

**Rocky Mountain BEST Steering Team
(Boosting Engineering, Science and Technology)
@ New York Deli News Restaurant
June 28, 2010 – 7PM
Minutes**

Jose Lopez		Rick Dinsmore	y
Kathy Geise		Chuck Powell	y
Carolyn Bauer	y	Art Silva	y
Lois Walton	y	Teri Eichman	y
John Whiteside		Blaze	
Dick Tumlinson	y	Scott McEwen	y
Judy Tumlinson	y	Kendall Nickle	y
		Loni Garcia-Silva	y

Lois Walton called the meeting to order at 7:07

1. Last meeting minutes - **Carolyn made a motion to accept the June 14, 2010 meeting minutes & Rick seconded. The motion passed.**
2. Treasurer's Report – Lois reported no change from last time. We have \$9K in Savings; \$942 in checking; \$12 in petty cash. There is one expenditure awaiting approval from BOD for Globe Motors for the second prototype robot.
3. Committee Chair & Board Interface Review:
 - a. Rick Dinsmore (Fund Raising) (Lois BOD interface)
 - b. Chuck Powell (School Interface) (Kathy BOD interface)
 - c. Teri Eichmann (Publicity) (Jose BOD interface)
 - d. **Chair** & Dick Tumlinson (Volunteer Interface) (Lois BOD interface)
 - e. Art Silva (Game Field) (Kathy BOD interface)
 - f. Kendall Nickle (Kits) (Carolyn BOD interface)
 - g. Scott McEwen (Rules & Prototype Robot) (Carolyn BOD interface)
 - h. Blaze (Events) (Jose BOD Interface)
4. Approval of Purchasing Policy – (Lois) (softcopy attached) **Chuck made a motion to accept the purchasing policy & Rick seconded. The motion passed.**
5. Committee Status & Suggested Topics:
 - a. **Fund Raising – Rick Dinsmore** (Gets sponsors & cash donations and interfaces with industry.)

We have received or have promise to receive this funding: NASA \$8K; Kathy Geise \$2K + \$2K (\$1600 for contingency); The Assistant Coach Inc. \$750; Steering Team Member \$500 & matching from Smokey Hill Rotary club -

\$500. This is nearly \$14K, so we should focus on getting an additional \$6K at a minimum for an 8-team competition.

Potential funds are: Denver Foundation (\$3K) for East HS special project; John Whiteside \$500K grant with Best named; Steering Team & other contributions with potential matching \$500 grants from Rotary Clubs throughout the Denver metro area (per Hugh).

- b. **School Interface - Chuck Powell** (Gets school teams. Makes presentations to schools. Trains teachers.)

Teacher Institute is Monday & Tuesday, Aug 2 & 3 (8-5) in two classrooms. Currently 9 teams are interested & 6 or 7 are maybes, which is good! We're awaiting Dean's approval & administrator approval to use the space at no cost. Trainers need rooms from 7-5.

Chuck wants us to provide lunch. Teri will help with food planning, including food, drinks, plates, etc. Loni, Art can get drinks at a great price. Plan 45 people max (instructors, teachers, mentors).

Registration – can be done via Robot Events on-line, via email, via our website. The schedule is getting solidified and is somewhat in flux because we don't know whether we'll have the VEX Cortex by Aug 1.

Chuck requests people contact him if they're willing to teach a module.

Regarding contact with schools / teachers, 1 newsletter has been sent & another one will be sent soon.

He expects approx 2 people / school. Dick reminds us that mentor attendance would be great.

Chuck distributed a CD with training material & requested people use it and provide feedback / suggestions.

He requests our prototype robots be there or HARVIE. Trainers are planning to use BEST computers, rather than relying on ACC ones – because of software licenses, etc.

- c. **Game Field – Art Silva.** (Purchases material for and builds game day field and practice field and puts them up & down at events. Gets in-kind donations for game field.)

Game Field Kickoff is Thursday, July 1 at Club Workshop at 6:30pm. Jim Baron's crew is arriving – Jim + 3-4 people.

Art clarified their tasks are: purchase materials or get in-kind donations for 1 ¼ game field, build, test, shakedown, store, logistics of moving equipment to events, setting up game field, monitoring game field, tearing it down, getting it back to CW. In addition they will get tables for robots & scorers, scoring, pits, signage, barriers. They will need a different plan for each event & a cleanup committee. Obtaining materials is first. Also includes pit areas – tables, extension cords, duct tape, signs. Regarding transportation, using pickups or Lois' Suburban & trailer (?) should work.

Dick reminded us that college students are great helpers / volunteers for kickoff, etc.

Kickoff plans – show videos, discuss plans, distribute notebooks with schematics, photographs, plans, etc. Tour of CW & obtained signed Waiver Forms. Goals are to set up a plan for meeting to build.

Art will have a separate subcommittee to build logistics plan for events and plans to create a master checklist.

- d. **Publicity – Teri Eichman** (Communications, Hospitality, Website, Email, Newsletter.) Web update. Robot Expo & Maker Fair & signage.

Scott will do website updates. Green Mountain HS can do signs after school starts Signs will be plastic, with eyelets. Sponsors give us their banners to hang at events. We need a Rocky Mountain BEST sign; a small pit area sign; and directional signs. Remember the sponsor package explains rewards for contribution size.

Rick & Teri will work with George Blanks to get a sign of national sponsors to hang up at our events to stimulate local sponsorship.

Blaze plans to take care of media publicity and Teri will provide backup. We hope to contact TaRhonda Thomas, a reporter from Channel 9. The plan is for David Eichman to distribute an Official Press Release 1 wk prior to events and to hope for good coverage from local media.

We can advertise our events there at the CW Maker Fair & Robot Expo on July 17. Rick will send the current brochure to Teri. She'll provide feedback.

Regarding hospitality, we expect that we will not provide food to students on kickoff or mall days. We hope to provide food to kids on competition day – depending on our funding and in-kind donation status. We will need to feed volunteers at all three events. Plan for 500 people for game day (kids, parents, judges, etc.)

- e. **Events – Blaze & Bethany Casler** (Kickoff, Mall Day & Game Day event planning and coordination / planning for event locations. Media interface. Coordinates with sponsors regarding booths, signage and banners.) We need the events team to work all the issues associated with the events.

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Sat, 9/18/10 @ St Cajetan's @ CCD	Sat, 10/23/10 @ Wings over the Rockies or Town Center at Aurora	Sat, 10/30/10 @ PE/Event Center Gym

Kickoff: Kendall reports that we have St Cajetan's Church at UCD and 4 classrooms across the street for kickoff. Church is open setup for game field and presentation. Kendall will verify the classrooms for breakout sessions have projectors, etc. and our ability to use them. We need sound equipment, mike, projector, tables & chairs, etc. We haven't signed paperwork yet. Kendall will get us a tour to review facilities within the next couple of weeks.

Kickoff is typically ½ day with the full field & prototype robots. It should start in the morning and run to lunchtime. We need to verify availability to set up (Fri aft or early Sat am?) Other questions – send to Kendall.

Once this venue is solid, we can return the reservation for ACC for kickoff.

Mall Day: In case Wings over Rockies isn't solid for Mall Day, Carolyn & Judy will find a mall as a venue. First attempts will be: Town Center at Aurora, SW Plaza, and Westminster Mall. We need definite agreement on plans for mall day location.

Competition: Metro location is solid. We'll want a tour as part of event planning.

Teri reminded us that each venue will have requirements for our events. We'll need to verify what they are. For example, what is the security at each event?

Art suggests we ask for Standard Agreement for each facility.

- f. **Volunteer Interface – Chair & Dick Tumlinson** (Recruits, staffs & trains volunteers, mentors, judges, and committee members. Coordinates thanks to participants.).

Dick reminded us that it is sensible to have mentors attend Teacher Institute Aug 2 & 3, so we need to get mentors lined up.

Dick has provided a list of volunteers needed at events. He's estimating 59 volunteers. We'll ask Raytheon, LM, Rotary Clubs, IEEE, Metro & UCD, etc. for volunteers & mentors. Volunteers get thanked in the program.

- g. **Kits – Kendall Nickle** (Purchases material for and compiles kits for teams. Gets in-kind donations for kits.).
- h. **Game Rules & Prototype Robots – Scott McEwen** (Understands game rules and requirements for robot movement. Builds prototype robot. Responsible for judges, including Judge Training. Includes Floor Boss, the lead the game-day judge.) Rocky & Eva?

Scott agrees that this team, event team, field team need to coordinate many items.

- 6. **Budget Discussion & Spreadsheet Review.** We may need to limit teams to 8 teams, rather than 12, which was our goal. We have that number of fairly solid teams, so it could work out fine. We need approx \$20K for 8 teams. 8 is the minimum number of teams and size increases are in groups of 4.

Lois asked us to continue to review, evaluate, think about budget.

Dick thinks there are some items that are extraneous and he'll tell us what those things are. No in-kind donations are included at this time in the budget.

We need fundraising Ideas! For example, how can we sell golf balls? Kathy has 1000. 450 are needed for the game. Could try selling to golf courses or other BEST teams? Should we put a notice on the BEST list server for them?

Fundaz cards are a fundraiser with restaurant discounts. Blaze will have for July 17 CW event & we think we can sell to friends.

Can we make donations? Is there any company matching? Can we ask friends for their charitable contributions for BEST? All money goes to Mother BEST in our behalf. Mother BEST sends the thank you letter. Mother BEST sends RM BEST a check. We need to make sure Mary Helmick has an account in Mother BEST for RM BEST.

7. Other Items:

- Robot Module at 2010 Math & Science Camp, Stedman Elementary in Denver. RM BEST is teaching a 1 hour segment on the afternoon of July 2 @ Stedman Elementary.
- Lois attended Monday morning & gave a short report about the Robotics week at the Camp @ Stedman Elementary. She suggested we help if possible. We'll ask for names and contact info for the college students who are working at the camp to find potential mentors / volunteers.
- Robot Expo & Maker Faire, July 17 @ Club Workshop
- Teacher Institute, Aug 2 & 3, 2010 @ ACC
- Art requested we please verify we're sending email only to those people who need it. He's getting extraneous emails and finds it's easy to accidentally ignore relevant emails.

8. NEXT MEETING (DATE and LOCATION) July 12, 2010, 7pm @ a yet to be determined location. We like having dinner first, so a restaurant with a separate room should work fine (e.g., Olive Garden at C470 & University or Mr. Panda on Havana in Aurora) or a library.

Post meeting note: Next Meeting Location is the private room at Mr. Panda, 2852 S Havana St, Aurora, CO 80014. Arrive at 6pm for the dinner buffet. The room reservation is in Jose's name and the contact number is his cell 303.520.3870.

Respectfully submitted,

Carolyn Bauer, Secretary