

**Rocky Mountain BEST Steering Team  
 (Boosting Engineering, Science and Technology)  
 HRCA Eastridge, 9568 South University Blvd, Highlands Ranch, CO 80129  
 Thursday, 14 April 2011 @ 7 PM  
 Minutes**

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

Jose called the meeting to order at 7:22.

**1. Approval of last meeting minutes – Carolyn made a motion to accept the March 12, 2011 Steering Team Meeting minutes. Rick seconded the motion and the motion passed.**

**2. Approval of Treasurer’s Report.** Lois passed out the end of March Profit & Loss and Balance sheets and explained the Profit and Loss statement details. **Jose made a motion to approve the Treasurer’s Report. Lois seconded the motion and the motion passed.** Lois also explained that we have received \$4,660 in donations. As a reminder, our budget shows we need \$45K for 24 teams. We need to obtain more sponsorship, so we can achieve the additional matching fund pledges. We’re way ahead of where we were last year, but we do not yet have all the cash we need for the 2011 events.

**3. Announcements –**

- **Team recruitment report.** Jose has been contacting last year’s teams and some new contacts. Jose is maintaining the list of schools that plan to be in the 2011 event. Plans continue to be for 24 teams to participate.
- **Metro Grant status –** Jose explained Metro and RM BEST are submitting a proposal to National Science Foundation (NSF) for an ITEST grant. Grant award is November and could provide funding for growth for 5 years. Lois, Kathy, Jose, Carolyn, and Rick are helping provide input.
- **Updated Contact Info.** Carolyn gathered input and has a new RM BEST Steering Team Contact list. She’ll email with these meeting minutes.
- **2010 video / DVD.** Tim has made an additional 150 DVD copies and Rick will add labels before returning them to the board for the May 5 fundraising event and other places as needed. The video is also available on the website and on UTUBE.

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

1. **Recruitment of Sponsors** – continuing effort
2. **Obtain Facilities** – We are still looking for a venue for Game Day, since Metro has no available Saturday dates for our event. Jose has scheduled a Sunday at

Metro, but we're concerned about whether that's the best choice. Rick will inquire about CU.; Carolyn will do the same at Colorado School of Mines. Judy said ACC is too small and suggested Regis Jesuit or Cherry Creek HS. We also need a kickoff venue, but we'll work that after we have decided on a Game Day venue.

3. **Recruit volunteers** – We are having low attendance at Board and Steering Team meetings. We hope all our awesome volunteers will be available to help us with the event prep and events, as they did last year.
4. **Budget and schedule** – each Committee has its own budget and chairpersons will manage their budgets.
5. **Purchase equipment** – will wait until the Returnables and Consumables Kit Lists are distributed for the 2011 game before purchasing 2011 kit / game field.

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

1. **Teacher Institute** – Aug 1-2, 2011 @ Conference Center at Lowry CCEC. Chuck suggested we have a bit more hands-on work and we should discuss the BEST Award and work with the VEX cortex, joystick, motors, servos, etc. Chuck explained that there's no need to work the accreditation issue. Letters from Chuck are sufficient to give teachers credit for attendance. Actual college credit is a much larger task. There are several options for making this happen, which we can discuss in the future.
2. **2011 Competition Dates & Locations**
  - a. We don't have the Metro Event Center (Gym) for a Saturday Game Day. So we need to figure out whether we can do Game Day on a Sunday or at an alternate location.
  - b. Saturdays are also booked for Kickoff for Metro Event Center.
  - c. Town Center at Aurora is available most Saturdays that we'd care about.
  - d. Jose feels he has a better plan for 2012, so this should be a 2011 problem only.

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
	Town Center at Aurora,	

3. We will do an **RM BEST Award** this year. This means we need an area dedicated for the team's booths on Game Day, as well as a room for presentations.

## 6. Committees Reports

**Fund Raising** – **Kathy Giese**. The May 5 event planning is in full swing. Kathy provided invitations for the event and return envelopes. Carolyn requested everyone in attendance take some and pass them out. Lois will send email to last year's volunteers. Tim will take a bunch to Raytheon. Everyone will take a stack and will encourage attendance AND will find silent auction items.

**School Interface** – **Chuck Powell**. Chuck can be POC for Teacher Institute again.. Jose is communicating with schools, too. Chuck appreciates Jose's involvement in communicating with teachers and finds it helpful that Chuck not be in the middle of communication with BEST people. Chuck suggests we communicate RM BEST POC info at Teacher Institute, Kickoff, etc. Another suggestion is to hand teachers a business card with a link to the website, rather than handing them a DVD. He also explains that we need to do a better job of explaining not to break hardware – or you might get charged for it. We all agreed we need to explain how to tell students / teachers how to use stuff – and how to NOT use stuff.

**Volunteer Interface** - **Lois Walton**. Nothing to report at this time.

**Events** - **Judy Tumlinson**. Waiting for venues before proceeding.

**Venues subcommittee** – **Loni Garcia-Silva**.

**Publicity sub-committee** – **Teri Eichman**.

**Game**– **Carolyn Bauer** -

**Rules & Prototypes subcommittee** -**Ted Shin / Rick Dinsmore**. First version of rules just out. Kit 14 given to Ted Shin. Prototype robot might be available for May 14 OK City Prototype Game Kickoff. Attendees must register via [http://bestprotogame2011\\_eventbrite.com/](http://bestprotogame2011_eventbrite.com/).

**Game Floor & Pits subcommittee** – **Art Silva**. Art reports via email that he has been active in talking to people about working with him on the game floor. He has a number of people who are good doing shop work and are interested in helping and a number of prospects that he'll talk to in the next few weeks. He has placed a couple announcements in various newsletters seeking helpers. He is looking for people who are skilled in working with wood shop equipment, can read design prints, and have a couple days a week between July and Sept to build the game floor. If anyone knows people that enjoy this kind of stuff have them contact Art and he will get them involved. Later, he'll need more people to help with set up, tear down, and moving on event days.

**Kits subcommittee** – **Rick Dinsmore**. Rick is the new chairperson of this subcommittee, so Carolyn helped with status. The team has been working at Club Workshop on Mondays from 10-3 regularly and requests helpers to assist with tasks. So far, all of last year's kits have been returned. Motors, servos, VEX cortex controllers and Joysticks have been tested. In the process, the programmable hardware cables, and USB cables have also been tested. Problem hardware has been pulled and the team is awaiting input from Larry Gexax, the BRI Hardware lead, about VEX warranty return process and whether any other broken hardware is fixable. Inventory is nearly complete and teachers are being contacted about missing / broken hardware. We need to do a better job of explaining how to use / misuse hardware in the future and may need a written policy to better explain costs associated with hardware breakage.

**BEST Award subcommittee** – **Dick Tumlinson**. Dick explains he is pleased to report to the Steering Team that Linda Scott has agreed to be the Head Notebook Judge as part of the BEST Award team. Dr. David Klein, Metro Prof, has agreed to be the Head Judge for the Marketing Presentations.

7. Action Items – Carolyn. New info is in red below.

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	In work 4/14
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, needs POC's contact info from Jose.	4/14
3/12/2011	H	Steering Team	Send school / teacher contact info to Jose, so he can contact them about becoming a BEST team this year.	In work
3/12/2011	H	Tim/Rick	Work with Scott to get video & updated presentation files on current website	4/14 done
3/12/2011	M	Tim	Work with Dean to move new website forward. Get things Dean needs and manage getting them to him. Tim to contact him this week about 1&1 environment.	4/14 In work
3/12/2011	H	Board	Contact last year's Steering Team members to verify whether they can commit to participate this year OR plan a start of season kickoff social event to re-connect with everyone.	Call Steering team & share status
3/12/2011	H	Jose	Continue to work with Rich Pozzi on Metro Game Day reservation date.	4/14 failed
3/12/2011	H	Steering Team	Participate in fundraising letter writing campaign to raise cash & in-kind donations in 2011.	4/14 In work
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	Steering Team	Sell tickets to the May 5 event and find items for the silent auction for the event.	4/14 In work

3/12/2011	H	Jose	Contact Dewey, CAPBES, to see if he can give his contacts to us for our May 5 event.	4/14 not done yet
3/12/2011		Kathy	Investigate / do "Go To Meeting" virtual meeting to improve meeting attendance	4/14 In work

These action items were on the board list, but they are included here, since they impact steering team. Again, red text is today's status.

#	Action	Responsible	Due Date
1	Create a master schedule – either MS project or excel	Jose	ASAP
2	Begin to look for grants for hub programs / activities	Raina	ASAP
3	Determine whether this year's Teacher Institute can be accredited	Board	soon
4	Get more DVDs made, labeled & distributed to teachers, corporations, attendees at May 5 event	Tim/Rick/ whole board	done
5	Get DVD clip on the website	Tim / Scott	done
6	Join IEEE & get \$200 additional on marketing budget for this expense	Rick / Lois	done
7	Work with Rich Pozzi, Metro Athletic Director to determine venue availability for Game Day / kickoff	Jose / Kathy / Board	failed
8	Move forward with May 5 Boosting BEST fundraising event. Solicit donations, sell tickets, get auction items, make pledges!!!	Everyone on Steering Team / Board	In work
9	Find out if it's possible we get another NASA grant	Board asking George Blanks	soon
10	Move new website forward as rm-best.org	Tim / Dean	In work
11	Work on logo mods to select new logo	Tim / Dean / board	In work
12	Forward DUNs info to Raina and get CCR number on grants.gov. <b>DUNS done. Need 501c3 for CCR</b>	Carolyn / Raina	In work
13	Confirm meeting dates / times / locations for Steering team / Board meetings	Carolyn & Board	In process
14	Set up next Board Special Meeting for Strategy / Grant progress	Raina & Board	asap

## 8. New Business.

- **Meeting Location.** Tim suggested discussing whether we could meet in different locations. Lonnie is checking on locations near them. Tim will

contact Steering Team to find out where people live. CABPES is still available to us, especially on Thursday evenings.

- **Go To Meeting.** Send people download info and encourage them to attend this way. Everyone needs to download a small application on their computer. The meeting needs a moderator to watch questions, etc. This could help people 'attend' but not in person. It also works well on phones for conference calls.
- **New Logo.** Tim made a motion to accept the logo with a modification of having the text Rocky Mountain darker. Lois seconded the motion and the motion passed. Tim will contact Dean with the feedback. We'll send it to everyone when we have it. The new logo will be on stationery, business cards, etc. and is primarily to be used for contacts with potential sponsors.

Our current logo is difficult / expensive to copy, print, since it is very complex and contains so many colors. We'll use the robot from our current logo as a mascot – on programs, etc. because it appeals to the kids, teachers, etc.

## **9. NEXT MEETING (DATE and LOCATION)**

### **Upcoming Board Meetings:**

- Typically these will be Quarterly on the 4<sup>th</sup> Thursday @ 7pm at HRCA Eastridge. However, because of Board people's vacation schedules, this will be scheduled on **Thursday, June 16, 7-9pm @ HRCA Eastridge**, 9568 South University Blvd, Highlands Ranch, CO 80126.
- We need to celebrate, since June 17 is Tim's Birthday, June 18 is Carolyn's birthday and June 17 is Kathy's Master's Thesis Defense day.

### **Upcoming Steering Team Meeting:**

- **Thurs, May 12, 7-9pm, HRCA Eastridge**, 9568 South University Blvd, Highlands Ranch, CO 80126
- Typically these will be monthly on the 2<sup>nd</sup> Thursday @ 7pm at HRCA Eastridge. However, because of Board people's vacation schedules, this will be scheduled with the Board meeting on **Thursday, June 16, 7-9pm @ HRCA Eastridge**, 9568 South University Blvd, Highlands Ranch, CO 80126.

**The meeting adjourned at 9:07 pm**

Respectfully submitted,  
Carolyn Bauer  
Secretary, Rocky Mountain BEST