

**Rocky Mountain BEST Board of Directors  
(Boosting Engineering, Science and Technology)  
Daniels Fund, 101 Madison Street, Denver 80206  
Thursday, 11 July 2013 @ 6:30pm**

**Agenda**

Board Members:		Guests:	
Kathy Geise			
Tim Bouvia	x		
Jose Lopez	t		
Carolyn Bauer	x		
Lois Walton	x		
Linda Scott			
		t = telecon attendee	

Moderator logs on as [kmgeise@q.com](mailto:kmgeise@q.com); password hint is r..7

1. Please join my meeting, Thursday, July 11, 2013 at 6:30 PM Mountain Daylight Time.  
<https://global.gotomeeting.com/join/348516397>

2. You will be connected to audio using your computer's microphone and speakers (VoIP). A headset is recommended.

Meeting ID: 348-516-397

- Call Meeting to Order – Tim called the meeting to order at 6:43.
- Review Agenda – Recommended changes were added to new business.
- **Motion was made by Lois to approve meeting minutes for 05/09/13 BOD meeting. Seconded by Carolyn. Motion carried and minutes were approved.**
- Outstanding Action Items -

Assigned	Due	Action	Status
9/17	11/30/12 6/25/13	<b>Carolyn</b> will perform an inventory at CW and then talk to Accountant about how to account for it on our financials by next BOD meeting. Carolyn, Lois and Trece will get items categorized and into the fixed assets portion of the financials.	<b>OPEN</b> – 11/1 status: inventory is complete. However, we have not talked with Trece, but Trece did indicate that only new assets purchased in 2012 should be added unless REALLY important, since we would have to file amended returns for year purchased, and she's not sure this would be necessary. Lois will work with Trece before we close the books on 2012. <b>1/22 status:</b> We did a fairly detailed inventory and gave it to Lois. She and Trece will work and will categorize the items. Only items new in 2012 will be added. <b>3/14/13 status:</b> Lois to work with Trece to include in 2012 inventory and also depreciation into quick books. <b>5/9/13 status:</b> Lois gave the information to Trece in April, but it still needs to be entered into QuickBooks. <b>7/11/13 status: DONE.</b> Trece has included the referenced items in the 2012 data.
1/22/13	3/14/13 5/9/13 8/30/13	<b>Jose and Kathy</b> to meet with Metropolitan State University of Denver representatives to discuss potential ways we can collaborate in the future beyond hosting the event.	<b>5/9/13 Status:</b> New due date assigned.
3/14/13	5/9/13 8/30/13	<b>Carolyn and Jose</b> will review the LM philanthropic website to better understand their new application process and decide if we should re-apply for a grant.	<b>5/9/13 Status:</b> New due date assigned.
5/9/13	5/30/13	<b>Carolyn</b> will update and post the newly approved Consent and Release Form.	<b>7/11/13 status: DONE. Emailed and on web site</b>
5/9/13	6/7/13 7/25/13	<b>Jose</b> is going to call all of the schools that participated in the 2012 competition and have not signed up for the 2013 competition. Jose may divide the list of schools to be contacted between BOD and ST members.	<b>7/11/13 status:</b> Will work soon, before TMI. New date assigned before TMI.
5/9/13	5/11/13	<b>Linda</b> to send email addresses for the Strategic Plan 6/7 session invitees to Kathy.	<b>DONE.</b>

Assigned	Due	Action	Status
5/9/13	5/13/13	<b>Linda</b> to contact Alyssa and ask her if she will write the SVP/Denver Foundation Grant which is due on Aug 1 2013.	<b>DONE:</b> 7/11 status: Linda and Carolyn met with Alyssa on 6/6 to discuss the Social Ventures Partner and Denver Foundation grants. Linda and Carolyn wrote and submitted the SVP Letter of Interest on 6/28 (Alyssa reviewed the LOI prior to submittal). SVP will advise RMB by 8/9 if we are invited to submit a grant proposal. Alyssa agreed to write the Denver Foundation grant request and submit in August.
7/11/13	7/18/13	<b>Lois</b> to respond to Alyssa's email request for more information for items 1,2,3. <b>Carolyn</b> to respond to questions 4,5,6.	<b>Lois</b> replied on 7/15. <b>Linda Scott</b> replied on 7/12 as she had the time to do it!
7/11/13	9/1/13	<b>Tim and Jose</b> to work on finding young, strong volunteers from Raytheon and Metro to help with transporting and setting up of game floor for Kickoff, etc. Due date reflects that we need people for kickoff which is before our next board meeting. Please refer these volunteers to Linda King.	
7/11/13	7/19/13	<b>Lois</b> to let Linda King know that we need to put something in the next newsletter to find volunteers to help with the Rocky Mountain Air Show on August 16-18. If we can find enough it is good to get 2 per day so that they can either each do a ½ day or both can work together and that allows each to take turns going around the air show.	
7/11/13	9/12/13	<b>Linda Scott</b> to add an agenda item to next board meeting to discuss having the "Outreach Committee" determine if we need more robust outreach robots than we currently have (just had Eva updated and another one made), and if so, determine specifications for what they would do. This is in reference to item 7c.	
7/11/13	ASAP	<b>Tim</b> to ask Linda and Kathy whether September 28 <sup>th</sup> or a backup of October 5 <sup>th</sup> would work for a new Strategic Planning date. Let Jose know which date will work.	

Assigned	Due	Action	Status
7/11/13	ASAP	<b>Jose</b> to ask Susan at Metro if we can get the room and if she is available to facilitate on that date once Tim gets back with him about good date for Kathy and Linda.	

- Treasurer's Report – Lois reviewed the following items. We reviewed 2013 Budget Original V2 for the changes from the previous version. Totals were changed by pennies. **Carolyn made a motion that we approve this version of the budget. Jose seconded. Motion carried. Carolyn made a motion and Jose seconded that the treasurers report containing documents below be approved. Motion carried.** All four files will be attached to the minutes.
  - a. Budget vs. Actuals thru June 30
  - b. Balance Sheet thru June 30
  - c. Income and Expense thru June 30
  
- BEST Robotics Report – Carolyn and Jose gave the following statuses
  - a. Added a few people to steering team (see Org chart posted on our web site)
  - b. Did not find Game field chair, so Scott and Carolyn are heading that team. Have cut everything, and are having many folks come to pick up their parts to make them at home. Deadline of about a month
  - c. Sent in 25 kits to be refurbished. Saved hundreds of hours of work. For the ones not sent in, found parts that need to be fixed and are being refurbished.
  - d. Carolyn asked Tim & Jose (who have access to young strong people) to help find people to move, set up game floor at the 3 events.
  - e. We have 28 teams so far, and may have 2 or 3 on standby. Will have enough to have a backup team again.
  
- BOD Outreach and Networking
  - a. Open Cockpit Day at Wings over the Rockies on Jan 11, 2014 (tabled until a future meeting.) - No new status.
  - b. 2013 Rocky Mountain Air Show - August 16 - 18, 2013. RM BEST will try to get volunteers to support this effort. Need to add to next newsletter. Lois will let Linda King know. Should try to get enough for them to work ½ day each. Perhaps someone to deliver robots day before.
  - c. Jose recommended that RM BEST provide the funding for MSU Denver students to build a very robust "prototype" robot for our outreach events. This topic will be tabled till a future meeting. Tim suggested we add this to end of year discussion about what to put in the budget for next year. Need to specify what kind of robot, what we want it to be, and then what the budget would need to be (including stipend for students).
  
- Fundraising Committee Report –
  - a. Social Venture Partners (SVP) - Carolyn and Linda created and submitted a Letter of Interest to SVP on June 25. This is the first step in the grant process. SVP reviews all of the LOIs that are submitted and then "invites" a down-selected group to submit grant requests. The original date that SVP was going to notify the organizations that are going to be invited to submit grant proposals was August 1st, then revised that date to August 9th. On July 12th, SVP sent an email that revised their grant timeline as follows:
    - i. By **Friday, September 13<sup>th</sup>** all applicants will be notified of the status of their application. For those organizations chosen for the next round, full proposals will be due on Friday, October 11<sup>th</sup>. Final grant decisions will be made by the end of December 2013 for 2014 disbursements.

- b. Alyssa is writing a grant request to the Denver Foundation for \$5000 that is due on August 1st. She sent an email with 6 questions which Carolyn (now Linda Scott) and Lois will answer. See action items.
- New Business
  - a. Club Workshop Update – Carolyn updated us on their process / progress. Steve is there more, has hired more go-getters. They are doing deep clean, creating more small spaces to rent, looking for investors. Looking good.
  - b. Strategic Planning status – Re-plan Backup date was in summer on a Saturday (Aug 24<sup>th</sup>?). Concern of finding other people to join us that day. Those present thought we should eliminate that date as a backup. Perhaps a weekend date of Sept 28<sup>th</sup> or backup of Oct 5<sup>th</sup>. Jose will ask Susan at Metro about holding there. Tim will contact Kathy and Linda about those dates.
  - c. Polo Shirts for board and steering team: Need sizes to Patty, and \$ to Lois
  - d. Colorado Space Consortium – Jose attending meeting. They have a paragraph mentioning 4-5 local programs that support STEM, and Jose hopes we can be added to that paragraph.
  - e. Annual State Reporting – Tim paid the Certificate in Good Standing with the State of Colorado. The fee is a donation from Tim.
  - f. Jose looked at 2012 BRI annual report and saw K-12 schools. Asked what that meant. It means that a team can let kids participate with their grade 6-12 team even though the extra participants are K-5.
- New Action Items
- Review upcoming 2013 Meetings schedule
  - a. 2013 BOD Meetings: Second Thursdays of every other month from 6:30pm - 8:45pm at Daniels Fund Building beginning in January 2013:
    - Sept 19
    - Nov 14
  - b. 2013 Steering Team meetings: Fourth Thursday of every month from 6:30pm to 8:45pm at Daniels Fund Building on the following dates in 2013:
    - July 25
    - August 22
    - September 26
    - October 24
    - November TBD (due to Thanksgiving)
    - December TBD (may be cancelled)
- Tim adjourned meeting at 8:10pm.

Respectfully Submitted,  
Lois Walton, Acting Secretary