

**Rocky Mountain BEST Board of Directors  
 (Boosting Engineering, Science and Technology)  
 @ Metro State University of Denver  
 CAVEA, Student Success Building (SSB), Room 424  
 Thursday, 14 November 2013 @ 6:30pm  
 Minutes**

Carolyn Bauer	X	Linda Scott	X
Tim Bouvia	X	Lois Walton	X
Kathy Geise	X	Linda Scott	X
Jose Lopez	X		
		t = telecon attendee	

*Due to inability to connect MSUD-provided Polycom, the gotomeeting was not initiated.*

Tim called the meeting to order at 6:38pm.

1. **Motion was made by Carolyn to approve meeting minutes for 09/19/13 BOD meeting and seconded by Lois. Motion carried and minutes were approved.**
2. Review/Modify Agenda - changes made and included in the agenda.
3. Review Action Items

Assigned	Due	Action	Status
1/22/13	<del>3/14/13</del> 5/9/13 8/30/13	<b>Jose and Kathy</b> to meet with Metropolitan State University of Denver (MSU Denver) representatives to discuss potential ways we can collaborate in the future beyond hosting the event.	5/9/13 Status: New due date assigned. 9/19: Kathy G and Jose L met with Susan Lowrance at MSU Denver. Kathy will be following up with Susan. Jose is planning to meet with Steven Jordan, Pres MSU D and Dr Sandra Haynes, Dean of Prof Studies for further discussion. 11/14/13: DONE. Jose has met with Sandra Haynes and she would like to work the 2014 season and to support our work with MSU Denver.
9/19/13	11/14/13	<b>Linda</b> to add a project to BOD agenda called "MSU Denver Strategic Partnership - Jose will lead this project.	11/14/13: DONE. To be added to 1/9/14 BOD agenda.
9/19/13	<del>9/26/13</del> 11/14/13	<b>Lois</b> to coordinate a financial statements training and fundraising committee meeting session for BOD.	11/14/13: Lois is going to coordinate with Trece to get a date set-up.
9/19/13	9/26/13	<b>Jose</b> to coordinate a date for a strategy planning session for Oct 12, Nov 2.	11/14/13: CLOSED/OBE. Nov 2 was the originally scheduled date but due to personal circumstances of the facilitator, the session had to be cancelled.
9/19/13	10/4/13	<b>Jose</b> to ask Megan Quitter at Wings Over the Rockies if she wants to take 2013 game field after Game Day.	11/14/13: DONE. Jose to work details and provide proposal to BOD in January 2014, because there are budget implications.
9/19/13	10/4/13	<b>Linda</b> to contact SVP for debrief	11/14/13: DONE. Linda contacted SVP and received a debrief on why we did not receive an SVP grant. Email sent to BOD with details.
9/19/13	10/4/13	<b>Linda</b> to send ONR/BAA to Alyssa.	11/14/13: DONE. Linda sent the ONR/BAA to Alyssa via email.
9/19/13	12/31/13	<b>Jose</b> to develop a draft RM BEST policy to cover disaster preparedness to present at next BOD meeting	11/14/13. CLOSED. Jose and Carolyn wrote a draft Disaster Preparedness policy and reviewed it with the BOD during the 11/14/13 meeting. The BOD provided comments and asked Jose to finalize the draft so it can be sent out with the January BOD meeting agenda for discussion and potential vote.

<b>Assigned</b>	<b>Due</b>	<b>Action</b>	<b>Status</b>
9/19/13	10/31/13	<b>Lois</b> to update the Giving First website.	11/14/13: DONE. Lois has updated the RM BEST Colorado Gives website information.
11/14/13	1/9/14	<b>Jose</b> to finalize the draft disaster preparedness policy and send out with agenda for next BOD meeting for discussion and potential vote at the next meeting.	
11/14/13	11/30/13	<b>Kathy</b> to coordinate a 2014 budget & fundraising committee working session with the BOD prior to January 9 BOD meeting.	
11/14/13	1/9/14	<b>Linda</b> to put recommendations for TMI Director on Jan BOD agenda	
11/14/13	1/9/14	<b>Jose</b> will formalize the concept of networking (including transferring game field and prototype robot to WOR – to include budget implications) and bring proposal to the BOD.	

5. Treasurer's Report - Lois
  - a. Lois presented the Budget vs. Actuals through 11/14/13
  - b. Lois reviewed the 2014 budget development plan with the BOD
    - i. Lois will send out the 2014 expenditures for review prior to Jan BOD meeting. Kathy will coordinate a 2014 budget working session with the BOD prior to January 9 BOD meeting.
    - ii. Fundraising Chair will meet with the Treasurer to come up with the income portion of the 2014 meeting.
    - iii. We inadvertently missed approving the Treasurer's report and will be done at the January 2014 meeting.
6. RM BEST Robotics Report
  - a. Kudos to Steering Team for quick reaction to changes with Practice Day change venue.
  - b. Game Day was great. We're getting pretty good at reporting the results of the game quickly and posting it online.
  - c. 2013 Volunteer Recognition & Celebration is Sunday Nov 17<sup>th</sup>, 11-2 at Maggiano's.
7. Upcoming Strategic Planning Meeting
  - a. Jose to coordinate with Susan Lowrance for early 2014 reschedule
8. BOD Outreach and Networking
  - a. STEM Open House Invitation - Kathy G will attend on Nov 15.
  - b. Wings Over the Rockies
    - i. Megan Quitter would like all or part of the 2013 game field. Jose will formalize the concept of networking with WOR and bring proposal back to the BOD. This has budget implications, because the game field isn't as interesting without a prototype robot. The prototype robot used a BEST kit.
9. Fundraising Committee Report - Kathy
  - a. Boosting BEST - date has been set for Thursday, Feb 27, 2014. The event chairperson will be Sabina Kilpatrick. Sabina has been working with Linda King to send out invitations through Constant Contact.
  - b. Denver Foundation Grant Notification - Linda received a phone call from the Denver Foundation on Nov 14 advising that we did not receive a grant this year. Primary reason is that RM BEST is not a program that works with schools that have at least 50% of students qualifying for free/reduced lunch. We are going to be invited to a Denver Foundation workshop on how to prepare grants scheduled for Jan 14.
10. New Business
  - a. Regional Development Director - Kathy Geise has volunteered to be the RM BEST Regional Development Director. Consequently, the BOD organization chart has changed and the website will be updated.
11. Record New Action Items – see above.
12. Review upcoming Meetings schedule. The Board agreed that it will be every other month in 2014 on the 2nd Tuesday of the month.

13. Review upcoming Meetings schedule:

- a. 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:
  - November 21 (due to Thanksgiving)
  - December TBD (may be cancelled)
- b. 2014 BOD Meetings: Second Thursday of every other month from 6:30pm - 8:45pm at Daniels Fund Building beginning in January 2014:
  - January 9
  - March 13
  - May 8
  - July 10
  - September 11
  - November 13

Meeting adjourned at 8:25pm

Respectfully Submitted,  
Linda Scott, Secretary, Board of Directors  
Rocky Mountain BEST