

**Rocky Mountain BEST Steering Team  
(Boosting Engineering, Science and Technology)  
HRCA Eastridge Rec Center, 9568 University Blvd., Highlands Ranch, CO 80126  
Wednesday, October 5, 2011 @ 7pm  
Minutes**

Jose Lopez	y	Chuck Powell	
Carolyn Bauer	y	Lois Walton	y
Judy Tumlinson	y	Tim Bouvia	y
<b>Subcommittee members</b>		<b>and guests</b>	
Rick Dinsmore	y	Kathy Geise	t
Dick Tumlinson	y	Scott McEwen	y
Linda Scott	t	T = attended via telecon	

**Jose called the meeting to order at 7:16, including a GoTO Meeting as follows:**

Please join my meeting, Wednesday, October 05, 2011 at 6:55 PM Mountain Daylight Time.

<https://www3.gotomeeting.com/join/947122286>

Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone. Dial +1 (213) 289-0010 Access Code: 947-122-286 Audio PIN: Shown after joining the meeting ID: 947-122-286

- 1. Approval of last meeting minutes – Rick made a motion that we approve the August 23, 2011 Steering Team Meeting minutes. Lois seconded and the motion passed.**
- 2. Discussion of Treasurer’s Report –** No new financials are available, since it is too early to have the October data.
- 3. Announcements –**
  - Jose explained that we currently have 22 teams that we hope to see at Practice Day. One team dropped out after Kickoff.
  - Jose explained that some of the Robot Events on-line problems have been resolved.
  - Jose emailed the 6<sup>th</sup> newsletter to teachers about the Practice Day late this afternoon.
  - Jose will also remind teachers about demographics info in an email soon.
  - This year’s Game Field scoring software was released today, so Art & his team will load it on the scoring computer, test it, enter team names, print the competition schedule and score sheets, etc. prior to Practice Day and Game Day. Lois will give the colored paper to Art for the score sheets.
  - Carolyn explained that after the last meeting she attempted to modify the Google group for steering team in a way that would allow members to see who the other members are. That’s not possible. Therefore, the Steering team Google group ([RMBESTsteering@googlegroups.com](mailto:RMBESTsteering@googlegroups.com)) members are listed here. The list consists of these 23 people: Elwyn Allyn, Jim Baron, Carolyn Bauer (manager), Tim Bouvia, Tyrone Buckman, Rick Dinsmore, Teri Eichman, Lonnie Garcia-

Silva, Kathy Geise, Jose Lopez, Kendall Nickel, Scott McEwen (group owner) Jim McGorry, Chuck Powell, Hugh Radke, Linda Scott, Raina Shield, Ted Shin, Art Silva, Dick Tumlinson, Judy Tumlinson, Ron Vasquez and Lois Walton. If anyone believes non-participants should be removed from this list, please contact Scott or Carolyn, so they can modify the group membership. The same holds true if someone realizes someone is missing from this important distribution list.

- Carolyn will confirm Steering Team membership for the Game Day program with Judy.
- Dick explained we have 11 teams signed up to compete for the BEST Award, including 1 middle school. Everyone was excited to hear this great news!
- Rick reminds us we need to give strong priority to approaching corporations prior to December for 2012 funding. Waiting too long means we're too late for funding cycles.
- **AFTER** the meeting Carolyn showed the BEST messenger bags and stainless steel water bottles that we'll sell as a way to raise funds. Lois / Judy talked to Kathy via phone to discuss number of items available, price, how we will sell the items, etc. (**NOTE:** Carolyn apologizes for forgetting to discuss this during the meeting, but added this note to the minutes, because it's important information!)

#### **4. Practice Day Prep discussion, schedule, staffing assignments**

- We walked through the schedule in great detail, as well as the layout sketch Dick made from the recent visit he and Carolyn made to Green Mountain High School.
- The layout sketch will work out very well for spacing of all tables / areas. Traffic flow should be graceful.
- The addition of cafeteria tables will be very helpful to give people a place to eat and 'hang out' when not in the pit or in the gym.
- Staffing was discussed, using Judy's schedule and Lois' list of volunteers / staffing. We discussed a few areas in which we need to verify staffing assignments. We'll work those via emails prior to Practice Day.
- There's a potential issue with access to Pit area access, because there is no way to narrow access to the area we'll use as the pit. Pit monitors will try to control the pit area and keep no more than 6 people per team in the pit area.
- One change from last year is that we're adding one additional staging area and are using baseball terminology to explain the flow of traffic. Teams will move from the pit to the "in the hole" area to the "on deck" area before they move onto the Game Field to practice or play matches.
- One additional change from last year is the staffing tasks. Staffing for the Pit Monitors, In the Hole, and On Deck will be done by 6 people and they will rotate in pairs to the 'next' location on an hourly basis. This will make the jobs more interesting and more fun.
- Rick clarified some confusion about Mandatory Driver Orientation. Although the newsletter was sent out explaining the orientation was mandatory for teachers, mentors, and drivers, Rick explained only teachers and mentors were part of this short meeting. Consequently, we renamed it Competition Orientation and will clarify with attendees at Practice Day.

- Scott, Trice, and others are planning to do some of the Pit Setup on Friday evening, Oct 14 after 8pm, when GMHS gives us access to the areas we'll use on the 15<sup>th</sup>.
  - Judy will email an updated schedule to everyone after today's inputs / modifications / clarifications.
  - Carolyn will email the description of tasks – slightly modified for 2011. Steering team members will need to update these descriptions to clarify jobs for our many wonderful volunteers. Lois will email the updated files to volunteers.
  - Lois will email specific emails to groups of volunteers to clarify their schedule and assignments for Practice Day and Game Day.
  - As with Kickoff, the truck will be loaded with consumable supplies, event supplies, and game field pieces at **Club Workshop Friday night before Practice Day (10/14/11) @ 6:00. Please meet there in work clothes and with gloves to help load!** The truck will be left at GMHS Friday night prior to Saturday 7am unloading.
  - **Unloading of the truck starts at 7am at GMHS on Sat (10/15/11).** 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. Spares totes will be available if teams have failure of Returnable Kit items.
  - 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 BEST Events. 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.
  - 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.
5. **Engineering Notebook question from Dick / Linda.** Dick explained the process we'll follow for Engineering Notebooks. Linda's judging team (Tuesday) will judge the notebooks that are turned in on Practice Day. The books will be returned to the teams on Game Day.
- Dick explained that some notebooks will unfortunately be very minimal in quality – 2-3 pages out of a spiral notebook, for example.
  - The BRI Rules (Awards and Judging Policy Part I) require a notebook be submitted, but there is no minimum requirement described.
  - The question Dick posed is "What do we do if we discover on Saturday that a team has an unacceptable notebook?" To provide a platform for discussing the issue in specific terms, **Dick made this motion:**
  - **At Practice Day, if Linda and Dick decide that a team's notebook is not acceptable:**
    - **A. they may allow up to 2 additional days to cure it with a score penalty, and**

- **B. if the notebook is still not acceptable, the team will not be allowed to play on Game Day.**
- **The motion wasn't seconded, so it was eventually withdrawn.**  
Nevertheless, the concepts were discussed by all present in person and via telecon.
- The general consensus was that we believe BRI should tackle the issue of unacceptable Engineering Notebooks, possibly defining a minimum standard and actions when a notebook is unacceptable. Kathy suggested she bring this issue up at the next BRI Board meeting, which she will be attending.

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

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

**Upcoming Board Meetings:**

- Strategic Planning
  - **Mon, 11/14/11, 10-4 @ Daniels Fund**, 101 Monroe St, Denver, CO 80206, Room 139.
- Grant Submittal Feedback / Planning
  - **Mon, 12/12/11, 3-7 @ Daniels Fund**, 101 Monroe St, Denver, CO 80206, Room 139.
- Quarterly board meetings will typically be on the 4<sup>th</sup> Thursday @ 7pm
  - **Thurs, 1/12/12** (rather than December) @ **Daniels Fund**.

**Upcoming Steering Team Meetings:**

- Game Day Planning
  - **Thurs, 10/13/11, 7 pm @ HRCA Eastridge, 9568 S. University Blvd, Highlands Ranch.**

**Rick made the motion to adjourn at 8:45. The motion was seconded and accepted.**

Respectfully submitted,

Carolyn Bauer  
Board Secretary