

Rocky Mountain BEST Steering Team
 at the Daniels Fund Building
 101 Monroe St, Denver, CO 80206, Room 138
 Thursday, November 21, 2013

Minutes

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

Teleconference Information: (kmgeise@q.com – password: rmbest007):

Please join my video meeting, Thursday, November 21, 2013 at 6:30pm Mountain Standard Time @ <https://global.gotomeeting.com/join/814937437> . For remote access for the audio portion of this meeting, a conference call will be set up.

Carolyn called meeting to order at 6:36pm

1. Agenda reviewed and changes added to New Business
2. **Patty made a motion to approve the 9/26/13 Steering Team Minutes. JoAnne seconded and the motion was approved.**
3. RM BEST Treasurer's Report - Lois
 - a. Lois and Carolyn led the ST through a review of the proposed 2014 Budget by the following categories: Game, Events, Hub, Operating Expenses and TMI.
4. Hub Director's Report - Carolyn.
 - a. This has been a great year. Celebration Brunch was great. Nice work everybody.
 - b. Linda King was named as Volunteer of the Year.
 - c. Carolyn explained BRI sent a survey for students to the hub directors. She took the action to send the survey to teachers and to ask them to forward the survey to their RM BEST Students.
5. Executive Director's Report
 - a. Carolyn reported that she stopped by the RMB post office box earlier this week. We received a letter from the Denver Mayor's office that included the Proclamation that Sept 14, 2013 was Rocky Mountain BEST Day in the City of Denver.
6. Committee Reports
 - a. Events - Patty
 - i. Volunteer Appreciation Brunch Wrap-up. Approximately 55 people attended. Maggiano's is very easy to work with and makes planning and having the party very simple - *Thank you Patty for planning such an awesome event!!!*
 - b. Volunteers – Linda K

- i. Only 3 green cards were submitted at the Celebration Brunch. JoAnne recommended that we have the cards at our Outreach Events. Carolyn took the action to ensure some green cards get into the boxes we take to outreach events, since the outreach boxes / robot are in her garage.
- ii. Linda thanked the Steering Team for their support.
- c. Venues - Scott
 - i. Scott confirmed that the ST is recommending that TMI be held one week earlier in 2014; potential date would be July 28/29, 2014. The ST will discuss and finalize the date at the January ST meeting.

7. New Business - Carolyn

- a. Discussion of January ST meeting to include the 2013 Event Season After Action Review
 - i. Everyone's Action to prepare for this meeting is to come up with your ideas on how to make the 2014 Season better. There was a discussion at this meeting on the best way to group the suggestions. We concluded it will be by event.
- b. Boosting BEST update - Lois reported that she, Kathy Geise and Sabina Kirkpatrick met to discuss details of the event.
 - i. Date of event will be Thursday, Feb 27th at Builder's Appliance Center.
 - ii. Format of event will be similar to last year except that Sabina is going to recruit new volunteers to handle registration and auction close-out
 - iii. Kathy has made a call for all RMB volunteers to start gathering auction items and to plan to invite many new people to the event.
 - iv. Linda King expressed a concern about whether people are receiving newsletters, invitations, etc. that are coming from us. Invitations & registration will use Constant Contact.

8. Action Item Status

Name	Date Assigned	Due Date	Action	Status
Jose	4/25/2013	1/31/14	Determine whether TMI 2014 is workable at WOR. Aug 4&5, 2014.	7/25: Scott says fees could be a constraint, but not the facility.
Jose	4/25/2013	1/31/14	Determine whether Practice Day 2014 is workable at WOR.	7/25 Status: Jose will work this. Date may be a constraint because Game Day date is the priority.
Linda	6/27/13	10/31/13	Discuss with ST if there should be additional awards in 2014. If so, then include additional costs for awards in 2014 budget.	11/21 Status: CLOSED. To be re-addressed closer to Game Day event.
Linda	7/25/13	1/14/14	Add agenda item in Jan 14 to discuss moving TMI to July 2014 to better accommodate school start dates and teacher availability.	
Jose / Scott	8/22/13	1/31/14	Set up a time to meet at Metro to determine what would work for TMI in July 2014.	

Name	Date Assigned	Due Date	Action	Status
Jose	8/22/13	12/31/13	Ask teachers for their recommendations for TMI 2014 date.	
Lois	9/26/13	10/3/13	Lois to send out a schedule for the 2014 budget including assignments.	DONE.
Carolyn	9/26/13	10/19/13	Carolyn to modify the Compliance Form to include a note to team where to return the Kits or the Kit Return Form	DONE.
Carolyn/ Scott	9/26/13	10/8/13	Update the Pit Rules and send to Steering Team for review.	
Carolyn	9/26/13	10/10/13	Send draft copy of Disaster Preparedness to ST for review and comments.	DONE, but awaiting Jose's next version for review.
Linda K / Scott	9/26/13	10/26/13	Write a brief Event Emergency Procedure that describes what to do in case of emergency at event to be available on Game Day.	
Carolyn	11/21/13	1/23/14	Send the BRI survey to teachers and to ask them to forward the survey to their RM BEST Students.	
Carolyn	11/21/13	1/23/14	Ensure some green volunteer interest cards are placed the boxes that are taken to outreach events, since the outreach boxes / robot are in her garage	
All ST Members	11/21/13	1/23/14	Prepare for a 2013 "after action review" that will be held at the 1/23/14 ST meeting.	
All ST Members	1/21/14	2/27/14	Start gathering auction items and thinking of people to invite to Boosting BEST 2014.	

9. Upcoming Meetings:

- a. 2014 Steering Team Meetings – 6:30pm - 8:45pm; 4th Tuesday of every month; generally held at the Daniels Fund Building.
 - i. January 23
 - ii. February 20 (note: 3rd Thursday due to Boosting BEST)
 - iii. March 27
 - iv. April 24
 - v. May 22
 - vi. June 26
 - vii. July 24
 - viii. August 28
 - ix. September 25
 - x. October 23

- xi. November - TBD (4th Thursday is Thanksgiving)
 - xii. December - TBD
- b. 2014 Board Meetings – 6:30pm - 8:45pm (2nd Tuesday of every other month); generally held at the Daniels Fund Building.
- i. January 9
 - ii. March 13
 - iii. May 8
 - iv. July 10
 - v. September 11
 - vi. November 13

Meeting Adjourned at 8:45pm.
Respectfully submitted,
Linda Scott
Secretary, RM BEST Steering Team