

**Rocky Mountain BEST Steering Team
 (Boosting Engineering, Science and Technology)
 HRCA Westridge, 9650 Foothills Canyon Blvd., Highlands Ranch, CO 80129
 Thursday, 14 July 2011 @ 7 PM**

Minutes

Jose Lopez	y	Chuck Powell	y
Carolyn Bauer	y	Lois Walton	
Judy Tumlinson	y	Tim Bouvia	
Subcommittee members		and guests	
Art Silva	y	Kathy Geise	y
Lonnie Garcia-Silva	y		
Dick Tumlinson	y	T = attended via telecon	

1. Approval of last meeting minutes – Carolyn made a motion that we approve the June 16, 2011 Steering Team Meeting minutes. Judy seconded and the motion passed.

2. Discussion of Treasurer’s Report - Trece (our accountant) distributed via email the end of June financials – the Profit and Loss and the Balance Sheet. 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 returnable kits soon

3. Announcements –

1. Teams – Jose and Chuck report that we have 24 teams signed up and two more on the wait list. There is one team that might drop, since the teacher isn’t teaching the class that would give him his team members.

2. Teachers’ and Mentors’ Institute – Jose and Chuck report that so far 12 teams have said they’re attending and many haven’t replied yet.

3. 3rd Newsletter to participants – Jose reports that he is waiting for review of the newsletter before sending it approx July 15. He asked for input before sending.

4. Schedule – Jose (TO BE UPDATED AT STEERING) Jose requests people review and update the schedule. The approach is to find your name in red and review / modify.

4. Priorities – We verified these priorities:

- 1. Schedule is Set!**
2. Recruitment of Sponsors – continuing effort
3. Recruit volunteers – continuing effort – Carolyn will send Colorado Robotics Association contact list to Lois, since they’d be perfect mentors. Lois can contact them with details.
4. Budget and schedule – NEED INPUTS!
5. Purchase equipment status

5. Activities & Events Schedule

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)). **Registration procedure & agenda in newsletter for attendees.**
 - **Prep build meeting** Monday, July 25 at Club Workshop from 4-8.
 - **Prep dry run** Tuesday, July 26, 6-8pm, at Green Mountain High School.
 - Deadline for getting **updated slides** to Tim is Wed, July 27, so he can make CD.

2. **2011 Game and locations**

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.

3. **Logo** – We reminded everyone that the new logo and colors have been approved. Carolyn will get a .pdf version and will attach to the minutes. We have various types of file types for various applications from Dean. Rick will make business cards for presenters / teachers for Teacher Institute.
4. **Website Status, Facebook & Video status** – Tabled until Tim can give us status.
5. **Lockheed Martin Grant Proposal at <http://www.coloradononprofits.org/fornonprofits.cfm>** - Jose & Carolyn have been working a grant proposal for approx \$25K for 2011 Enhancements to the RM BEST program. It requests funding for additional kits, trophies, medallions, volunteer t-shirts, etc. They’ll submit it soon and will be asking for input / review. Please help if they ask you for info.
6. **Raina and Kathy are working on an El Pomar grant and will submit it by July 31.** We might anticipate a request to review / provide input to that one, as well.
7. **ITEST grant awards occur in November.** We’ll see if we’re successful.
8. Jose plans to join the **Colorado Nonprofit Association** to learn more about how to manage a nonprofit. It’s less than \$100/ yr. Everyone agrees it’s a good idea. His plan is to pay for it personally.
9. **VEX \$125 Repair Warranty issue** – Carolyn led a discussion about the warranty and whether we should buy it for our 25 kits in 2011. The data from Kathy from 2010 shows that we could have replaced the items for less cost than the warranty, but it’s difficult to make a decision from only one data point. We also discussed the Kit Policy which tells teachers they will be charged for items that are broken or lost. The current feeling is not to buy the warranty, but the Kit team should review the decision carefully. Additionally, the kit policy should include a price list and a request for contact info for invoicing. The policy should be explained carefully at teacher institute and delivered as a handout. Rick / Carolyn need to do this and lead the discussion at TI.

10. We realize we probably need to add refurbish/ repair of hardware in future budgets. Hardware will get worn out and will need to be replaced.

11. BEST Survey at http://www.surveymonkey.com/s/BNC_survey. Jose forwards a request from George Blanks that we take the BEST survey which is about involvement in the BEST program. It's a very elaborate survey. Jose suggests we take it by July 20, so results can be discussed at the Hub event at Auburn University. Kathy is attending and can give us feedback afterwards.

6. Committees Reports

Fund Raising – Kathy Giese - El Pomar Grant proposal status – Raina and Kathy are working on this potential grant to innovators. El Pomar is a well established philanthropic organization. Line items will come from the budget & will include administrative costs, so grant-writing gets refunded. If funded Raina will manage it. If not, she'll reconfigure the proposal and solicit another grant with someone else at no additional cost to RM BEST. It's due July 30 and will take approx 8 weeks to receive feedback.

Audit in progress for 2010 by Feldake and we will learn a lot during this process and with the feedback we will get from them. If you know an auditor who could do this for us in the future at the start of the calendar year, please forward the info to Kathy Geise. We are looking for bids for a 2011 audit – the GL had less than 600 transactions and \$50K budget. We might consider having a policy about doing audits – board decision.

School Interface – Chuck Powell handed out the Teacher Institute schedule and we discussed it in some detail. Chuck will send required list of parts to Carolyn so she can verify that it's all available at Club Workshop for the 7/25 mini-build session.

Volunteer Interface - Lois Walton – no report.

Events - Judy Tumlinson – Judy's team has planning for Teacher Institute well in hand. They need RSVP data, so the right amount of food is ordered.

They are now planning Kickoff @ GMHS - 121375 West Green Mountain Drive, Lakewood, CO 80228. Two tickets to each of the kickoff breakout sessions will be included in the teacher packets. This will ensure good attendance, but not overcrowding at all sessions.

- Will order t-shirts for volunteers to wear at kickoff.
- Breakout sessions for kickoff –add two more sessions for BEST award (Booth / Presentation)
- Can have people in gym with field – discussing rules /field, etc. for an hour.
- We will also hand out a paper copy of rules – 1 / team at kickoff.
- We discussed having a speaker during breakout sessions that would stay in the gym and present to the large group. Another idea was to have a design tricks session in the gym.

Lonnie talked to Teri and she'll be the GMHS POC. She's doing better after knee replacement surgery, but low on energy. She'll be back to school Aug 1.

They realize they will have lots of questions as planning continues, so please reply when asked.

Venues subcommittee – **Loni Garcia-Silva**
Publicity sub-committee – **Teri Eichman**

Game – Carolyn Bauer -

Rules & Prototypes subcommittee -**Ted Shin / Rick Dinsmore**. We'll contact Ted Shin to discuss prototype robot status. Rules v 1.0 have been distributed and are being read / understood by everyone.

Game Floor & Pits subcommittee – **Art Silva** v1.0 and v 1.1 of the game field build description has been put on the private website. He's having a meeting next Monday (6:30pm, 7/18) night at Club Workshop to hand out notebooks, go over the game, and get organized. After Monday they'll start buying / working. Tasks can be divided fairly well this year, since the field build can be modularized.

Kits subcommittee – **Rick Dinsmore**. Kit purchases will be in full swing soon, since the kit lists are now distributed. We'll try our best to get in-kind donations from last year's and new potential sponsors. We request help for kit prep later.

BEST Award subcommittee – **Dick Tumlinson** had a meeting with David Klein and Linda Scott who are head Marketing Presentation and Notebook judges. They are up to speed, enthused, and recruiting helpers. **He needs a head judge for table displays, so forward suggestions to him.**

7. Action Items – are sprinkled throughout these minutes.

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, since she'll be out of town on Sept 22.

Upcoming Steering Team Meeting:

- Typically these will be monthly on the 2nd Thursday @ 7pm.
- August meeting is **Thursday, August 11, 7-9pm, @ HRCA Eastridge, 9568 South University Blvd, Highlands Ranch, CO 80126**
- **September meeting should be Thursday, September 8. We will probably do a Dry run for kickoff at Club Workshop.**

Carolyn made the motion to adjourn at 9:00. Kathy seconded the motion and the motion passed.

The meeting adjourned at 9:00.

Respectfully submitted,
Carolyn Bauer
Board Secretary