

Minutes

Rocky Mountain BEST Steering Team
 @ The Daniels Fund
 101 Monroe St, Denver, CO 80206, Room 139
 Thursday February 21, 2013 (6:30 PM – 8:45PM)

Carolyn Bauer	X	Linda Scott	X
Scott McEwen	X		
JoAnne Fry	X		
Patty Gaspar	X		
Lori Lazuk	X		
Jose Lopez	t	t = telecon attendee	

Teleconference Information: (kmgeise@q.com - password hint is r..007):

- Please join my meeting, Thursday, February 21, 2013 at 6:30pm MST at <https://www3.gotomeeting.com/join/496499590> or..
- Use your microphone and speakers (VoIP) - a headset is recommended. Or, call in using your telephone

1. Carolyn called Meeting to Order at 6:37pm.
2. Carolyn asked for a review of 2/21/13 Agenda. Changes were added and incorporated as noted in these minutes.
3. **Scott made a motion that we approve the 1/24/13 Steering Team Meeting minutes. Patty seconded and the motion passed.** Approved minutes will be posted to the RM BEST website at www.rockymountainbest.org.
4. RM BEST Treasurer's Report - Carolyn (for Lois)
 - a. Carolyn presented the General Ledger through Dec 2012 and the Income Statement through Dec 31, 2012.
 - b. Lori asked how much revenue was made at the 2012 Boosting BEST event. Scott answered this by reading Lois's email dated 5/10/12 regarding the revenues earned at the event.
 - c. In order to save money, Carolyn asked if someone would take the lead on getting the PVC donated. Scott volunteered.
 - d. Jose passed along a contact name for potentially getting wood donated (Megan Ormans). The Consumable Kit leads will follow up on this (Action).
5. Action Item Review - Carolyn

Name	Date Assigned	Due Date	Action / Status
Carolyn	1/24/13	2/21/13	Send polo shirt quote to Lois. 2/21: Done per Carolyn email dated 1/25/13.

Name	Date Assigned	Due Date	Action / Status
Carolyn/ Scott	1/24/13	2/21/13	Update BOD, ST & TMI org charts and post to RM BEST website. <i>2/21: Carolyn presented the ST, BOD, and TMI and discussed where we still need chairs. Scott / Lori volunteered to take the lead for TMI training prep role.</i>
Carolyn/ Lois/Patty	1/24/13	2/9/13	Discuss how to solicit volunteers at Boosting BEST event. <i>2/21: Done</i>
Carolyn	1/24/13	2/1/13	Forward Boosting BEST elnvitation to 2012 Teachers and ask them if they will forward to Parents so they can attend. <i>2/21: Done – Carolyn sent elnvitation to teachers, but does not know if teachers forwarded to parents.</i>
Carolyn	1/24/13	2/1/13	Invite three teams that attended 2012 Regionals to present their robots at Boosting BEST on 2/28/13. <i>2/21: Done. Carolyn emailed and Tim called the teachers to request they attend. STEM Academy will attend.</i>
Carolyn/ Lois/Kathy	1/24/13	2/9/13	Review the best time to close silent auction so that event can end on time. <i>2/21: Done. Schedule for BB is done and distributed.</i>
All	1/24/13	2/28/13	Bring tablecloths, fabric pieces and small boxes for Boosting BEST event. <i>2/21: Done. Joanne and Patty volunteered to bring these materials to BB.</i>
Jose	1/24/13	2/1/13	Send out announcement from BRI re: weekly 2013 Jubilee BEST (Alabama) game teasers to Teachers. <i>2/21: Done per email from Jose on 1/25/13.</i>
Scott	1/24/13	4/25/13	Coordinate a meeting to determine a recommended 2013 TMI agenda based on the 2012 TMI Entrance and Exit survey results for presentation to ST at April meeting.
Linda	1/24/13	2/15/13	Contact Audrey K (RTN IIS / Garland Engineering) to see if she can help RM BEST get volunteer support from RTN Aurora engineering. <i>2/21: Done. Linda called Audrey and she agreed to make the contact and request support.</i>
Linda	1/24/13	4/25/13	Make recommendation to Carolyn for what score/s from the Engineering Notebook Score sheet should be used for judging the Founders Award
Linda	1/24/13	4/25/13	Contact Eileen Flanigan to get her recommendations on additional upgrades the Most Robust Score sheet
Scott	1/24/13	3/28/13	Coordinate a meeting with Jose, Carolyn and others to discuss potential to hold 2013 Practice Day at Wings Over the Rockies. <i>2/21 Status: Megan Quitter (WOR CEO) is attending the Boosting BEST fundraiser. We can discuss meeting date at BB.</i>
Carolyn	2/21/13	3/28/13	Post the updated BOD, ST, TMI org charts on the RMB website.

Name	Date Assigned	Due Date	Action / Status
Patty / Lois	2/21/13	3/28/13	Make a recommendation regarding purchasing new polo shirts.
Linda / Jose	2/21/13	2/28/13	Linda to send Jose an email requesting Magens Orman's contact info and then get this info to JoAnne and Lori.
Carolyn	2/21/13	3/28/13	Contact Tim and ask him if he'll talk to Jon Pituch regarding leading the Game Field team.
Scott	2/21/13	2/25/13	Scott to find out when the USGS Retirees, the Home Built Airplanes Assoc, and the Antique Airplane Assoc meet and then contact to book RMB presentations.
Linda	2/21/13	2/26/13	Call Scott and get status on above
Scott	2/21/13	3/28/13	Call AHEC and confirm that 2013 Game Day is on calendar for 10/26/13.
Carolyn	2/21/13	2/27/13	Ask Kathy G to bring EVA to Boosting BEST for Scott
Carolyn / Lois	2/21/13	3/1/13	Submit Hub financials by deadline of 3/1/13.

6. Hub Director's Report - Carolyn

- a. Boosting BEST Event - February 28th, 2013 - we have over 100 auction items, 53 attendees signed up as of 2/21/13 and plans are coming along well.
- b. 2013 BEST Robotics Schedule - Carolyn recommended that everyone keep this schedule handy because there is info on this schedule that will be of interest to the entire ST.
 - i. License agreements / payment - Carolyn and Lois will work to get this done one time.
 - ii. Hub financials deadline – Mar 1 – Lois and Carolyn will get this done (Action).
 - iii. Prototype kickoff – no RMB person attending.
 - This event will be held in Mobile, AL at University of Southern Alabama (USA).
 - After this event, a few hubs will build a robot to have ready for the Prototype Game. RMB doesn't send a rep because the prototype is at such an alpha stage that we decided not to attend.
 - On Mar 1 - the first version of the rules is released. Carolyn will make sure that all of the ST gets a copy and would like to have feedback to send back to BRI.
 - iv. Prototype Game – Linda and Carolyn attending 26-28 April in Mobile, AL at USA.
 - v. Team Registration – 26 April – Jose provided a brief overview on when he'll send out first email to teachers asking if they would like to participate in 2013 (by end of February) and the first Teacher Newsletter (May 2013).
 - vi. Deadline for 35% discount for VEX part orders – Carolyn confirmed with BRI kit chair that the discount is in place through 30 Apr 2014.
- c. Staffing status
 - a. We still need a couple of leads for Game Field construction. Carolyn is going to contact Tim Bouvia to ask him if he'll talk to Jon Pituch regarding leading the Game Field team (Action).

7. Executive Director Report – Jose

- a. Status of contact with teachers / teams & Registration (which opens 16 April)
 - i. Jose is targeting 3/1/13 to send an email to every team that has participated in the last 3 years asking if they are interested in participating in 2013.
 - b. Teacher Newsletter status - May 2013.
 - c. 2013 RM BEST Season Dates
 - i. Carolyn does not want post the Game Day event date online until AHEC has the date on the calendar. Jose said that we are actually reserved but there is one more final committee approval needed.
 - ii. Scott will call the AHEC office to confirm if RM BEST Game Day is on the calendar (Action).
 - d. Jose did a student presentation at Front Range Airport and he met the following folks that might be interested in helping out with RM BEST.
 - i. Bill Totten - CO Pilots Assoc (area rep) - wants to get involved
 - ii. Ted Morris - Alteza Motor Sports Park - they are building this park in Wheatridge
 - iii. John Strom - Pres and CEO - Economic Strategies
8. Committee Reports
- a. Events - Patty - no report
 - b. Venues - Scott
 - i. Kick-off Day - Scott will contact Denver South in April 2013 and hope that they have their calendar ready, so we can reserve for Kickoff.
 - c. Game – Carolyn Bauer
 - i. Jose has been able to get tentative approval from MSU Denver for an October 26, 2013 Game Day at Auraria Campus Events Center.
 - ii. BRI schedule is the most we know at this time.
 - iii. Kit Team is doing amazing work.
 - iv. Linda and Carolyn are excited to go to Mobile in April.
 - d. Volunteer Committee - Lois - NTR
 - i. We're always looking for more volunteers
 - e. Awards & Judging - Linda - no report
9. New Business - Carolyn
- a. Call for motion to approve 2013 Steering Team organization chart - **Linda made a motion to approve the 2013 ST and TMI org chart and Scott seconded and the motion was passed.**
 - b. Wings over the Rockies Outreach Event - April 13th - Scott
 - i. Robots at the Hangar (RATH) - Steven Genter and George Mitsuoka are the RATH leads that have been working with Wings to organize this event. This year is the inaugural event that highlights robotics education for students. This event will be a robot practice day event for another organization, there will be interactive games and exhibits, and manufacturer exhibits, etc.
 - ii. RATH would like RM BEST to bring the 2012 Game Field and teams, to staff a booth and have EVA prototype robots. Scott and Dave Wilkerson have volunteered to build the EVA prototype robots. Carolyn recommended that Scott and Dave coordinate who and what to build. If we need to buy parts that's okay.
 - iii. Carolyn will ask Kathy to bring EVA to Scott at Boosting BEST (Action).
 - iv. Carolyn volunteered to take the lead for coordination of the volunteers and student teams for this outreach event.
 - c. When will video be ready?

- i. Carolyn says Audrey and Rick are going to try to have it ready for Boosting BEST
- ii. Jose says that if its ready, he will try to show it at the CO Space Coalition meeting on Mar 8th at 7:30pm

10. Upcoming Meetings:

- a. 2013 Board Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
 - i. Thursday, 03/14/13 (Also includes Annual Board Elections starting at 6:00pm)
 - ii. Thursday, 05/09/13
 - iii. Thursday, 07/11/13
 - iv. Thursday, 09/12/13
 - v. Thursday, 11/14/13

- b. 2013 Steering Team Meetings – 6:30pm - 8:45pm at Daniels Fund Bldg
 - i. Thursday, 03/28/13
 - ii. Thursday, 04/25/13
 - iii. Thursday, 05/23/13
 - iv. Thursday, 06/27/13
 - v. Thursday, 07/25/13
 - vi. Thursday, 08/22/13
 - vii. Thursday, 09/26/13
 - viii. Thursday, 10/24/13
 - ix. November Meeting Date: TBD
 - x. No meeting planned for December

- c. Note that 2013 meetings are planned as follows:
 - i. Board meetings: second Thursday of every other month, starting in January
 - ii. Steering Team meetings: fourth Thursday of every month, starting in January
 - iii. The date of the meetings can be changed at the discretion of the Steering Team and BOD.

Meeting Adjourned at 8:30pm.

Respectfully submitted,
Linda Scott
RM BEST Secretary