

**Rocky Mountain BEST Board of Directors  
 (Boosting Engineering, Science and Technology)  
 Daniels Fund, 101 Madison Street, Denver 80206, Room 127  
 Thursday, 14 March 2013 @ 7:00pm**

**Minutes**

Board Members:		Guests:	
Kathy Geise	X		
Tim Bouvia	X		
Jose Lopez	X		
Carolyn Bauer	X		
Lois Walton	X		
Linda Scott	X		
		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, March 14, 2013 at 7:00 PM Mountain Daylight Time. <https://www3.gotomeeting.com/join/727448718>
2. Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone.  
Meeting ID: 727-448-718

Call Meeting to Order - Tim called the meeting to order at 7:05pm *A gotomeeting was not initiated because all BOD members were in attendance.*

1. Review Agenda - recommended changes were added to New Business section of this agenda (noted in italics in these minutes).
2. Call for Motion to approve meeting minutes for 01/22/13 BOD meeting. **Jose made a motion to approve the 01/22/13 Board meeting minutes. Lois seconded the motion and the motion passed.**
3. Outstanding Action Items -

Assigned	Due	Action	Status
11/1	11/20	<b>Kathy</b> to submit BOD 2013 revenue and expense BOD budget estimate to Lois.	Kathy and Lois are going to meet on 1/24 to generate 2013 revenue estimates. <b>DONE 3/14/13.</b>
11/1	11/20	<b>Kathy</b> to add \$700 for D&O insurance as a 2013 budget item.	Added to 2013 budget. <b>DONE 3/14/13.</b>
9/17	11/30	<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 inventory and also depreciation needs to be done.
1/22/13	3/14/13 5/9/13	<b>Jose</b> will ask Rich Pozzi for an official receipt and <b>Lois</b> will add the amount to the 2012 final budget vs actual report and to the 2013 budget	<b>3/14/22 status:</b> Pozzi has not submitted official receipt. Jose will contact him again.
1/22/13	2/9/13	<b>Lois</b> to send out updated 2013 Budget with motion to approve.	<b>DONE 3/14/13.</b> Email vote completed.
1/22/13	2/9/13	<b>Carolyn</b> to send out invitations to the six teams that qualified 2012 Regionals to participate in the Wings over the Rockies event in April 2013.	<b>3/14/13 DONE:</b> Carolyn has sent out invites but there has been no response.
1/22/13	2/16/13	<b>Carolyn</b> to follow-up with Susan Yeonopolus regarding 2013 Jeppesen donation.	<b>3/14/13 DONE:</b> Carolyn emailed her and Susan said yes there will be a donation. But we do not know when or how much.
1/22/13	2/28/13	<b>Carolyn</b> to ask Dave/Ken if they build a new robot that maneuvers on the ground for RM BEST outreach events.	<b>3/14/13 DONE:</b> Dave Wilkerson has agreed to work on Outreach event robots.
1/22/13	2/28/13	<b>Carolyn</b> to ask Scott if he will refurbish Eva for outreach events.	<b>3/14/13 DONE:</b> Scott is in contact with Dave Wilkerson and they are updating EVA.

Assigned	Due	Action	Status
1/22/13	3/14/13 5/9/13	<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>3/14/13 Status:</b> Still to be done.
3/14/13	5/9/13	<b>Carolyn</b> to send out letter announcing Boosting BEST results to Constant Contact email list.	
3/14/13	5/9/13	<b>Kathy</b> will meet with Boosting BEST committee for debrief	
3/14/13	5/9/13	<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.	

4. Treasurer's Report
  - a. Lois reviewed financial statements through 3/14/13.
  - b. 2013 Budget
    - i. Review of changes in the budget after originally approved budget entered into Quickbooks which left a deficit of \$4,779.
    - ii. Linda made a motion to increase the Fundraiser Proceeds account 40600 by \$4,779. Carolyn seconded the motion and the motion was approved. Lois will update the Budget and send it out.
5. BOD Outreach and Networking
  - a. Kathy: RMTMA Roundtable - Feb 20, 2013. This was postponed. New date:
  - b. Kathy: Wings over the Rockies Robotics Week - April 13, 2013
    - i. We're looking at doing a low cost, craft activity that may be in lieu of fielding a game field. Kathy will work this.
    - ii. Carolyn took an action at the 2/21 RMB Steering Team to coordinate the ST volunteers for this event.
  - c. STEMosphere - May 4, 2013 (9:00am - 3:00pm)
    - i. Kathy is the RM BEST lead and has registered for this event.
    - ii. You can go to <http://stemosphere.org> for information on the event
  - d. Open Cockpit Day at Wings over the Rockies on Nov 9, 2013 (this is a special day at the museum that's held monthly).
    - i. Jose talked with Megan Quitter about how to partner WOR with RM BEST. Jose recommended that we set up the 2013 Game at this event and then leave the game field set up after the event. This will be the beginning of a partnership with WOR.
      1. Benefits: Show and tell for RM BEST; a good way of advertising our organization; a way to get volunteers; grant partnership potential.
    - ii. At this time, the BOD agreed to continue to investigate the possibility of doing this outreach activity.
  - e. 2013 Rocky Mountain Air Show - August 16 - 18, 2013
    - i. The BOD agreed we will do it and more discussion to follow.
  - f. Do we need an Outreach Subcommittee on the BOD? Who would chair it? What will be the charter of this committee? Who will work the Outreach events? Meeting Note: Tabled till future meeting.
6. Fundraising Committee Report
  - a. Boosting BEST Event - Carolyn to send out results letter through constant contact (action). Kathy will meet with Boosting BEST committee for debrief. (action)
  - b. Grant Status
    - i. Quick Foundation reporting – Carolyn will investigate
    - ii. Jeppesen – Carolyn expects money soon.
    - iii. Raytheon – Linda reported we got the money on 3/13/13.
  - c. Any Others? Jose received an email from Lockheed Martin (LM) that they've changed their grant process. Carolyn and Jose will look at the LM philanthropic website and decide if we should re-apply (action).
7. New Business
  - a. Strategic Planning status – next pre-planning session is scheduled for March 30 from 9am - 1pm.
  - b. Revisit email voting process. Meeting Note: Tabled till future meeting.

- c. *2013 Team status discussion - Jose*
    - i. As of 3/14/13 we have 6 returning schools and 7 new schools and 1 cancelled school (Green Mountain High School).
  - d. *eBay for fundraising - Kathy*
    - i. Fundraising Chair reported that she is going to set up a trial "storefront" for sales of RM BEST items with 100% of proceeds will go to RM BEST and report back to BOD at 5/9/13 BOD meeting with a recommendation if we should continue this fundraising activity.
8. Record New Action Items - noted in Action Item table above.
9. 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:
    - May 9
    - July 11
    - Sept 12
    - 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:
    - March 28
    - April 25
    - *May 23 (note: this date is going to be changed)*
    - June 27
    - July 25
    - August 22
    - September 26
    - October 24
    - November TBD (due to Thanksgiving)
    - December TBD (may be cancelled)