

**Rocky Mountain BEST Steering Team
(Boosting Engineering, Science and Technology)
@ Wings over the Rockies
20 March 2010, 10:00
Minutes**

Jose Lopez called the meeting to order at 10:00.

Attendees: Elwyn Allyn, Carolyn Bauer, Kathy Geise, Jose Lopez, Kendall Nickle, Chuck Powell, Art Silva, Lonnie Garcia-Silva, Lois Walton, Rick Dinsmore, Dick Tumlinson, Rich Pryor from IEEE in CS and Curtis Miller from IEEE in Denver, Hugh Radke and eventually John Whiteside. The sign-in sheet is retained by the Secretary.

1. Last meeting minutes / action item approval. The March 6, 2010 Steering Team minutes & action items were approved. We will upload all meeting minutes & action items to our website.

2. Priorities. Priorities reviewed and agreed with.

- 1) Organize
- 2) Budget and schedule
- 3) Recruitment of Sponsors
- 4) Obtain Facility (Metro Gym & Wings)
- 5) School Recruitment (participants)
- 6) Recruit volunteers

3. Organization – Current status:

- Co-Directors – Jose Lopez/Kathy Giese
- Financial/Treasurer – Lois for now
- Logistics – Art Silva, Jim Baron & Scott McEwen
 - Awards and Judging Coordinator -
 - Kit Coordinator – Kathy Giese,
- Scheduling – Jose Lopez
- Secretary – Carolyn Bauer
- School Coordinator – John Whiteside & Chuck Powell
- Staffing/Recruiting/Game day volunteers coordinator - **Open**
- Fund Raising Coordinator – Lois Walton
 - Grants – Kendall, Kathy, Ron
- Donations/Industry Coordinator – Lois Walton
- Web Master/Email coordinator – Kathy Giese
- Publicity/Public relations/Hospitality – Teri Eichmann, Judy Tumlinson, Lonnie Garcia-Silva
- Advisors – John Whiteside/Dick Tumlinson

4. Committees – We did a review of committees, which will be staffed later.

- Kits – Kathy,
- Finance (Jose, Lois, Art, Kathy, Lonnie, Ron V (Grants), John)
- Donation & industry coordination
- Volunteer coordination
- Publicity
- Judging (this could be part of game day?)
- Awards
- Kickoff
- Mall & Game day

- Post game day dinner to thank volunteers – 1-2 wks after competition

5. **Select Rocky Mountain BEST Logos/Symbols** – Teri Eichmann emailed three samples on 3/19/10. More are coming in the email soon. We discussed the ones we received and await more. We thank the students who submitted these ideas for their hard work and creativity.

6. **Review and update Schedule**

Key dates:

- Prototype Kick-off: March 6th (Austin, TX) - no RM BEST attendees.
- National Championship: April 23-24 (Dallas, TX)
- Prototype Game: April 25th (Dallas, TX) –

Lois, Carolyn, Art & maybe Jose and Jim will attend these 2 Dallas events. Kathy wants us to take a prototype robot. We plan to take a digital camera and a video camera, so we can capture and share as much as possible to other RMB steering team members.

Rocky Mountain BEST tentative schedule:

- The BEST Teacher Institute: **This item is now a local event, rather than a national one.**
- Chuck thinks 2-day event in early August (Aug 2&3?) would be good timing. He thinks we should have the teachers (with leader and mentor help) build an easy robot. Parts of the kits could be used. This would give teachers a chance to get a head start in understanding how to build a robot. Teacher training materials from BEST could help us develop our local training. Dick T explained that much of teacher training nationwide is tailor-made for the community and what is needed. He suggests we try to stick with the basics the first year
- We plan to invite: 1-2 teachers per school we expect to participate plus the same from a reasonable number of schools on the wait list. Chuck suggests participation will be better if we can get in-service credit for teachers who attend. Chuck is pursuing this.
- Potential leaders / mentors are: Auburn or Kansas Best leaders or Shark people. Kathy suggests working with Darcy about her WOR 2-day workshop can help develop our training. We agreed that Chuck shouldn't lead this. Kathy explained that there is significant VEX expertise in the community, so they may be helpful.
- Teacher Workshop is a separate event and is scheduled as part of Kickoff.

We thought we had a solid schedule (below), but we **must have 6 wks between kickoff and competition.** There was much discussion about whether to move the kickoff back a week or to move the Mall Day and Competitions forward by one week. Our preference is to move the Kickoff back a week, and try to resolve the conflict with Yom Kippur on Sept 18. Various action items were assigned to resolve this important item soon.

We recognize that prior to each of the 3 events; we need to do a lot of coordination with each event location Point of Contact.

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Sat, 9/25/10 @ Green Mountain High School ???	Sat, 10/23/10 @ Wings Over the Rockies	Sat, 10/30/10 @ Metro Gym

7. **Budget, Schedule and Logistic Plan –**

a. **Art Silva's letter** – We discussed the draft letter to CABPES from RM BEST that Art drafted. We believe it is sufficient and asked Art to deliver it to CABPES. Prior to the end of the

meeting, Art delivered the letter to John Whiteside / CABPES. RM BEST awaits a response from CABPES at this time.

Until we become our own corporation and obtain our own 501(c)(3) status, we need to operate under another organization's umbrella. The letter explains that we can either be a CABPES project or come under BEST national. Although both choices have pros and cons, our preferred option is affiliating with CABPES. The letter addresses their desire to agree with our request. It won't be long before we need to create bank accounts and get insurance.

b. Fund Raising strategy – Lois intends to have a short meeting after today's ST meeting. Her team has reworked budget and needs to evaluate whether our goal for 2010 should be 10 teams or 12 teams, since Dick explained that 4 teams compete at a time, so multiples of 4 are the best number of school teams. The contact sheet has been modified to include which ST member will contact each organization and a planned contact date. In addition, we need to decide on organization, presentation slides. Jose is working the presentation slides, relying heavily upon those from other BEST organizations.

c. Schedule – Jose.

There was a suggestion that we move recruit school date earlier and that we add a date to build a robot prior to April events in Dallas. Jose will update schedule.

8. Fundraising Event — There are so many details about the upcoming CABPES/ RM BEST golf tournament, that we asked John to provide us details in an email.

9. Create Web site /Email – Our domain name is rockymountainbest.org and Kathy will obtain / link other domain names to it, once we have an actual website. Once the website is up, Kathy will create aliases for our emails. Our emails will be first initial, last name @rockymountainbest.org. She'll work with John and his web designer to do this.

10. School Coordination – We discussed emails and high school contacts. Jose had written and emailed drafts of 2 emails to be sent to school personnel to invite them to a RM BEST introduction meeting prior to the end of this school year. We agreed we'd review / modify his email prior to Tue, 3/23, so he can start sending emails inviting them to our 4/19 & 4/21 meetings at 7:30 pm in the Metro south bldg, room 212. We agreed to include all metro Denver area public high schools. Emails will be sent to school principals, vice principals and science coordinators. Many on the ST are getting names and email addresses from various websites and forwarding to Jose for his email blasts. We agreed that all invitees would be blind copied, so they didn't feel 'part of a crowd'.

11. Other new items.

- Kathy wants us to consider including rural school systems in our BEST competition, as they are underserved in many ways. Kansas BEST allows home schools to participate. We think she's correct that they're underserved, but don't plan to include those schools in 2010.
- We discussed which Robotics kits will be used in 2010. Through email we have heard that the electronics are changing to VEXX as the new 'brain' & that George asked us to not be concerned about the internal argument within BEST, because the change was going forward. At the meeting Dick T explained that he isn't certain which choice BEST national will make in 2010. This issue is a big concern, because we're not certain whether we should purchase the old or the new brains. We're agreed that we'll await external resolution and have no actions at this time locally.
- Rich Pryor wants to clarify that IEEE is an international organization of engineers, computer professionals and technologists. They're divided into 6 regions (Colorado is in region 5). Colorado is divided into 3 sections (Pikes Peak, Denver and Centennial (northern

Colorado)). Curtis & Rich want to be on our committee mailing lists and know that they can bring mentors and volunteers!

Regarding funding, IEEE at the section level can hand out money for things. Curtis thinks the Denver budget is set, but Dusty Fisher is the national pre-college person and she'll be excited about Rocky Mountain BEST. Rich / Curtis will try to get money for RM BEST this year. Rich controls the matching region funds. In conclusion, Rich wants IEEE to support BEST in these ways: with money and with mentors and with volunteers. Eventually Rich will need foundation information from us before he can work with the IEEE Foundation to get grant money for RM BEST.

(FYI, IEEE meetings are at DeVry University in Westminster the second-Tuesday of each month at 6:30pm. Curtis will check to see if a BEST briefing could be added to the April Agenda.)

- Dick suggests we also work with ASME, professional engineers of Colorado, AIAA. This info needs to be added to the contacts spreadsheet.
- Dick reminded us that Mall Day is a dry run for everyone, not just the competitors. We need to make sure that the game floor and the pit area are set up, staffed, and run like the competition.
- John contacted Wright Event Group for carpet & other event-related info. Tom Wright also needs to be added to the contacts spreadsheet.

12. Action Items by Carolyn Bauer. The list was reviewed by everyone, updated, and the new version is provided with these minutes.

Next Steering Team meeting is Saturday, 4/10/10 at 1pm at Wings Over the Rockies. Please note the time change, which was done, so that John Whiteside can attend.

The meeting adjourned at 1:10 pm.

Respectfully Submitted,
Carolyn Bauer, Secretary