

**Rocky Mountain BEST Board of Directors
 (Boosting Engineering, Science and Technology)
 HRCAs Westridge, 9650 Foothills Canyon Blvd, Highlands Ranch, CO 80129
 Thursday, 15 September 2011 @ 7 PM**

MINUTES

Kathy Geise	y	Lois Walton	y
Tim Bouvia	y	Carolyn Bauer	y
Jose Lopez	y	Linda Scott	t
Raina Shields - Guest	y		
		t=joined via telecon	

Kathy called the meeting to order at 7:30 (after trying to start the gotomeeting event).

1. **Review Agenda** – We discussed the agenda and rearranged items to suit our priorities.
2. **Approval of previous meeting minutes** – **Carolyn made a motion to approve the 3/24/2011 & 6/16/2011 Board meeting minutes as amended via input provided via email from Lois and Tim. Jose seconded the motion and the motion passed.** Carolyn will resend amended minutes.
3. **Treasurer’s Report** – Lois provided via email the end of August statements from the accountant, including Profit and Loss statement and Balance Sheet. She explained that the in-kind contributions are not yet included in the report. It includes actuals, budget, and over/under budget. **Tim made a motion that we accept the end of August’s Treasurer’s report as provided by Lois – and adjust it to include audit findings. Carolyn seconded the motion and the motion passed unanimously.**
 - Lois previously investigated signing up RM BEST as an organization in Colorado Gives. She explained we don’t meet the minimum requirements of cash flow or assets at this time.
 - 2010 audit report – Kathy reported that we had a successful audit. Kathy has distributed the report to all board members. Tim asked (p7) why the document would state we were a 501(c)3 when we were not during the period of the report (2010). Lois / Kathy will ask the auditor and request a change to the audit if necessary.
 - We agreed that at the next Board meeting we will discuss whether we need a 2011 audit and select an auditor at that time, if we do.
 - 501(c)3 status – Lois suggested that we have not officially documented our 501(c)3 status in board minutes. Rocky Mountain BEST received official

notice that we are a 501(c)3 organization as of April 22, 2011 and have all the required documentation, including a Colorado Tax ID.

4. **BOARD membership – Jose made a motion that the RM BEST BOD asks Linda Scott to become a director, filling a term that begins immediately and ends March 2013. Carolyn seconded the motion and the motion passed unanimously.** This term means 3 directors end terms in March 2012 and 3 in March 2013.

- Kathy explained that she is asking Linda to take on a project to make the student population involved in BEST look more like the local demographics. This includes involving different schools and a broader diversity of students. We'll capture the team demographic forms from the Engineering Notebook and will enter our own data into the database this year.
- We noted that including the BEST award in this year's RM BEST competition will probably improve our demographics and motivate a broader range of students (aka more girls) to become a part of BEST teams.

4. **Data Security Issues –** Kathy discussed the conversation she had with auditors regarding data security. They indicate the data should be organized, secured, and ready to transfer to another person if / when needed. We should have financial Data and contacts and donors information available / accessible – but only to those who have proper need/ access to it, including password protection, etc.

- Kathy is developing a student database – including lots of data because the students are minors
- We have a public place for documents online – through our website.
- Jose reminded us that if we get the ITEST grant, the financials will be managed through Metro.
- Tim explained that various websites are geared towards helping nonprofits organizing / storing data and manage contact information. **Tim will investigate and report back to us soon.**
- We want teachers to be contacted only by Jose, Chuck and perhaps Kathy.
- In general we should be more careful about broadcasting email addresses & BCC the entire group always.
- We don't know who is in the RM BEST GOOGLE Group. **Carolyn will make that a public group, rather than a private one, so people in the group can see the people in the group.**
- We discussed implementing a (subscription-based) forum to alleviate the need for so much broadcasted email and maintaining email address lists.
- We discussed implementing a quarterly newsletter, and all thought it was a good idea – parents could join, mentors could join, etc. We could advertise to a broader group for our fundraiser, for example. **Jose / Kathy agreed to get this done by Game Day.**

5. **Fundraising Committee report.**

- Kathy and Raina have submitted an El Pomar grant proposal for approx. \$19K.
- Kathy and Raina have submitted a Qwest Foundation grant proposal for \$10K to be used as travel money for teams to attend Regional competition. The funding could be redirected to another program / activity if we get duplicate funding for the same activity.
- We have submitted a LM grant proposal for \$29.5K.
- We submitted an ITEST grant proposal to NSF for over \$1.9M and will be notified in November of status.
- We need to do a better job advertising the challenge grant and solicit funding between now and Game Day from friends, colleagues, etc.
- Jose wants us to plan a discussion if / when we receive any of these grants. The purpose of this meeting will be to plan how to allocate the funds and respond to the grant organizations. The meeting will be on **December 12th** at the Daniels Fund.

6. Strategic Planning Document Discussion - Raina Shields

- Raina arrived at 8:55 (after a challenging day) to deliver our strategic planning document, which is currently 9 pages long. It includes our proposed programs and goals for those programs. It's got a template for creating Strategies, Actions, and Tactics – for both **Programs & Budgets** – as they need to mesh well. It also includes a template in the Implementation section.
- A strategic planning meeting is scheduled for **November 14th** at the Daniels Fund to further develop and refine this document.

7. Reorganization – tabled because we ran out of time for this topic.

8. New Business

- **Meeting Protocol** – Tim explained that the steering team meeting at GHMS was tense for some people. We discussed: having a facilitator; tailoring the agenda for each meeting; modifying the agenda at the start of every meeting; generally being more courteous and having one conversation at a time.
- **Web-based meetings.** Jose's computer worked fine for the gotomeeting and used Kathy's polycon effectively. This is preferred to tonight's cell phone telecom. We need to do a better job about meeting protocol for these web meetings
- **Policies and Procedures** – Tim discussed the issue that we have set deadlines and violated them, causing chaos for the large group of volunteers. We agreed that we should set a deadline for signing up teams for the competition, make it realistic, and stick to the deadline. It is possible Robot Events can be accessible as early as the spring, allowing schools to sign up very early for the 2012 competition. We need to decide how / when to replace a dropped team with one from the standby list. These issues can be discussed after Game Day and can be part of the 2012 planning discussions.

- **New Hub Strategy** - Jose explained we had approx. 30 interested teams this year, with 6-7 from Colorado Springs. He believes we should help start a hub in Colorado Springs in 2012. He proposes a luncheon in November in Colorado Springs – inviting teachers, principals, mentors, participants, friends, IEEE members to see if we can start a hub in CS. **Jose will work this plan.**
- **Schedule.** We agreed we should carefully review and update the schedule in detail in January at Steering Team to help create a repeatable schedule that can be the foundation for each year's Hub activities. This should help us and any hubs we help start in the Rocky Mountain area.

9. NEXT MEETING (DATE and LOCATION) --

Upcoming Board Meetings:

- Strategic Planning
 - **Mon, 11/14/11, 10-4 @ Daniels Fund**, 101 Monroe St, Denver, CO 80206, Room 139.
- Grant Submittal Feedback / Planning
 - **Mon, 12/12/11, 3-7 @ Daniels Fund**, 101 Monroe St, Denver, CO 80206, Room 139.
- Quarterly board meetings will typically be on the 4th Thursday @ 7pm
 - **Thurs, 1/12/12** (rather than December) **@ Daniels Fund.**

Upcoming Steering Team Meetings:

- Practice Day Planning
 - Cancel 9/26 Steering Team meeting
 - Cancel 9/29 TCA ST meeting
 - **Wed, 10/5/11, 7pm @ HRCA Eastridge, 9568 S. University Blvd, Highlands Ranch.**
- Game Day Planning
 - **Thurs, 10/13/11, 7 pm @ HRCA Eastridge, 9568 S. University Blvd, Highlands Ranch.**

The meeting adjourned at 9:25

Respectfully submitted,
 Carolyn Bauer
 Secretary, Rocky Mountain BEST