

**Rocky Mountain BEST Steering Team  
(Boosting Engineering, Science and Technology)  
HRCA Eastridge, 9568 South University Blvd, Highlands Ranch, CO 80129  
Thursday, 12 May 2011 @ 7 PM**

**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	t
Lonnie Garcia-Silva – acting for Judy Tumlinson	t	T = attended via telecon	

**1. Approval of last meeting minutes – Carolyn made a motion that we approve the April 14, 2011 Steering Team Meeting minutes. Lois seconded and the motion passed.**

**2. Approval of Treasurer’s Report** - Lois distributed via email the end of April financials – the Profit and Loss and the Balance Sheet. She also discussed the additional deposits (from the fundraising event) and debits (2011 hub license fee) made since the end of April. **Lois made a motion that we accept the April financial report. Tim seconded the motion and the motion passed.**

Lois also reported on the preliminary financials for the May 5 fundraising event. We received over \$4K from donation, event attendance fees and auction item sales. Lois needs to gather all the details of auction items / donors and will contact the team for missing information to complete her detailed list of donors.

**3. Announcements:**

**1. Team recruitment report** – Jose reported that he has a list of 24 (shortly after the meeting) schools expressing interest in being in the competition. Our goal is 24 teams this year. Official on-line signup will be later.

**2. Metro Grant status** – Jose reported that we will submit on May 13 a combined Metro, RM BEST ITEST proposal for a 5-year National Science Foundation (NSF) grant. Jose will send more info to Steering Team via email & will email the proposal detail to Steering Team persons if they request it (assuming Metro is okay with the distribution).

**3. Newsletter to participants** – Jose is working the first 2011 version and will email newsletter to schools / teachers soon. His plan is to send a 1-2 page newsletter approx every month to keep them in touch with RM BEST plans.

**4. Schedule** – Jose reported that we’ve got Metro Event Center scheduled for Sunday Kickoff and Game Day. We’re investigating other venues, but teachers and team need dates to be nailed down soon. We’re starting with Game Day and will work backwards.

**5. Updated Contact Info** – Carolyn will send an updated contact list with these meeting minutes.

**6. 2010 video / DVD** – Tim made copies of the video (which is available on our website). Rick has the copies and is distributing to corporate people, etc. Ask Rick for copies if you want them.

**7. Nonprofit status** – Kathy reported earlier via email that RM BEST is now a 501 (c )(3) tax-exempt organization. She reminded everyone that we do not need to pay sales tax on purchases and suggests creating accounts with our common vendors is the easy way to do purchases now.

Kathy suggests that each person who might be making purchases should make a copy of the federal letter indicating we are non-profit to take with them when they make any purchases so that they don't have to pay tax (even places where we don't make huge purchases). Additionally, setting up on-line accounts with the non-profit status established should make on-line purchases later much simpler.

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

1. Obtain Facilities – As stated above obtaining Game Day venue is the highest priority. Carolyn is working with Colorado School of Mines to attempt to find a Saturday venue. **Kathy indicates we need to make a commitment to schedule soon – and to inform teachers / volunteers.** Sunday isn't necessarily a great choice, but it may be the best we can do this coming year.
2. Recruitment of Sponsors – continuing effort. The May 5 BOOSTING BEST fundraising event was a success. We learned lessons and Kathy will get those recorded and distributed. We have the potential of getting significant in-kind donations this year for consumable kits from Dun-Rite Kitchens.
3. Recruit volunteers – We are having poor attendance at Steering Team meetings and think that is partly attributed to people feeling there's not much to do yet. We trust our helpers will be there to help when we need them. GoToMeeting phone-in and webinar (or another similar product) should give people the ability to attend without being at the meeting in person.
4. Budget and schedule – each Committee is managing its own budget.
5. Purchase equipment – Kit team will purchase equipment when the 2011 kit lists are distributed.

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

1. Teacher Institute – Aug 1-2, 2011 @ Lowry Building 697 - CCCS (Colorado Community College System) Conference Center. We need to determine and distribute info about how teachers / mentors register for the Teacher Institute.
2. 2011 Competition Dates & Locations – these are currently proposed.

<b>Kickoff Date / Location</b>	<b>Mall Day Date / Location</b>	<b>Competition Date / Location</b>
9/11/2011 (Sunday) Metro State College gym	10/15/2011, Saturday @ Town Center at Aurora	10/23/2011 (Sunday) MSC gym

3. We will do an RM BEST Award this year. This means 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** - Kathy reported the first annual May 5 BOOSTING BEST fundraiser was a success. She'll have her committee coordinate a report to the Board / Steering team about attendance and fundraising efforts. Lois will work with the committee to finalize what funding was obtained. Kathy also reports that her committee will do lessons learned about how to do the event better next year, as the plan is for this to be an annual event. They will be asking everyone for input to the after action review. There was also discussion about the date of the event being a potential issue, as well as lateness of invitations, etc. More information will be provided later on this event.

Kathy also asked Lois to provide a budget shortfall number to her.

Rick reported he's recently provided complete info package / request to Xcel. Committee meets in June to review and make decision whether to fund RM BEST

**School Interface** – **Chuck Powell** – As noted before the Teacher Institute is scheduled for Aug 1 and 2. The two-day format will give teachers more time to learn what they should and should not do with the equipment. We will give in-service credit by a certificate, like the one we used last year. I have contacted Colorado School of Mines' Teacher Enhancement Program. We may be able to offer college credit through CSM for teachers who are interested. It's not necessary, but it's a small additional incentive.

**Volunteer Interface** - **Lois Walton** reported that she is continuing to maintain a spreadsheet of volunteers. The majority of volunteers needed are near the events, other than committee membership which could be stronger.

**Events** - **Judy Tumlinson** reports through Lonnie Garcia-Silva that they are awaiting event dates / venues before proceeding.

Venues subcommittee – **Lonnie Garcia-Silva**

Publicity sub-committee – **Teri Eichman**

**Game**– **Carolyn Bauer** -

**Rules & Prototypes subcommittee** – Carolyn Bauer reported that Ted Shin is working on a prototype robot and will have it available for Teacher Institute.

**Rick Dinsmore** reported that the first rules have been distributed and that there will be at least one revision after Prototype Game Kickoff in Edmond, OK this coming

weekend. Carolyn and Lois are attending and will provide info & photos to all after their return.

**Game Floor & Pits subcommittee – Art Silva** reports via email that he is looking for volunteers to construct the Game Field. His two primary volunteers in 2010 aren't able to commit the same time / work in 2011. Lois and Carolyn will forward the name of one volunteer from HARA. Art reported that the first game field drawings have been distributed and that there will be at least one revision after Prototype Game Kickoff in Edmond, OK this coming weekend. Carolyn and Lois are attending and will provide info & photos to all after their return.

**Kits subcommittee – Rick Dinsmore** reported that he is now on the National Kit Committee, so we will be able to have greater input into BRI's kit policies, as well as a preview of what is being discussed. Currently the kit team is discussing whether the kits should contain any pre-fab items, like wheels. Kathy also suggested including 3 gears, since they are sophisticated and a perfect reason for discussion in the classroom of fractions.

Additionally, the kit subcommittee has a few new helpers who are working every week at Club Workshop on Mondays from approx 10-3pm. Come help!

**BEST Award subcommittee – Dick Tumlinson** reported earlier that Linda Scott is Head Notebook Judge and is getting volunteers lined up for that effort.

#### 6. Action Items – Carolyn

<b>Date Opened</b>	<b>Priority (H,M,L)</b>	<b>Actionee(s)</b>	<b>Action Description</b>	<b>Status Date</b>
02/03/11	H	Kathy	Contact Raina prior to next BOD mtg to identify possible grantors and time frames. <b>Board meeting soon. Raina to contact Lois soon.</b>	5/12
02/03/11	M	Jose	Send out lessons learned questionnaire to Steering Team about last year's Game Day	5/12 will do soon
02/03/11	M	Rick	Contact BEST Assessment person to give us data to validate last year's success. <b>2010 preliminary data has been received and input in Xcel fundraising request.</b>	5/12
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	M	Tim	Work with Dean to move new website forward. Get things Dean needs and manage getting them to him. <b>Tim to contact him this week about 1&amp;1 environment. Committee created tonight and will get focus and progress moving forward</b>	5/12 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. Potluck at a park is a good idea – or maybe another very special event to thank our key volunteers and motivate them for this coming year.	Carolyn and Lois to see if Judy can do it
3/12/2011	H	Jose & everyone	Continue to work with Rich Pozzi on Metro Game Day reservation date. OR try to find an alternate venue for a Saturday Game Day	Sunday at metro 5/12 OR another Saturday Venue
3/12/2011	H	Steering Team	Participate in fundraising letter writing campaign to raise cash & in-kind donations in 2011.	5/12 done
3/12/2011	H	Steering Team	Sell tickets to the May 5 event and find items for the silent auction for the event.	5/12 done
3/12/2011	H	Jose	Contact Dewey, CAPBES, to see if he can provide CH2MHill info for fundraising team.	5/12
3/12/2011		Kathy	Investigate / do "Go To Meeting" virtual meeting to improve meeting attendance. Phone in on 5/12 works fairly well. Web version might be better.	5/12 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 provided last year's schedule and asks chairpersons for input for 2011 schedule.	Jose	ASAP
2	Begin to look for grants for hub programs / activities. Raina asking Lois for input and will work with BOD soon.	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	Only availability is Sunday
8	Move forward with May 5 Boosting BEST fundraising event. Solicit donations, sell tickets, get auction items, and make pledges!!!	Everyone on Steering Team / Board	done
9	Find out if it's possible we get another NASA grant.	Board asking George Blanks	
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. Can proceed on CCR now that we are 501(c) (3).</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. <b>Special meeting soon.</b>	Raina & Board	asap

## 8. NEXT MEETING (DATE and LOCATION) --

The next Board / Steering Team meeting will be a combined meeting on Thursday, June 16 at **HRCA Eastridge, 9568 South University Blvd, Highlands Ranch, CO 80129** at **7pm**. We will be celebrating Tim's (June 17<sup>th</sup>) & Carolyn's (June 18<sup>th</sup>) birthdays and Kathy's defense of her dissertation (June 17<sup>th</sup>). We'll plan dinner before the meeting as a celebration dinner prior to the meeting.

Tim investigating other locations for our **July 14 Steering Team meeting** – to see whether we can improve attendance and get everyone back together before a big 2011 season.