

Minutes

Rocky Mountain BEST Steering Team

GoToMeeting Only

Tuesday, December 8, 2015, 6:30pm – 8:45pm

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

Carolyn convened meeting at 6.45pm.

Review Agenda – Carolyn: Focus of tonight’s meeting will be the 2016 Budget. No modifications were made to the agenda but Carolyn invited attendees to bring up topics that should be discussed.

1. **Lois made a motion to approve the 10/15/15 Steering Team Minutes. Linda K seconded and the motion was approved.**
2. 2015 Regionals Overview – Carolyn
 - a. Very successful event. Carolyn believes that the RM BEST Awards & Judging Improvement Team had an impact. Many of the teams took to heart that the judges don’t have time to do a lengthy reviews so to using the score sheets as a guide was very helpful. Also our TMI was better than ever.
 - b. Carolyn advised that rubrics were not used at the Frontier Trails BEST Championship.
 - c. 2016 Teaser released at the event. 2016 game is called “Bet the Farm” and Kansas BEST designed the game. Prototype weekend will be held in Wichita, KS.
3. RM BEST Treasurer’s Report – Lois reviewed the Hub Budget vs Actuals dated 12.6.15.
4. Budget 2016
 - a. Carolyn / Lois led the team through the proposed 2016 budget planning for the Hub program.
 - b. Carolyn led a discussion of TMI, Outreach and New Hub 2016 budget planning, which are other programs. Kathy’s participation was helpful, as the BOD president.
5. Diversity Committee Discussion – Linda K
 - a. We supported 12 schools with the Verizon grants. Linda King asked if we have received the report from Englewood HS of the Front Range BEST hub. Lois said she had not received it. Both Linda K and Lois thought it would be nice to receive an Englewood HS report. Carolyn will ask Tami for the report.
 - b. Lois asked Christine for Skyview HS for report on how the \$ were used for regionals
 - c. Linda King reports she has not received the Verizon report request. She emailed Joyce at Verizon asking whether we may have missed the email and asked Kathy to

confirm whether she received it (she has not). Linda King is asking Joyce for the report info.

- d. Carolyn thanked Linda K for her outstanding efforts in coordinating the Verizon grants and Verizon relationship.

6. Hub Director's Report – Carolyn

- a. Year-end review slides need to be finished. Carolyn has started them and will store them in Dropbox and is requesting support. Kathy and Linda K volunteered to help.
- b. Volunteer of the Year will be announced in the December Volunteer Newsletter.

7. Committee Reports

- a. Game – Carolyn – is successfully completed for the year. Carolyn will set a date to discuss feedback regarding improvement suggestions.
- b. Volunteer Interface – Linda K
 - i. December newsletter - Regionals, outreach, Boosting Best, 2016 game, CO Gives preliminary results, annual report highlights, Volunteer of the year with Carolyn. Linda asks we review when she asks for input (soon).
 - ii. Missing volunteer files – Linda K advised that some Dropbox files need to be restored and asked Carolyn to talk to volunteer that inadvertently deleted the files.
 - iii. Linda K reports a problem with our website's security certificate that cannot open the link to her RM BEST emails. She asks us to consider going to the @bestinc.org Gmail addresses, rather than @rockymountainbest.org emails. If we do that, we need to make dozens of forwarding changes on our website email and forwarders list. Also we would ask Jeppesen to print new business cards to use our new addresses.
 - iv. Add action for Venues lead – Linda K. sent an email with a description of tasking from a potential volunteer. That, and other jobs, will need a more complete task description as we plan to fill those roles.
 - v. Linda K added feedback suggestions in a file in the feedback folder. She has the teacher responses in the exit survey folder and sent it previously to Steering.
- c. Venues – Carolyn
 - i. Strategy for Practice Day: Patty and Carolyn are going to meet with South High regarding the amenities of their multiple gyms and which could work for our event. TJ has only one gym and can't commit to letting us reserve it.
- d. Awards & Judging – Linda S
 - i. Linda S thanked the ST for great team experience on ST.

8. New Business – Carolyn

9. Action Item Review – Carolyn

Name	Date Assigned	Due Date	Action	Status
Carolyn / Jose	2/19/15	1/20/16	Carolyn to contact Protobot team to get them to upgrade the twins to be useful at Outreach.	Status: Que, Magens agreed to work twins. Carolyn to contact them ASAP.
Carolyn	8/27/15	1/20/16	ST to find A&J lead; Game Field lead; Venues Lead; Secretary for Steering Team	We will need descriptions of tasks.

Name	Date Assigned	Due Date	Action	Status
Lois	9/24/15	10/17	Work with Linda K for open rate for newsletter having to do with Colorado gives (Steve Request)	12/8 status: Open rate for CO Gives email in 2014 provided: 347 emails sent out: 32% opened.. FYI: 2015: 398 emails sent out - Nov email - 30.1% and reminder 27% opened
Carolyn	12/8/15	12/9/10	Email Dave Stevens and get a status on the Game Day Team Photos	Status: Done. Email sent to BEST Steering Team with request to distro to teachers.
Kathy	12/8/15	1/28/15	Follow-up on Michael Caston's recommendation for a grant for the new space that has been gifted to MSU Denver.	
Carolyn/ Lois / Linda K / Kathy	12/8/15	1/15/2016	Complete year-end review slide package. Slides in Dropbox.	
Linda K / Kathy / Lois	12/8/15	?	Submit Verizon grant report regarding this year's grant receipt.	Looking for report format, etc.
Linda K / Lois / Carolyn	12/8/15	1/28/15	Determine a path forward for RMBEST emails.	
Carolyn	12/8/15	1/28/16	Determine date for review of 2015 Game feedback.	
Linda K	12/8/15	1/28/16	Follow up with Jan Gorski regarding social media recommendations	
Linda K / Lori	12/8/15	1/28/16	Work an approach for including CAST in the volunteer newsletter	

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. January 28, 2016
 - ii. February 18, 2016 (*Note: this meeting is on the 3rd Thursday because Boosting BEST is on February 25, 2016*).
 - iii. March 24, 2016
- b. BOD meetings - every other month on the 2nd Thursday of the month with teleconference calls in the alternate month. Committee reports are not submitted for teleconference calls. Carolyn will set up GoToMeeting activities. Daniels Fund Meetings convene at 6:00 PM and adjourn by 8:45 PM.
 - i. January 6, 2016 – Daniel's Fund
 - ii. February 11, 2016 – telecon
 - iii. March 10, 2016 – Daniel's Fund

Meeting adjourned at 9:13pm.

Respectfully submitted,
Linda Scott
Secretary