

**Rocky Mountain BEST Steering Team
 (Boosting Engineering, Science and Technology)
 HRCA Eastridge, 9568 South University Blvd, Highlands Ranch, CO 80129
 Thursday, 16 June 2011 @ 7 PM**

MINUTES

Jose Lopez	y	Chuck Powell	y
Carolyn Bauer	y	Lois Walton	y
Judy Tumlinson	y	Tim Bouvia	y
Subcommittee members		and guests	
Rick Dinsmore	y	Raina Shield	y
Dick Tumlinson	y	T = attended via telecon	

We had a combined Board and Steering Team Meeting. The Steering Team meeting was from 7-9pm and the Board meeting followed. The Board Meeting Minutes are contained in a separate document.

Jose called the meeting to order at 7:20.

1. Approval of last meeting minutes – Carolyn made a motion that we approve the May 12, 2011 Steering Team Meeting minutes. Judy seconded and the motion passed.

2. Approval of Treasurer’s Report - Lois distributed via email the end of May financials – the Profit and Loss and the Balance Sheet. She reminded us that our 2011 budget for 24 teams is \$45K, but we’ve not yet raised that much money. We discussed the need to order totes and 14 returnables kits soon. **Lois made a motion that we accept the May financial report. Rick seconded the motion and the motion passed.**

3. Announcements –

1. Team recruitment report – Jose explained he has 26 teams interested in participating in this year’s competition. We will plan to have the first 24 teams participate and include the last 2 on the wait list.

2. The 2nd Newsletter is being prepared to distribute to teachers – Jose sent out a draft of this newsletter to Steering Team members and asked for updates / revisions prior to mailing it – which will be done soon. The newsletter explains the Game Day will be on a Sunday, includes National Conference attachment, map of the Teacher Institute location, and additional Teacher Institute info from Chuck, etc.

3. Schedule – Jose needs updates to the schedule from Steering Team and requests people send modifications to him, including adding line items if necessary. We agreed that it would be appropriate for the schedule to drive the Steering Team meeting discussions. Jose will add names to the schedule –to identify who is responsible. The hub schedule will be a living document. The latest **schedule** will be included with these minutes.

4. Updated Contact Info – Carolyn will distribute **current list** with these minutes.

4. Priorities – We verified these priorities:

1. Selecting Facilities / Event Dates – see Section 5 below.
2. Recruitment of Sponsors – continuing effort
3. Recruitment of volunteers – continuing effort
4. Budget and schedule – each Committee has its own budget to manage
5. Purchase equipment status – about ready to begin kit / game field purchases

5. Activities & Events Schedule - Status report on Metro

1. **Teacher Institute** – Aug 1-2, 2011 @ the Lowry Conference Center (The Chapel Bldg 697) at the Lowry campus (part of the Colorado Community College System (CCCS)). Each school will be invited to send multiple participants: the main teacher and an additional teacher or mentor(s). Registry procedure & agenda will be in the upcoming newsletter.

Chuck distributed two types of agendas for the TI. One agenda is a lecture-based class and the second is a hands-on class. We discussed the choices and the **consensus was to have a hands-on based class**. The agenda has people assigned to each session and session leaders will make their presentation charts and Chuck will help find materials from various locations / website, if necessary.

We will make a CD with all presentation charts and give it to attendees at the start of class. Tim will make the CDs. Chuck will send an updated schedule soon to all presenters. Carolyn will send the **template** for the presentation and **presentations** from the 2010 Kickoff CD to give presenters a head start on charts.

We will have an instructor meeting the week before – Please see all dates below. Chuck believes we need to use all the returnables kits and at least two consumables kits at TI.

Teachers will formally sign up for the competition on the Robot Events website to officially sign up (the formal BRI signup procedure).

Key Teacher Institute Dates:

- RSVPs are due to Chuck / Jose from teacher / mentor attendees by Monday, July 25 (so proper amount of food can be ordered).
- **Prep build meeting** Monday, July 25 at Club Workshop from 4-8. Carolyn will buy pizza / salad dinner. We will build some pre-fab items for Day 2 of the Institute.
- **Prep dry run** Tuesday, July 26, 6-8pm, at Green Mountain High School. Bring 3 returnables kits to do 'final' prep for TI and current version of presentation slides.
- Deadline for getting **updated slides** to Tim is Wed, July 27, so he can make CD

2. 2011 Game and locations

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Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Saturday, 9/10/2011 Green Mountain High School	Saturday, 10/15/2011 Town Center at Aurora mall	Sunday, 10/23/2011 Auraria Events Center (aka the MSC gym)

- We will also 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.
- **Website Status & Facebook start** – Tim explained there has been no progress on website. Tim has an RM BEST Facebook page, and Art has been reviewing for legal issues – especially privacy / private information. We'd lock it down so others cannot post stuff on it.
- We owe Dean (**website developer**) a site map. Kathy, Carolyn & Tim will work this with Dean.
- **Logo status** – Tim sent message to Dean about our selected logo. Dean will send us the pantone palette info. We'll need various file formats soon, so Rick can make us business cards for Teacher Institute.
- **News on 2010 video.** We will show it at the Teacher Institute.

6. Committees Reports

Fund Raising / Grant & Grant Status. Moved to Board Meeting.

School Interface – **Chuck Powell** – Teacher Institute planning discussed above. Please also see the schedule info at the end of these minutes! **If you think you would like to help build some pre-fab items at Club Workshop, please contact Chuck for details.**

Volunteer Interface - **Lois Walton** sent an email earlier today with this information.

1. Will have a letter ready to send out to Organizations by Monday 20 June to gather mentors. Letter will include information about the dates of the Teacher/Mentor institute in August so that Mentors might make plans to attend. Hope to find at least 48 mentors (2 per school)
2. Will send to:
 - a. IEEE contact Curtis Miller
 - b. SWE contact Meghan Rodwell
 - c. Raytheon YESnet contact Eric DeKruif
 - d. Last year's mentors
3. Lois will try to follow up with information gathered from last year's mentors so that new ones will have a better idea of what the commitment is and what it is all about.
4. If you have any ideas of people for Lois to contact directly or organizations she can contact, please give her a name and phone or email.

5. Plan to have a second email ready to send out by end of next week with description of other volunteer positions. If your team has need of any volunteers now or later, please let Lois know so she can include these in the descriptions. Give her: (by email... not verbally!)
 - a. What they will do
 - b. Time frame of when they are needed
 - c. Approximate time commitment (or a range)

Carolyn will send list of attendees at the robotics breakfast to Lois, as they would be excellent mentors.

Events –

- **Judy Tumlinson** thanked Chuck for Teacher Institute preparation.
- There is a concern about Mall Day regarding getting a large enough pit area for 24 teams. Game Field location is near Penney's this year (which is the same size as the space near Sears – last year's location.) Judy will work issues with Warren Green.
- Judy will work with same people at AHEC on Game Day event preparation.
Venues subcommittee – **Loni Garcia-Silva**
Publicity sub-committee – **Teri Eichman** has a new knee and is recovering!

Game– **Carolyn Bauer**

- **Rules & Prototypes subcommittee -Ted Shin / Rick Dinsmore.** We haven't talked to Ted recently, so we will get an update soon. Previously he told us he was working on the prototype robot, but he's had little help. We will **not** use his prototype at this year's Teacher Institute. Regarding Rules, we're awaiting the final version of this year's rules – which have been promised to be posted soon.
- **Game Floor & Pits subcommittee** – Art Silva is getting a team together to build this year's game field and is awaiting the final version of the game field drawings – which have been promised to be posted soon. Work will commence at Club Workshop soon.
- **Kits subcommittee – Rick Dinsmore.** Rick is now on National Kits Subcommittee and explains there is a discussion about including some minor pre-fab items in the future (e.g., wheel hubs). We'll get status on the decision soon. Also, we expect to have the consumables and returnables kit lists soon.
- Rick explains that VEX has been working hard to keep up with replacement / repair of broken items. Many items were damaged by teams and replaced for free this year (under a very liberal warranty). In the future VEX will repair / replace items under a more normal warranty process. They will repair / replace items that have been damaged if every kit is covered by a \$125 warranty. We discussed how this should be implemented and wondered whether it is a hub expense or a damage deposit paid for by the teams. Carolyn will email George Blanks to ask about how BRI is suggesting hubs handle the \$125 /kit cost.
- **Post meeting note:** Since this is a kit issue, Larry Gewax responded. He indicated it should be a hub expense, since BEST is "free to teams".

- We also discussed that we should write a hub kit policy.
- We will order more red / blue totes & returnables kit parts soon. Then we'll turn our attention to the consumables items.
- **BEST Award subcommittee – Dick Tumlinson** is working with Linda Scott, Head Notebook Judge and David Klein, Head Marketing Presentation Judge, to prepare presentations for the Teacher Institute and later to recruit judges for their events.

7. Action Items – Carolyn suggested we table until later. Action items are sprinkled throughout these minutes and need to be worked by the team.

8. NEXT MEETING (DATE and LOCATION) --

We will continue to use Eastridge as a meeting location until we find a better location.

Upcoming Board Meeting:

- Typically these will be Quarterly on the 4th Thursday @ 7pm
- The next quarterly meeting will be after Kickoff (September 22?) Carolyn requests Sept 15 or Sept 29.

Upcoming Steering Team Meeting:

- Typically these will be monthly on the 2nd Thursday @ 7pm.
- July meeting is **Thursday, July 14, 7-9pm, @ HRCA Eastridge**, 9568 South University Blvd, Highlands Ranch, CO 80126
- August meeting is **Thursday, August 11, 7-9pm, @ HRCA Eastridge**, 9568 South University Blvd, Highlands Ranch, CO 80126

The meeting adjourned at 9:00 and we started the Board meeting (in separate minutes)

Respectfully submitted,
 Carolyn Bauer
 Secretary, Rocky Mountain BEST