let Linda or Carolyn know... Linda will look at what Scott did for us for TMI and put into newsletter.
  - e. Feedback to distribute to leads – table until next meeting
  - f. Request to move June 25 ST meeting to June 23. Those present agreed.
  - g. Returnable Kit Loan Policy & Procedure & Accompanying form approved by BOD 5/14.

- a. Some of what “Kit Team” does will be part of Asset Management Committee
  - b. FR BEST Request for 13 Returnable Kits Pending – Requesting (or requested) FR BEST fill out form. BoD approved pending form turned in.
7. Committee Reports
- a. School Interface – Jose – 35 teams as of now.
  - b. Game – Carolyn
    - i. Final kit lists have been released!! (on time!)
    - ii. Awaiting final Game Field release – end of June – Linda will put something in the newsletter about building the game field... use same info as last year.
    - iii. Awaiting final Rules release – end of July
    - iv. Awaiting final Scoring S/W release – end Aug
  - c. Volunteer Interface – Linda K – Getting newsletter out in next couple of days. Requesting help with venues, Game field building, 1 x 4’s and hinges needed for game field parts, need PVC & Plywood for consumable kit parts.
  - d. Events – Patty – Nothing to report right now
  - e. Venues – Scott – perhaps ask if Steve wants to help with Venues?
  - f. Awards & Judging – Linda K – incorporating some of the improvements into TMI charts, and will also use in Denver TMI. Will also use more surveys at end of Kickoff and Game day to get more feedback.
8. New Business – Carolyn
- a. Scott McEwen – Email from Scott mentioned. Who can do the tasks that Scott was doing.
  - b. Alternatives to Celebration as a way to thank volunteers - Kathy & Jose & Patty will brainstorm and give us some suggestions.
  - c. Any requests for help from Steve Garran?
  - d. Any additional suggestions for helping with new hubs?
9. Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn / Jose	3/27/14	<del>3/26/15</del> 6/23/15	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. – DONE / moved to later action.
Kathy	11/13/14	6/23/15	Discuss alternatives to Celebration event to encourage better attendance and determine what we should do for 2015.	Move to Board Actions since really a BoD task that was being done by ST
Carolyn	11/13/14	<del>3/17/15</del> <del>4/23/15</del> 6/23/15	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: Put on June Agenda. Still have feedback to distribute
Lois/ Carolyn	2/19/15	<del>3/26/15</del> <del>4/23/15</del> 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: DONE & refund done
Carolyn /	2/19/15	<del>3/26/15</del>	Carolyn contact team to get them	Alex Sweetman, Ken Tai,

Name	Date Assigned	Due Date	Action	Status
Jose		<del>4/23/15</del> 5/28/15	to do twins before protobot	Michelle Plarina, Ryan Borys,
Lois /Linda K	2/19/15	3/1/15 <del>5/28/15</del> 6/23/15	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	<del>4/21/15</del> 5/28/15	Ask some of our High School's if they can repair the Twins.	OBE
Carolyn	4/21/15	<del>5/28/15</del> 6/23/15	Ask Joel Kirkland if the Teacher Demographic tracking spreadsheet is ready.	Status: He said he'll have it done before Kickoff.
Lois	4/21/15	<del>5/28/15</del> 6/23/15	Ask Denver Health if they would like to return with more advertisement	
Carolyn / Linda K	4/21/15	<del>5/28/15</del> 6/23/15	Work with ST to determine what presentations should be made on Practice Day and who should be presenting.	
Carolyn	5/28/15	6/23/15	Get a card, gift card	
Linda		6/23/15	Determine Scott's TMI duties and put request in next newsletter	
Jose & Kathy		6/7/15	Talk about which teams go to which HUB - preliminarily	
Carolyn or Lois		6/23/15	Add TMI schedule to our website	DONE
Jose		6/23/15	Create Game on Event Brite & have Tami do the same after determining which teams go to which HUB	

10. 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. June 23, 2015 – new date
  - ii. July 23, 2015
  - iii. August 27, 2015
  - iv. September 24, 2015
  - v. October 22, 2015 (may be rescheduled because of Game Day)
  - vi. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
  - vii. 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. July 9, 2015
  - ii. September 10, 2015 (Note new date!)
  - iii. November 12, 2015