Minutes
Rocky Mountain BEST Steering Team
Daniels Fund Building
101 Monroe St, Denver, CO 80206

Thursday, November 13, 2014 - 6:30pm

<table>
<thead>
<tr>
<th>Carolyn Bauer</th>
<th>y</th>
<th>Jose Lopez</th>
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<tbody>
<tr>
<td>JoAnne Fry</td>
<td></td>
<td>Scott McEwen</td>
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<tr>
<td>Patty Gaspar</td>
<td>y</td>
<td>Linda Scott</td>
<td>t</td>
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<tr>
<td>Linda King</td>
<td>t</td>
<td>Lois Walton</td>
<td>y</td>
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<tr>
<td>Lori Lazuk</td>
<td></td>
<td>Kathy Geise</td>
<td>t</td>
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Teleconference Information: (meetingorganizer@rockymountainbest.org – password: r***0): Please join my meeting, Thursday, November 13, 2014 at 6:30 PM Mountain Daylight Time. https://global.gotomeeting.com/join/633128325 . Use your microphone and speakers (VoIP) - a headset is recommended.

Carolyn called the meeting to order at 6:35pm.

1. Agenda Review – Carolyn asked for any agenda items changes.

2. Patty made a motion to approve the 9/25/14 Steering Team Minutes. Lori seconded and the motion passed.

3. RM BEST Treasurer’s Report – Lois
   a. Lois reviewed the Budget vs Actuals through 11/13/14.
   b. 2015 ST Budget discussion – tabled.

4. Executive Director’s Report – Jose
   b. TMI Program report – Scott will hold a TMI conference call to discuss ST feedback for improvement and be prepared to have a January BOD report.

5. Hub Director’s Report – Carolyn
   a. 2014 Demographics were very inaccurate and Linda S has presented a plan to try to get more accurate demographics in 2015 by specifically assigning a volunteer to track receipt of demographics forms and to work with teachers at Practice Day and Game Day to get more accuracy.
   b. Regional Championship status – BOD is still in planning stages for Denver based Regional Championships in 2015.
   c. Request all ST to send TMI feedback to Scott for TMI discussion prior to Jan 8 BOD meeting.
   d. Plan is to host 24 teams for our Hub 2015 Event
e. 2014 Event Suggestions/Concerns – Carolyn went through the list of feedback/concerns that she’s received and will continue to work with ST to discuss implementation of changes/suggestions

f. Outreach Status & Volunteer Reminder
   i. Colorado Science Conference Sat, Nov 22 – Kathy setup, Lois, Carolyn

6. Committee Reports
   a. Volunteer Interface – Linda K
      i. Progress
         • Thanks to everyone for their help in finding such fantastic volunteers
         • 2014 Volunteer Estimate - 130 volunteers with approximately 30 new volunteers. Request for input on whether or not there was too many or not enough volunteers in any location.
   
      ii. Plans
         • Problems – None. Plan to send out a pdf version of collages to all the 2014 volunteers thanking them for their help
         • Plan to send out a copy of Teacher TMI collage to teachers that attended
         • Plan to support the new hubs with Volunteer Interface information
         • Plan to send thank you to Rocky Mountain Chocolate Factory (Masey), Major Gray, Pamela Gould (and Emma) and Eva Claire for their help, plus a few others as requested during the meeting.

b. Awards & Judging – Linda S
   i. Medals for BEST Award & Robotics Events – ST agreed we will give medals for 1st, 2nd, 3rd place Game Award and BEST Award for 2015/2016.

7. New Business – Carolyn
   a. Best Buy awarded RM BEST an $8,000 grant for Loaner Kits for New Hubs

8. Action Item Review – Carolyn

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<thead>
<tr>
<th>Name</th>
<th>Date Assigned</th>
<th>Due Date</th>
<th>Action</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Jose</td>
<td>3/27/14</td>
<td>9/30/14</td>
<td>Work with MSU Denver to get free or discounted parking for TMI and Game Day.</td>
<td>Status: DONE</td>
</tr>
<tr>
<td>Scott</td>
<td>3/27/14</td>
<td>1/22/15</td>
<td>Send Linda K a job description and skills for the TMI co-lead position</td>
<td></td>
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<tr>
<td>Carolyn</td>
<td>3/27/14</td>
<td>1/22/15</td>
<td>Work with Dave Wilkerson to get the Twin robots ready to use.</td>
<td>9/25 Status: twin robots at Club workshop awaiting Protobot team to modify arm / claw. 11/13 Status: Carolyn to contact Protobot Team</td>
</tr>
<tr>
<td>Patty / Linda /</td>
<td>5/15/14</td>
<td>9/20/14</td>
<td>To Fill Time prior to Game Day award announcements, add two tasks into Game Day program: 5 year award and Mascot Introduction and Competition. Also add this to Game Day Event</td>
<td>11/13 Status: DONE, but we need more activities during this time slot.</td>
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<tr>
<td>Scott</td>
<td>5/15/14</td>
<td>8/29/14</td>
<td>Arrange Event Planning sessions Aug 6 or 7 for Kick Off Event Planning Mtg from 11am – 3:00pm at South High School; Sept 15 or 17 for Practice Day at TJ; Sept 22 or 24 for Game Day at MSU Denver.</td>
<td>9/25 Status: Kickoff &amp; Practice Day planning done via GoToMeetings. Game Day visit 9/24/14. 11/13: DONE</td>
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<tr>
<td>Lois</td>
<td>7/24/14</td>
<td>9/6/14</td>
<td>Confirm emergency support volunteer(s) 2014 Events</td>
<td>11/13: DONE</td>
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<tr>
<td>All ST</td>
<td>7/24/14</td>
<td>12/8/15</td>
<td>Send recommendations for 2015 TMI to Scott</td>
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<tr>
<td>Jose</td>
<td>7/24/14</td>
<td>TBD</td>
<td>Contact RM BEST student volunteers and ask them to contact teachers of the middle/high schools to volunteer to help them out. (Give them a list of the schools participating)</td>
<td>8/21/14: Actionee changed to Jose. 11/13 status: DONE: Alex Sweetman volunteered as a mentor to South HS. Recommend that Jose do this again in 2015.</td>
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<tr>
<td>Carolyn</td>
<td>8/21/14</td>
<td>8/31/14</td>
<td>Advise Kathy G that ST recommends that the King Soopers Card Fundraiser be conducted at Practice Day and Game Day.</td>
<td>11/13 Status: DONE. 12 cards sold at Practice Day, none sold on Game Day, 12 sold at Celebration Lunch. Suggest selling them at Boosting BEST</td>
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<tr>
<td>Linda</td>
<td>8/21/14</td>
<td>01/22/15</td>
<td>Add TMI Feedback and Survey Monkey results to January 2015 ST Agenda</td>
<td>11/13 Status: DONE. Move to BOD agenda and/or TMI Committee agenda.</td>
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<tr>
<td>Scott</td>
<td>11/13/14</td>
<td>1/7/15</td>
<td>Hold a TMI conference call to discuss ST feedback for improvement and be prepared to have a January BOD report.</td>
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<tr>
<td>Carolyn</td>
<td>11/13/14</td>
<td>1/22/15</td>
<td>Discuss alternatives to Celebration event to encourage better attendance</td>
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<td>Carolyn</td>
<td>11/13/14</td>
<td>1/22/15</td>
<td>Lead ST through regarding discussion of 2014 improvements for RMB events. Determine if the feedback is just good information or if an action is required.</td>
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<td>Carolyn</td>
<td>11/13/14</td>
<td>1/22/15</td>
<td>Request a chair for the marketing presentation portion of the game day (this will be the time between end of game and the start of award presentations)</td>
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9. Upcoming Meetings:
a. Steering Team Meetings – 6:30pm - 8:45pm; 4th Thursday of every month (occasionally rescheduled; generally held at the Daniels Fund Building)
   i. December 2014 - Cancelled
   ii. January 22, 2015
   iii. February 26 (note: date may change to Feb 19 due to Boosting BEST)
   iv. March 26, 2015
   v. April 23, 2015
   vi. May 28, 2015
   ix. August 27, 2015
   x. September 24, 2015
   xi. October 22, 2015
   xii. November 19, 2015 (rescheduled from Nov 22 – Thanksgiving)
   xiii. Dec - TBD

b. Board Meetings – 6:30pm - 8:45pm (2nd Thursday of every other month); generally held at the Daniels Fund Building.
   i. November 20
   ii. January 8, 2015
   iii. March 12, 2015
   iv. May 7, 2015
   v. July 9, 2015
   vi. September 10, 2015
   vii. November 12, 2015

Meeting adjourned at 8:54pm
Respectfully submitted,
Linda Scott
Secretary, Steering Team