

**Rocky Mountain BEST Steering Team
(Boosting Engineering, Science and Technology)
@ Mr. Pandas
1830 hours (6:30PM), July 22nd 2010
Minutes**

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

Jose called the meeting to order at 6:30pm. Note this is a combined Steering Team and Fundraising Committee meeting.

1. Last meeting minutes – Dick made a motion to accept the July 12, 2010 steering team meeting minutes. Teri seconded the motion. The motion passed.

2. Treasurer’s Report – Lois distributed the cash flow and balance sheet, a donor contribution summary, and a statement of financial income and expense (all from Quick Books). Lois will email this information two days prior to meetings in the future.

Lois distributed the budget for 8 and 12 teams. We need to chairpersons to verify and the Steering Team to approve the 2010 budget soon. Lois will email committee chairs to ensure they can live with their budget numbers or request new numbers. She will insist on an email reply. Rick recommended a 10% contingency this first year. Our plan is to approve the updated budget at the next Steering Team meeting.

3. Announcements –

Policies - Jose believes we need some Policies regarding volunteers – perhaps like those of Wings Over the Rockies. For example, do we need to do background checks? Teri’s school uses a volunteer agreement for mentors that asks whether a person can work with youth. Jose plans to write a policy draft. Jose also plans to work on a mentor’s handbook.

Email discipline – There is lots to catch up on when we’re gone. Although we appreciate being in the loop, try not to send too much email that seems extraneous to the recipients.

Coordination – Lois asked that we coordinate, especially regarding money issues.

Spending – Jose and Lois requested all committee chairs ensure their teams spend only what’s been approved and to request prior to additional spending.

4. Priorities – We verified these priorities:

- 1) Recruitment of Sponsors – continuing effort
- 2) Obtain Facilities –Now that Center at Aurora is solid for mall day, this is done.

- 3) Budget and schedule
- 4) Purchase equipment
- 5) Recruit volunteers

5. Activities & Events Schedule

- **Robotics Expo & Mini Maker Faire** – Last Saturday
- **Channel 9’s Colorado & Company**, July 23rd from 10-11am, starring ★★ Tyrone, Scott and Carolyn & Eva the Robot★★ .
- **Teacher training:** August 2, 8-4 @ Arapahoe Community College

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Sat, 9/18/10 @ St Cajetan’s Church Auraria Campus, Denver	Sat, 10/23/10 @ Town Center at Aurora Mall	Sat, 10/30/10 @ Auraria Events Center, Denver

6. Committees Reports

Jose will send committee report template for future reports and requests committee chairpersons to email reports to the Steering Team 2 days prior to meetings.

Committee Reports are included in this file at the end of the meeting minutes. Please note that some committees clarified their responsibilities, which are now listed in the corrected version in these minutes.

Fund Raising - Rick Dinsmore - The primary responsibility of this committee is to get the funding to be able to have a BEST competition. The volunteers visit sponsors in industry and the community in order to obtain donations (cash and in-kind).

Rick distributed an updated funding status that does not yet include an additional \$5K pledge from Dick and Judy Tumlinson – if the funds are matched. Scott and Carolyn will pitch this tomorrow on Colorado and Company and ask for matching funds to put us over the top. Hugh is continuing to work to get Rotary Club matching donations. We will call the POCs discovered at the Maker Faire. Rick requests to be included on emails about funding. Rick wondered whether we should track mileage, in-kind donations, time, personal expenses, etc. Steering team will ask the BOD for advice.

School Interface – Chuck Powell – The primary responsibility of this committee is to recruit school teams. The volunteers make presentations to high schools explaining the BEST robotics competition. The committee keeps track of interested schools and schools that agree to participate.

Volunteer Interface - Lois Walton and Dick Tumlinson – The primary responsibility of this committee is to recruit, staff & train volunteers, mentors, judges that participate in the robotics competition itself. The committee is also responsible for the training of the high school mentors and teachers. This committee is also responsible for the thanks activities to volunteers.

Events - Judy Tumlinson – This committee is responsible for the Teacher Institute, Kick-off, Mall Day, & Game Day activities. This includes where they will be held (i.e., obtaining, scheduling and completing the agreements for the facilities), the schedule on each day, signage, banners, the program for Kickoff and Game day, scheduling the volunteers and their activities. This committee maintains the BEST event schedule.

Rules and Prototype Robots subcommittee – Scott McEwan - This subcommittee is to understand the game rules and requirements for robot movement. It builds the prototype robot(s) and is responsible for training judges (i.e., referees, check-in judges, scorekeepers, notebook, and awards judges).

Publicity sub-committee – Teri Eichman – This subcommittee provides communications with the community, provides hospitality services during the events, maintains the RM BEST website, and maintains the RM BEST email site.

Game– Art Silva - This committee's main responsibility is the actual set up, including construction, of the game. The group lays out the physical setup of at each event location. It constructs the game floor and pit floor. It transports the floor and pit materials to each of the events. It sets up the floor and pit areas at each of the events. It maintains the game floor and pit areas at each of the events. After the games are over the team tears down and transports the equipment back to Club Workshop.

Robotic Kits subcommittee - Kendall Nickle - This group is responsible for obtaining all the items to be contained in the robotics kits. This includes managing and creating the kit storage containers; transporting the kits to the kick-off meeting; checking them out to each team; maintaining a list of schools and kit responsible individuals; collecting the returnable material at the end of the competition; and verifying everything has been returned.

Clean Up subcommittee – This subcommittee is responsible to make sure that each venue is left in the condition as it was before our event. Recruited members can be from all BEST volunteers, school teams and guests.

7. Action Items - Table to future meeting.

8. NEXT MEETING (DATE and LOCATION) Monday, August 23, 2010 @ 6pm for dinner & 6:30 for meeting at Mr. Panda Restaurant's private room.

Steering Team Contact Info

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Whiteside, John	jwhiteside@rockymountainbest.org		720-629-7986

Funding Team (Rick, Lead, Lois Walton, Board Rep)

- Core Team: Rick Dinsmore, Lois Walton, Hugh Radke, Dick Tumlinson
- Rick has an updated funding spreadsheet and may have had time to merge his spreadsheet with Lois’.
- This is the latest update reflecting \$14,856 cash and in-kind donations raised to date with an additional \$1,000 in pledges. The current total is \$15,856.

Fund Status

Contributions

NASA	\$ 8,000	Grant
Kathy Geise	\$ 2,000	BEST License
Carolyn Bauer	\$ 500	
Judy Tumlinson	\$ 500	Rotary match pending?
Mac McGilvray	\$ 500	Personal contribution
TheAssistantCoach.com	\$ 750	Tyrone's Non-Profit
In Kind Donations	\$ 461	per Scott McEwen
Lois Walton	\$ 96.42	Office Max - HP Ink Cartridges for Printer
Richard Dinsmore	\$ 48.32	Office Max - Inkjet Business Cards
Kathy Geise	\$ 2,000	Contingency Fund
Rotary Club Contributions	?	
RM BEST Membership Cards	?	
	<hr/> <hr/>	
	\$ 14,856	

Pledges:

Rotary Match - Judy Tumlinson	\$ 500	??
Richard Dinsmore	\$ 500	pending sale of auto
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	\$ 15,856	

School Interface (Chuck Powell, Kathy Geise, Board Rep)

- Teacher Institute will be only one day (Mon Aug 2) instead of 2 days. Dick will present the proposed schedule at the Steering Committee Meeting on July 22. (Proposed schedule is at the bottom of this report.)
- Since the Teacher Institute is reduced to 1 day, there will be no charge for attendees – either teachers or mentors. Lunch will be provided at no cost to participants. Teri will take charge of the lunch, and will ask for approval for funds (~ \$300) at the July 22 Steering Committee Meeting.
- Attendees will receive a copy of the agenda along with a letter describing the training and the hours, so that they can use it for re-licensing credit.
- Chuck will send an email to teachers about the date, time and location by Monday, July 26. He will follow up with phone calls that week.
- Scott will post Teacher Institute information on the website.
- Chuck will send a current spreadsheet of schools and contacts to everyone by Wednesday, July 28.
- Chuck will send a Mentor Invitation to all Steering Committee Members by Monday, July 26. Committee members are encouraged to send the invitation to anyone they know that might be interested in mentoring.

- Chuck will communicate with teachers and mentors through newsletters.
- Chuck will be the primary contact for teachers and mentors. Dick will be the primary contact for other volunteers.
- Mentoring will be crucial to the success of the season. Between the Teacher Institute and the Kickoff, we need to match mentors with teams. Our goal should be 3 mentors per team.

Volunteer Interface (Dick and Lois, Co-Leads)

- Active participants:
- I made inputs to Rick for the Channel 9 interview, the Events Planning Committee regarding events planning and the School Interface Committee regarding the Teacher Institute.
- Scott has placed the Draft on Volunteer Positions and Responsibilities on the Website. It will be reviewed after the Steering Team meeting tonight.
- There were reports at the Events Committee meeting last night of some Mentors being recruited. We need to capture names and contact information and continue to pursue additional Mentors. The ones we know of should be invited to the Teacher Institute.
- Scott has placed the Draft on Volunteer Positions and Responsibilities on the Website. It will be reviewed after the Steering Team meeting tonight.
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Events (Judy, Lead)

- Active participants: Lonnie Garcia-Silva, Teri Eichman, Dick Tumlinson, Scott McEwen, Art Silva
- Meeting Date: July 21. In Attendance: Teri Eichman, Lonnie Garcia-Silva, Scott McEwen, Art Silva, Dick Tumlinson, , Judy Tumlinson. Guest: Chuck Powell
- Items finalized: Clarification of committee responsibilities for Event Committee, Rules and Prototype Robots subcommittee, Publicity subcommittee. In addition a Cleanup subcommittee has been added to the Game Committee. All changes are included in official RM BEST documentation and in these minutes (above).
- A copy of The Steering Team Members phone and email information was passed and updated. This information is included in these and all future minutes.
- Ordering of Referee and Steering Committee Members shirts for events: Per discussion and decision, Lonnie researched pricing for cost approval by Steering Committee. Currently, pricing is \$525.00 for 30 polo shirts which includes 10 for referees and 20 for steering committee members. \$75.00 for set-up and if over 25 ordered \$15.00 per shirt.
- Guest School Coordinator Chuck helped us with final decisions on Teacher Institute Day. Teri will ask Steering Committee for approval of \$300 food budget for two breaks and lunch for all attending teachers and mentors. Budget is based on 25 attending. On campus signage, location maps and parking passes will be provided by ACC. Web site details are/will be posted by Scott. *Location:*

*Arapahoe Community College, 5900 South Santa Fe Dr, Littleton, CO 80160
303-797-4222 Rooms reserved: M4740 and M4760. Times reserved: 7:00 a.m.
to 5:30 p.m.*

- Next committee meeting is scheduled for **August 4 at 6:00 p.m. Las Margaritas**. Topic focus will be Kick-off and review of Teacher Institute.

Rules and Protobot subcommittee (Scott McEwen, Lead; Carolyn Bauer, Board Rep)

- Active participants: Kendall Nickle, Elwyn Allyn; Carolyn Bauer, Lois Walton
- Planted seed with Jim Baron and Jim McNally to serve as referees.
- 4 robots in varying stages:
 - Rocky – can motor around. Needs an arm.
 - Eva – can motor around. Need to get arm working
 - Eva clone 1 – have VEX kit to attach. Need motors
 - Eva clone 2 – Just the platform and wheels. Need VEX kit and motors.

Publicity subcommittee (Teri Eichman, Lead; Jose Lopez, Board Rep)

- Active participants: Teri Eichman, Tyrone Buckmon & others
- Teri checking on costs for RM BEST banners; needed by Rocky Mountain Regional Fly-In & Air show, August 28-29.

Website (Scott McEwen)

- Add to your Favorites/Bookmarks: <http://rockymountainbest.org/>
- Please review and send comments to McEwen.
- Review process needs to be ironed out.
- Goal is to post “public-ready” content well before each event.
- Next steps:
 - Select an easy-to-use, secure document repository for our growing list of docs. Will probably use Google and provide brief training demo so everyone can use.
 - Add sponsor logos.
 - Add pics on many pages. Need pics from our meetings and our events.
 - Add stories and testimonials.

Game Field and Logistics (Art Silva, Lead; Kathy Geise, Board Rep)

- Core Team: Art Silva, Jim Baron, Jim McNally, Larry Gewax, Scott McEwen
- Game Field Construction (GF) is underway. All lumber and plywood purchased (as of Thurs, 7/22). Most hardware purchased. Getting quotes on PVC and electrical. Jim and Company will begin cutting and delegating construction assignments to his team this weekend. Details:
 - Jim Baron purchased for 2 sheets 4x8 ¾” ply, 2 sheets 4x8 1/8” hardboard, casters, hinges (most) this past week. \$215 on his personal credit card.
 - Lois will purchase remainder of lumber and plywood for GF and 14 Consumable Kits from Front Range Lumber this week with delivery to

Club Workshop w/in 2 days of order. Awaiting final quote; purchase on RM BEST Credit Card.

- Scott McEwen picked up hardware and fasteners (at cost) from Meyer Hardware (at cost) and placed in RM BEST Storage Box at Club Workshop. \$124.85 on personal credit card. (Note Meyer donated some of GF fasteners and all of 14 C-Kit fasteners; will recompute exact value of this \$350-ish donation. Big THANKS to Steve Schaefer, Owner, at Meyer!)
- Kendall Nickle is researching prices and sources for GF electronics. Lois will purchase on RM BEST Credit Card.
- Lois' daughter is quoting PVC; otherwise, Home Depot is competitive.

Here's a summary report of our committee's activities, status, and pending issues over the last couple of weeks:

1. Tues, July 6th: We held our kickoff meeting at Club Workshop. In attendance were Carolyn, Elwin, Jim Baron, Scott, Jim's friend (I forget his name - sorry), and myself. I presented everyone with their own notebook of drawings and schematics for this year's game (Vers. 0.7) and we went through the materials in some detail so everyone got a good overview of the game floor, plus the game itself.
2. Tues., July 13th: We held our second meeting at Club Workshop. In attendance were Elwin, Jim Baron, Scott, another friend of Jim (I forgot his name too), and myself. We had a roundtable discussion and took a deeper dive into the game floor details. We reviewed the bill of materials for each game floor component and discussed what was needed, where to buy it, and any special assembly problems we might foresee in putting that component together. We discovered a number of discrepancies in the materials descriptions versus the schematics that we need to resolve. Also, Vers. 1.0 of the game floor design materials is now available. We also decided to go forward with some initial hardware and lumber purchases. Jim Baron and Scott were given go-ahead to request funding for some initial low-cost purchases at this time.
3. Thurs, July 15th: Scott, Kendall, Dick T., Judy T., Teri E., and I visited the St. Cajetan's center and the AHEC Events center facilities to get a tour and orientation from AHEC staff. At the St. Cajetan's center we envision the game floor sitting square in the middle of the open space with limited seating all the way around the outer edges of the game floor. The entire floor is carpeted but we will have to bring our own carpeting to protect the centers from the game floor. There is a stage with adequate AV equipment where we can conduct the ceremonies. The classrooms for the breakout sessions are located within short walking distance from St. Cajetan's. They're standard classrooms with AV equipment and will work well for the breakouts. The AHEC Event center is massive. I understand we have the entire facility for game day. The facility consists of three contiguous, adjacent full-size basketball courts. We're envisioning laying out the game floor on the center court and pulling out moveable bleachers to very nearly reach the courts. The AV system is superb, and there are game clocks and a medium-size color message board that we can access. We will be preparing layout diagrams for each facility. Also, we will need

to begin working with the Events committee to determine the agenda for each event and the schedule. We're thinking that we'll need 2-3 hours for game floor setup and testing, and another 2 hours for tear down and minor cleanup.

4. Tues., July 20th. Jim Baron and I met at Club Workshop to begin doing some minor ripping and more measuring, plus we wanted to apportion out game floor components to the team to build at their home shops, if possible. We have some plywood purchased and cut, and we're starting to collect hardware items for the floor. We were stilled at Club Workshop because the staff there did not know where we should be storing game field components. They will not fit in the storage box we've been assigned. I spoke to Kathy and she informed me Steve had an idea where we could store our materials, but the information hadn't been conveyed to his staffers. We were forced to take all our materials back home.

Open Issues:

1. We need the Mall Day venue selected very quickly so we can begin our planning for that event.
2. The Event Day committee needs to develop activity schedules for each event as soon as possible. We will need to have input into those schedules for our logistical planning.

Things we need to do besides construction:

1. Release Vers. 1.0 of the game floor construction materials to the team.
2. Begin preparing the layout diagrams for each event.
3. Continue acquiring game floor materials.
4. Begin working with the game floor software and the NI I/O controller.
5. Begin developing event day checklists.

Kits Subcommittee (Kendall Nickle, Lead; Carolyn Bauer, Board Rep)

- Getting materials for 14 Consumable Kits
 - Will soon have plywood and lumber to be cut up one evening for kits.
 - Already have fasteners and much of the hardware, donated by Meyer Hardware.
 - PCV is being quoted.
 - Kendall is researching prices and sources for electronics & carpet.
- Kathy or Jose are set to order VEX packages, etc. for 14 Returnable Kits
- Will need to set date for "kit party" at Club Workshop before Kickoff.

Respectfully submitted,
Carolyn Bauer, Secretary