

Minutes

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

Tuesday, July 23, 2015, 6:30pm – 8:45pm

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

Carolyn convened the Meeting at 6:43pm.

1. Agenda reviewed and no additions made.
2. **Motion to approve 6/23/15 Steering Team Minutes made by Patty, seconded by Lois. Motion passed.**
3. RM BEST Treasurer's Report – Lois reviewed the Hub Budgets vs Actuals report for period ending July 11, 2015 and the Hub Treasurer's Report dated July 22, 2015.
4. Diversity Committee Discussion – Linda K recommended and the BOD accepted that the Verizon grant (\$3,000) be made available in equal amounts to all registered schools that have 40% of their students on free and reduced lunch and that request a portion of the grant.
5. Executive Director's Report – Jose
 - a. 2015 School Invitation status for 2 Denver hubs – 43 have signed up. 12 will go to Front Range and 31 teams are assigned at RM BEST.
 - i. Eventbrite status – both hubs have been set up and schools have been decided by hub.
 - ii. RM BEST will host 28 teams and 1 alternate. Jose is working with Tami on adding a potential institute of higher learning for their hub competition.
 - iii. CO Space Business Roundtable/Aerospace Business Development trips: Kathy attended this week and had a very successful trip. Jose cannot attend the August 18 – 21 trip so can he requested a replacement for the first half of the trip. The BOD is recommending that Jenn Swanson attend the second half of the forum because the meetings are located in cities in the southeast part of CO.
 - b. BOD Committee / Program Status
 - i. 2015 TMI
 1. Denver (FR BEST & RM BEST) TMI – July 30 & 31 @ MSU Denver, Student Success Building, Room 400 near CAVEA
 - a. Gary Pratt new co-lead (now with Linda K & Carolyn)
 - b. FR BEST to co-plan & participate this year.

2. 49 attendees on 7/30 and 48 attendees on 7/31; ½ are teachers and several MSU Denver attendees. There 33 signed up for Brooklyn's – 17 are teachers.
 3. Surveys are in Constant Contact for review. Lois will make all questions required. Lois has been testing the exit interview export information.
 4. Set-up: July 29th – 10am – 2pm – meeting at the Workshop at 9:30 to load vehicles.
 5. Entrance Survey and easyC License info will go out to teachers in the same email by Linda K.
- c. Outreach Committee – Lori – we are going to do the
- i. Erie Air Fair on Aug 8, 2015 from 10am – 4pm. Need one volunteer in addition to Lori and JoAnne.
 - ii. Share Fair Nation at Magnus Arena, Denver University, Sept 26, 2015, 9am – 3pm. If interested in supporting, contact Lori.
6. Hub Director's Report – Carolyn
- a. Pay Dirt events –
 - i. Schedule – all dates / locations for Kickoff (9/12 @ Denver South) and Game Day (10/24 @ MSU Denver). Carolyn is doing final coordination with TJHS for Practice Day (10/17).
 1. Game Field – final drawings, cut list, BOM released
 2. Game, Generic, Awards & Judging Rules (one document) – final release scheduled for 7/25
 3. Preliminary scoring software & BEST default program & Final VEX Cortex firmware release – 7/25
 - b. Planning Session Schedules
 - i. Kickoff – telecon SOON – hopefully week after TMI – Carolyn and Patty to send Doodle Polls
 - ii. Practice Day Game Day Planning telecons to be scheduled in late August.
 - c. Kickoff Event and Breakout Presentations
 - i. Carolyn to create first draft of templates and release 1st draft to presenters
 - d. Game specific logo & t-shirt status – Patty showed us the logo banner for TMI. Team and volunteer T-shirts same price as 2014. Patty working volunteer t-shirt logos for the back of the shirt. Template with front of t-shirt in email and all approved.
 - e. Status of new venues lead – Carolyn and Patty will fill-in until a permanent volunteer is assigned. Patty and Carolyn **action** to set up Doodle poll for Kickoff telecon soon.
7. Committee Reports
- a. Game – Carolyn
 - i. Kit testing status – Scott has tested all of the kits. He'll do some final adjustments and we think there may be fewer problems than last year.
 - ii. Game Field status. Build is going very well. Dave Porter has done almost everything that needs to be done except for items distributed to other Game Field helpers. Michael Caston, new Marketing Presentations Lead, is getting his MBA at UC Denver. He is on a team for one of his classes and they are doing a project about RM BEST. His team interviewed a few RM BEST ST and BOD members and did a full day's work on the Game Field. They have invited RM BEST to attend their project presentation on Tuesday July 28th at 6pm.

- iii. Rules release status – scheduled for July 25 release.
 - iv. Protobot team status - they are ready to go and may even build a second Protobot for Front Range BEST.
 - b. Volunteer Interface – Linda K – new volunteers are starting to sign-up. Draft July Newsletter is in process.
 - c. Venues – Progress is being made. Planning telecons will be scheduled soon.
 - d. Awards & Judging – Linda S
 - i. Linda S asked Linda K to help get judges for 2015.
 - ii. 2015 Awards will be the same as 2014.
 - iii. Jose and Linda S will share the Awards Presentations portion of Game Day.
8. New Business – Carolyn
- a. 2015 Video / Photography needs – Carolyn / Audrey
 - i. We definitely want to have team photos. We discussed, but did not decide whether we need to have a 2015 video.
9. **(15 min)** Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn	11/13/14	7/23/15	Distribute feedback to team that hasn't yet been distributed.	Status: Still have feedback to distribute
Carolyn / Jose	2/19/15	7/23/15	Carolyn to contact team to get them to do twins before protobot	Status: Carolyn met with team. Gave them mid-late Aug deadline
Lois /Linda K	2/19/15	7/23/15 8/27/15	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. Lois needs to find "better" photos.
Carolyn	4/21/15	7/23/15	Review Joel Kirkland's Teacher Demographic tracking spreadsheet	Status: Carolyn has and will study by next month.
Lois	4/21/15	7/23/15 8/27/15	Ask Denver Health if they would like to return with more advertisement.	
Carolyn / Linda K	4/21/15	7/23/15 8/27/15	Work with ST to determine what presentations should be made on Practice Day and who should be presenting.	
Linda K		7/23/15 8/27/15	Determine Scott's TMI duties and put request in next newsletter	Check
Kathy	6/23/15	11/19/15	Set up for CSC 11/19/15	Status: DONE
Patty	6/23/15	7/20/15	Discuss final colors with Jon. Order Sign from Jeppesen.	Status: DONE
Patty	6/23/15	7/23/15	Has sent email to Jon asking about date for ordering t-shirts and if he would do the school shirts at \$10/shirt as before. She will also invite him to Denver TMI.	Status: DONE

Name	Date Assigned	Due Date	Action	Status
Patty	6/23/15	7/23/15	Contact Tami to discuss lamination vs core	Status: DONE
Carolyn	6/23/15	7/23/15	Contact Sue about being Venues subcommittee lead	Status: DONE. Carolyn talked to Sue, who declined.
Kathy	6/23/15	7/23/15	Contact David about streaming of video at event	
Jose	6/23/15	7/23/15	Email to Rich Pozzi to be lead for Awards & Judging to replace Linda S – 3 yr commitment 1 yr train and then 2 years to do	Status: Jose emailed and Rich declined.
Carolyn	7/23/15	8/27/15	Contact Shop 3M and ask for a refund because the items are not available.	
Carolyn/ Patty	7/23/15	8/27/15	Do Doodle Polls to schedule Event Planning	

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. August 27, 2015
 - ii. September 24, 2015
 - iii. October 22, 2015 (*may be rescheduled because of Game Day*)
 - iv. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
 - v. Dec - TBD
- b. Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
 - i. August 13, 2015 **TELECON**
 - ii. September 17, 2015 (*Note new date!*)
 - iii. October 8, 2015 **TELECON**
 - iv. November 12, 2015

Meeting adjourned at 8:55pm

Respectfully Submitted,
Linda Scott
Secretary