

**Rocky Mountain BEST Steering Team  
 (Boosting Engineering, Science and Technology)  
 HRCA Westridge, 9650 Foothills Canyon Blvd., Highlands Ranch, CO 80129  
 (303-791-2500) in the Day Camp Room.  
 March 12, 2011 @ 10 AM**

**Minutes**

Jose Lopez	y	Chuck Powell	
Carolyn Bauer	y	Lois Walton	y
Judy Tumlinson		Tim Bouvia	y
<b>Subcommittee members</b>		<b>and guests</b>	
Rick Dinsmore	y	Kathy Geise	y

**Jose called the meeting to order at 10:20 am, expressing concern about low attendance.**

1. **Last meeting minutes** – Carolyn made a motion to accept the February 3, 2011 steering team meeting minutes. Kathy seconded the motion and the motion passed unanimously.
2. **Treasurer’s Report** – Lois emailed the Profit & Loss and Balance sheets, thru March 1, 2011). She is working on some new processes to add visibility into financial data while it is with our accountant. Lois reported \$1950 in checks recently received from letters to last year’s sponsors. She is writing a letter requesting donations to people who weren’t sponsors last year and will forward it to all Steering Team members, so they can do the same. Steering Team members need to use their personal networks to try to generate sponsors.

Lois presented the 2011 Budget for 24 teams, which was created by input from Committee Chairpersons. Upon further review, Lois suggests volunteer-related activities with associated budget move to that committee, rather than to the event committee. Steering Team recommends the Board accept the financials, including Lois’ suggestion.

**3. Announcements –**

- Jose sent emails inviting schools to introductory meetings, re-inviting all metro Denver schools we invited last year. Meetings were at Metro on: Tue, Mar 8, (3 new schools attended) & Thurs, Mar 10 (no attendees). All others with teacher / school contact information will send it to Jose, so he can send invitation letters. If needed, we can visit schools/communities, if they can’t come to Metro. Targeted mailings should be successful and reflect information from various conversations, Colorado Science Teacher’s Convention, etc. Goal is to have at least 24 teams expressing interest prior to the end of the school year. Signup will be done online later, as it was done last year.
- So far, Jose has heard that at least 8 of last year’s schools plan to participate in 2011, plus 3 new ones. He’ll continue to track schools / teachers interested in RM BEST.
- Kathy suggested people attend the First Robotics (FRC) competition, April 7-9 @ DU Magness Arena to see how they operate compared to us. She is a volunteer who is running the floor for this year’s competition.
- 2010 video & DVDs – video is complete. 50 DVDs being made. Tim is working new website transition issues with Dean & will put video on it. He will build a new website using another domain name and will transition later from the existing website. Tim to work with Scott to get our new video on the current website.

- We discussed a start of season kick-off to re-engage all our RM BEST Steering Team to understand their commitment this year, etc. This would be a social-type event that would be a fun chance to get started for the new BEST season.

**4. Priorities – We verified these priorities:**

1. Recruitment of Sponsors – continuing effort
2. Obtain Facilities – Still unresolved - See below
3. Budget and schedule – see Treasurer’s Report above
4. Purchase equipment – NLT June 1 for VEX kits
5. Recruit volunteers – need to verify Steering Team / key people asap

**5. Activities & Events Schedule - Status report on Metro**

- Teacher Institute – Aug 1-2, 2011 @ Conference Center at Lowry CCEC. Any chance this can be accredited this year? Kathy working – see below.
- 2011 Competition Dates & Locations (**GOAL!**) Current issue is that the volleyball team has the Metro gym reserved for all Saturdays. Until the schedule is released and we can select an away game Saturday, we are waiting for the Game Day reservation date to be finalized. Rich Pozzi, Metro State, is working this issue. All other dates will be finalized once Game Day is reserved.

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Sat, 9/17/11 @ Auraria campus, Denver	Sat, 10/22/11 @ Town Center at Aurora Mall	Sat, 10/29/11 @ Auraria Events Center, Denver

- We will do an RM BEST Award this year on Game Day. This means an area dedicated for the team’s booths, as well as a room for presentations. Dick Tumlinson sent an email with lots of information about BEST Award.

**6. Committees Reports:**

Fund Raising – **Kathy Giese**. Kathy distributed a sheet with Fundraising Projections. It shows we need \$30K in cash for 2011. She and her team are targeting potential donors. The letter writing campaign needs to find twice as many small donors. Last year’s large donors can support at the same level as last year, so now is the time to encourage donors – because of the \$5K challenge grant. The budget shows we need \$10K for Returnables Kits for the new teams – by June 1. She suggests we work hard to find at least two new business donors. Rick still plans to contact big businesses – Xcel, Cricket. Tim / Rick to work with Dean to revise tri-fold flyer and to get marketing materials on both websites.

May 5, 2011 Fundraising Event @ Builders Appliance Center, 1880 W Oxford, Englewood @ 6-8pm. She has a subcommittee which includes some new people working this event. Celebrity Chef is donating a cooking demonstration in the demo kitchen area. We need at least 100 people for this first-time annual event. Venue can hold 500. Ticket cost is \$30. We’ll have various ways of selling tickets. Food will be: Appetizers, wine, dessert – and our only cost is food. We will also have a silent auction to offset food cost. We need **EVERYONE** to sell tickets to the event and to find items for the silent auction. Tips are that items need to look like a bargain and that we need high attendance. Sabina will keep list of silent auction items. Value of items comes from the donor. Anything that doesn’t sell will be sold at an ebay auction. Target is AT LEAST \$3000 profit. We need to resolve tax-related issue for auction item donations. Jose to check if we can create fiduciary relationship with Metro to use their 501c3 non profit.

Kathy expects to submit our 501c3 application soon – when it’s back from the attorney.

Meeting with our Metro State grant writer, Theresa, went well. Theresa has submitted a Letter of Intent for an ITEST grant from NSF. Next meeting is March 22 @ 1pm at 9<sup>th</sup> Street office to work on the ITEST proposal. Metro writes, and manages the grant. UCCS (Univ. of Colorado, Colo Spgs) will subcontract Teacher Institute part of the grant. Submittal is due May 13 with award in November. Up to 5 yr program starts in 2012. We are applying for a sizeable amount that will fund RM BEST through a number of years. She is also looking for local grants for 2011.

CABPES banquet is Thurs, May 7. Kathy is sponsoring a table. We encourage volunteers to attend...please contact Kathy if you are interested.

School Interface – **Chuck Powell**. Chuck emailed last year’s information. See above for Jose’s info about the school invitation status.

Volunteer Interface - **Lois Walton**. She is working with the Society of Women Engineers (SWE) and IEEE to give them lead time to plan for getting volunteers involved. If we recruit mentors, we may need to help bring them up to speed. Inviting mentors to Teacher Institute is most useful to new teachers / volunteers.

Kathy wants access to curriculum for our ITEST grant. If successful, then Bill Heldman could lead day 2 of Teacher Institute. Bill teaches at Warren Tech Central and expressed an interest in helping RMB evaluate curricula that could integrate the BEST robotics competition learning into the classroom.

Events - **Judy Tumlinson**. Judy is waiting for venue date / location info from Metro.

Venues subcommittee – **Loni Garcia-Silva**

Publicity sub-committee – **Teri Eichman**

Game – **Carolyn Bauer**. Note new subcommittee chairpersons.

- Rules & Prototypes subcommittee – **Rick Dinsmore/Ted Shin** – Mar 26 rules announced, so work day is planned at Club Workshop.
- Game Floor & Pits subcommittee – **Art Silva** – OK BEST is building this year’s game.
- Kits subcommittee – **TBD**. Kit team working Mondays at Club workshop 10-3pm. Please help if you have time!!!
- BEST Award subcommittee – **Dick Tumlinson**. Dick sent email sent today & requests everyone review scoring spreadsheets. More info will follow!

## 7. Action Items Matrix

Date Opened	Priority (H,M,L)	Actionee(s)	Action Description	Status Date
02/03/11	H	Kathy	Contact Raina prior to next BOD mtg to identify possible grantors and time frames.	02/24/11
02/03/11	M	Jose	Send out lessons learned questionnaire to Steering Team about last year's Game Day	
02/03/11	M	Rick	Contact BEST Assessment person to give us data to validate last year's success. Other choices are to get it from Students or Teachers. He has attempted contact, but has no feedback yet. He'll keep trying.	3/12/11

3/12/2011	H	Everyone on Steering Team	Send school / teacher contact info to Jose, so he can contact them about becoming a BEST team this year.	
3/12/2011	H	Tim/Rick	Work with Scott to get video & updated presentation files on current website	
3/12/2011	M	Tim	Work with Dean to move new website forward. Get things Dean needs and manage getting them to him.	
3/12/2011	H	Board	Contact last year's Steering Team members to verify whether they can make a commitment to participate this year OR plan a start of season kickoff social event to re-connect with everyone.	
3/12/2011	H	Jose	Continue to work with Rich Pozzi on Metro Game Day reservation date.	
3/12/2011	H	Everyone on Steering Team	Participate in fundraising letter writing campaign to raise cash & in-kind donations in 2011.	
3/12/2011		Jose	Find out whether we can create a fiduciary relationship with Metro this year for our May 5 event.	
3/12/2011	H	Everyone on Steering Team	Sell tickets to the May 5 event and find items for the silent auction for the event.	
3/12/2011	H	Jose	Contact Dewey, CAPBES, to see if he can give his contacts to us for our May 5 event.	
3/12/2011		Kathy	Investigate / do "Go To Meeting" virtual meeting to improve meeting attendance	

## 8. NEXT MEETINGS (DATE and LOCATION)

- **Board of Director Meeting:**
  - **Annual RM BEST BOD meeting**, Thurs, Mar 24, 6:30-8:30pm @ Highlands Ranch Eastridge Recreation Center. All are invited & encouraged to attend this meeting which will elect Directors for two year terms.
- **Steering Team Meeting:**
  - **Next Steering Team Meeting**, Saturday, April 16, 10-noon @ Highlands Ranch Westridge Recreation Center. All are invited & encouraged to attend this meeting!

**The meeting adjourned at 12:10 pm.**

Respectfully submitted,  
Carolyn Bauer  
Secretary, Rocky Mountain BEST