

**Rocky Mountain BEST Steering Team  
(Boosting Engineering, Science and Technology)  
@ Green Mountain High School  
1830 hours (6:30PM), 23 Aug 2011**

**Minutes**

Jose Lopez	y	Chuck Powell	y
Carolyn Bauer	y	Lois Walton	
Judy Tumlinson	y	Tim Bouvia	y
<b>Subcommittee members</b>		<b>and guests</b>	
Rick Dinsmore	y	Rich Pozzi, Metro State College	y
Teri Eichman	y	Scott McEwen	y
Lonnie Garcia-Silva	y	Patrice Smith	y
Art Silva	y	T = attended via telecon	

**Jose called the meeting to order at 6:22.** We do not have a GoToMeeting application set up for this meeting. Tim will write / distribute instructions about how to set up a meeting and how to invite people, so that Jose can include in emails with agendas prior to meetings.

**1. Approval of last meeting minutes – Carolyn made a motion that we approve the August 4, 2011 Steering Team Meeting minutes. Rick seconded and the motion passed.**

**2. Discussion of Treasurer’s Report –** No new financials are available, since we already have approved the July data. The team reminds everyone to actively solicit sponsorship to achieve the \$5K challenge grant offered by the Tumlinson’s. We have a shortfall this season and can make up the shortfall by finding additional sponsorship to obtain this generous challenge grant.

**3. Announcements –**

- Jose explained that we currently have 21 teams that have officially registered and 2 not yet officially registered who are planning to register. We also have a few other schools that may be planning to register. We expect to have 24 teams register this year and attend kickoff.
- Kathy / Chuck are working with teachers who didn’t attend Teacher Institute to prepare them for the season. We want all the teams to be successful this season and this additional mentoring should have a positive impact on their success.

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

1) Recruitment of Sponsors is a continuing effort. We will hear whether we obtained grants for any of the grant proposals we submitted this year during the Sept – Nov time frame. We discussed the need to submit grant proposals for next year soon, so that we achieve funding during a better time frame.

- 2) Obtain Facilities – **Completed for 2011**
- 3) Budget and schedule – in progress
- 4) Purchase equipment – in progress & almost complete
- 5) Recruit volunteers – in progress & needs to be focused on

## 5. Activities & Events Schedule

- Schedule updates – We discussed the schedule and made updates to responsibilities. **Jose will modify the schedule and resend.** Please review and do the activities which have been assigned to you. Contact Jose with any issues asap.
- **Insurance.** Carolyn & Judy will fill out and submit the insurance form with info for this year's events asap.

## 6. Kickoff prep discussion & walkthrough of the GMHS spaces

- We walked through the gym and classrooms to verify flow of people, arrangement of gym & game field, pickup location for kits, etc.
- **Preparation.** The truck will be loaded with kits, consumable supplies, event supplies, and game field pieces **at Club Workshop Friday night before Kickoff (9/9/11) @ 6:30. Please meet there in work clothes and with gloves to help load!** The truck will be left at CW or GMHS that night.
- **Unloading of the truck starts at 8am at GMHS on Sat (9/10/11).** Please meet there in work clothes and with gloves to help. The game field carpet will be set up and taped and then the game field will be unloaded and set up. Then Red and Blue Totes containing the kits for the teams and consumables will be arranged up for pickup by the teams.
- While at GMHS, volunteers can keep their personal items in the Hospitality Room – in the faculty lounge near the gym. Lunch & t-shirts will be provided for volunteers.
- Clothing. For the kickoff presentation, steering team should wear our blue BEST shirts with either black or khaki pants. Volunteers will wear the volunteer shirts we are providing for this year's game.
- **Signage.** The event team will bring and set up signage of where to park, where to enter the building, where to register, where to attend breakout sessions, kit pickup, etc.
- **Gym configuration.** Bleachers on south end will be pulled out most of the way for participants. South curtain will be pulled down and game field will be set up in the middle gym section (near the south curtain), so that the field is hidden until it is revealed. Video will be displayed on one BIG screen on the far east of the gym (on the south side of the curtain). Scott & Tim are working this task.
- We will loop the 2010 RM BEST Video prior to the start of the presentation. Table with chairs will hold the laptop & assistant. Laptop will be driving the video and all presentation stuff in the gym. Scott will construct the big screen and is bringing

- the sound system, mikes, etc. Kathy has the big BEST laptop that will drive the presentation. **We need to assign a 'laptop driver'.**
- The registration area is in the commons area near the entrance to be used by the student teams. Setup of and staffing that area will be done by the Event Team.
  - **Kickoff Schedule/Program.** We went over the kickoff schedule / program in detail. Judy will update and send to everyone. **Final updates are due to Judy no later than August 31 (especially the list of schools),** so the program can be finalized & sent to the printer.
  - Highlights are: Presentation starts at 1pm. We reveal the game at 1:30, starting with the video after the raising of the curtain. Send students to the eight breakout sessions (in nearby classrooms) which start at 1:50 – and last 45 min. Then students come back to gym for prototype demo, rules discussion, Q&A & wrap-up.
  - Students need to stay out of the interior of the game field.
  - Kit pickup begins at 4pm and must be concluded prior to the departure of the truck containing game field items. Kit pickup is on the east side of the gym from 2 doors on the far northeast end of the gym.
  - Tear down of the game field begins at 4pm. Team will load the truck through the southeast doors of the gym. Game field will be returned to CW, so **Art needs helpers to unload the truck at Club Workshop.**
  - **Kickoff newsletter.** Jose will send new edition of newsletter to teachers discussing kickoff. He plans to send it by the end of the weekend (8/28) and will include lots of useful information. It will include: a list of number of students they should bring (because we are asking teachers to bring 1-2 students/mentors for each breakout session); a checklist of items they need to bring (list provided to Jose by the event team); explanation of the day's schedule; explanation of what they will be receiving (so they have space for the kits). Explain they need vehicle space for plywood (2'x4'), 5' long pvc, 2 totes (each approx. 2' x 1 ½' x 1 ½'). Please send required information to Jose for the newsletter & review the draft of the newsletter promptly upon his request.
  - **Kickoff data.** Data was given to teams last year on a CD. This year it will be available on the RM BEST website. Kathy / Tim have been testing this and Kathy, Carolyn and Rick will help Tim gather data for the website for kickoff. **Presenters are responsible for sending their presentations to Tim no later than Tuesday prior to kickoff,** so that he can get them onto the website. Please pdf the files before sending them, as that is faster than downloading other file types.
  - **Presentation files – for the kickoff event need to be completed and downloaded onto Kathy's Laptop prior to the event. The Game demo also needs to be downloaded to that laptop.**

Kickoff Date / Location	Mall Day Date / Location	Competition Date / Location
Sat, 9/10/11 @ 1pm @ Green Mountain High School, Lakewood	Sat, 10/21/10 @ Town Center at Aurora Mall, Aurora	Sat, 10/22/11 – BEST Presentations & Sun, 10/23/11 @ Auraria Campus Events Center, Denver

**7. Committees Reports.** Events and Game Team activities are in full swing. Their issues are discussed in the section above.

**8. Action Items** are listed throughout these minutes.

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

**Upcoming Board Meeting:**

- Typically these will be Quarterly on the 4<sup>th</sup> Thursday @ 7pm
- The next quarterly meeting will be on **Thurs, Sept 15 @7pm @ Westridge Recreation Center, 9568 University Blvd., Highlands Ranch, CO 80126.**

**Upcoming Steering Team Meeting:**

- Typically these will be monthly on the 2<sup>nd</sup> Thursday @ 7pm.
- **Thurs, Sept 29 @ 6pm for meeting / dinner inside Town Center at Aurora.** Meet in the area just outside Penney’s on the south end of the mall – on the first floor. We’ll view the Mall Day event location and the pit area & discuss Mall Day activities. We will go to dinner afterwards at a nearby restaurant.

**Rick made the motion to adjourn at 8:10. The motion was seconded and accepted.**

Respectfully submitted,

Carolyn Bauer  
Board Secretary