

Minutes  
**Rocky Mountain BEST (Boosting Engineering, Science and Technology)**  
**Board of Directors Meeting**  
**Daniels Fund, 101 Monroe Street, Denver 80206**

**Thursday, January 14, 2016, 6:00 pm, dinner provided**

<b>Board Members:</b>			
Carolyn Bauer	Y	Stephen Garran	y
Tim Bouvia	y	Jose Lopez	y
Kathy Geise	y	Lois Walton	y
<b>Guests:</b>			
Wesley Kenison	y	Star Villa	
Judith Schlesinger		t = telecon attendee	

Kathy Geise called the meeting to order at 6:07pm

1. Review/Modify January 14, 2016 Agenda.
2. Review/Approve minutes from
  - a. **Jose made a motion we approve the November 12, 2015 BOD meeting telecon minutes and December 10, 2015 BOD meeting minutes. Lois seconded and the motion passed.**
3. Review/Approve email votes. **We ratified and are documenting the following motions approved via email since the last meeting.**
  - a. **Carolyn made a motion via email that we approve the “RMBEST Returnable Kit Loan Policy VER02” and “RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM VER02” to replace the VER01 documents. Lois seconded the motion. During the discussion Tim suggested a few edits, which Carolyn incorporated in the final version. Tim followed up with an amended motion to accept the two updated documents. Carolyn seconded and the motion passed.** These documents will be posted on the website and distributed to all those who are expected to request the loan of a Returnable kit.
4. Treasurer's Report – Lois.
  - a. Approval of current Treasurer’s Report. Lois presented 3 Treasurer’s Reports dated January 7, 2016: Balance Sheet, Income and Expense and Budget vs Actuals. The FR BEST Status Report did not change this month. (These reports can be found in Dropbox at the following location: RM BEST / Board of Directors / Treasurers Reports / 2016.) **Carolyn made a motion we approve the January 7, 2016 Treasurer’s with the suggested modifications for in-kind donation information. Jose seconded and the motion passed. Action** - Lois to include in-kind contribution for the MSU Denver venue, Jeppesen printing & to review other missing in-kinds items that are missing.
  - b. Budget discussion / approval. Lois presented 10 files that together are the details of the 2016 budget. . (These files can be found in Dropbox at the following location: RM BEST / Board of Directors / Budget / Budget Prep 2016.) **\_\_ made a motion we approve the 2016 budget. \_\_ seconded and the motion passed. Action** Lois to include all in-kind information in the budget and re-issue the 2016 budget document. **Action** Kathy to set up Doodle Poll to schedule GoToMeeting budget discussion prior to end of January.
5. Diversity Committee Report, Linda King, Committee Chair - tabled
6. President’s Report – Kathy
  - a. Annual meeting planning – Nominations for Directors coming soon.
    - i. Jose, Carolyn, Tim terms expire March 2016. Tim cannot return for another term. Jose will follow up with Tim about ideas for other Raytheon candidates, and any non-director tasks he can do.

Carolyn is willing to return for another term. Nominations are open for other board candidates. We plan to increase the size of our board of directors at the Annual March BOD meeting.

- ii. Kathy, Lois, Steve terms expire March 2017.
  - b. Annual report due. **Action** Kathy / Carolyn to have solid draft for February BOD meeting.
  - c. BRI Youth Protection Policy request for info. Kathy responded to this request from BRI. BRI is requesting volunteers who can collaborate to help define the wording of the new policy. BRI has signed an agreement with Verified Volunteers to provide background checks on volunteers and hub personnel. This service is / will be available to all hubs and regionals. There is a fee for using Verified Volunteers.
  - d. Kathy was nominated for, accepted the nomination and is now on the BRI Board of Directors. Congrats!
  - e. Kathy received a phone call in late December asking how a donor could gift us stock by the end of 2015. She investigated several choices and found a financial firm that would create an account for RM BEST without the paperwork being totally completed. That allowed us to receive the stock as a 2015 donation. The stock is currently in the endowment management account. The application is due. **Steve made a motion that we complete the action associated with opening the management endowment account and that the authorized signers will be the same as on the existing bank accounts. Jose seconded and the motion passed. Action** Carolyn (as Secretary) will print and complete the management endowment form and submit it ASAP.
7. Executive Director's report – Jose
- a. Regional Championship application is in work. **Action** Jose to complete our Regional Championship application and take it to MSU Denver for Sandra to sign and submit.
  - b. MSU now has an AIAA chapter and will have an AIAA annual technical symposium in 2017 & 2018. Student volunteers will be recruited.
  - c. MSU will soon have an Events Management degree and students must do event management work to graduate.
  - d. Planning needs to happen as early as possible for RM BEST events at MSU Denver.
  - e. Jose went to the Colorado Space Business Roundtable. Kathy / Jose will meet with US Congressman Mie Coffman. We're hoping to get contacts through him.
8. Fundraising Committee Report – Lois Walton – **Report included at end of minutes**
- a. Boosting BEST Thursday, Feb 25, 2016 6PM – 9PM. Please gather auction item. Linda King needs to send the invitation to this event soon. **Action** Steve to be the auctioneer for live auction items and to find items for the live auction.
  - b. Apple stock donation done December 2015 – donated to our new Endowment account above.
  - c. Carolyn recertified RM BEST as a Benevity recipient for the next year.
9. Asset Management Committee Report, Carolyn Bauer, Committee Chair - **Report included at end of minutes**
- a. The first of the returnable Kits are being tested by Scott.
  - b. 14 new Returnable Kits purchased with Best Buy foundation money are getting labeled. The old kits will be available for granting soon.
  - c. **Action** Carolyn to tell Lois which old laptop to decommission and take off the gooks as an asset. This laptop will not connect to Wi-Fi.
  - d. **Steve made a motion that we donate 14 Blue Consumable totes to Great Plains BEST. Carolyn seconded and the motion passed. Action** Lois action to change receipt Carolyn sent her previously.
  - e. Policy about granting kits needs to be approved in Feb. Tim says the name that includes donating Returnable kits is confusing. **Action** Carolyn to revise and send out for review.
10. RM BEST Hub Program Status – Carolyn Bauer - **Report included at end of minutes**
- a. Water issue at 999 Vallejo has been resolved.
  - b. **Action** Carolyn to ask owner again for additional and / or nicer space.
11. New Hub Development Program – reported by Jose and Kathy in their reports and placed here for clarity.
- a. Pikes Peak BEST
    - i. Jose and Kathy to visit – still needs to be done.

- ii. Kathy volunteered to pick up kits.
    - iii. Kat scheduled two meetings
      - 1. Steering Committee Meeting - Saturday, November 14 at 2pm. – one attendee
      - 2. Pikes Peak BEST Winter Exhibition Match- Saturday, January 16.
    - iv. BRI has some national sponsors, including MDA. A Pikes Peak BEST hub in Colorado Springs would qualify for an MDA grant. MSU Denver could receive the funding for this grant and funnel it to the hub. These MDA grants typically fund Returnable Kits.
    - v. It's unclear whether Pikes Peak BEST will submit an application for 2016. They need more volunteers – especially the 6 key personnel. We have ideas of how to support & help them and will share our ideas and offer our support to them now and in the future.
  - b. Northeastern Colorado BEST - Mike Sullivan Hub Director. Kathy reports that Golden Plains BEST at Northeastern Junior College in Sterling, CO intends to submit an application to become a new hub. Thank you Kathy! Mike Sullivan, Economic Development Director of Sedgewick County, saw a news report the night of last year's game and contacted Kathy to get involved.
12. Regional Championship Program – Kathy Geise
  - a. **Application due mid-January, 2016 \*\* 1 day and counting \*\***
13. Outreach Program Report – Lori Lazuk , Kathy Geise **Report included at end of minutes**
  - a. Colorado Science Conference Nov 19 – 20 – Lori, Lois, Tami
  - b. Colorado Space Business Roundup DMNS Dec 9 – Jose, Kathy
  - c. BOD suggests that those presenting about BEST contact the Outreach team if / when they are presenting. Outreach can / will provide information and request feedback, so it can be included in committee reports.
  - d. Upcoming events
14. New Business: Tabled
15. Review Action Items (attached)
16. Upcoming Meetings
  - a. BOD meetings - every other month on the 2nd Thursday of the month at the Daniels Fund with teleconference calls in the alternate month. Committee reports are not submitted for conference calls.
    - i. February 11, 2016, **\*\*CALL\*\*** 6:30-8:45
    - ii. March 10, 2016 , **\*\*Annual Meeting 5:30-8:45\*\***
    - iii. April 14, 2016, **\*\*CALL\*\*** 6:30-8:45
    - iv. May 12, 2016, 6:00-8:45
    - v. June 9, 2016, **\*\*CALL\*\*** 6:30-8:45
    - vi. July 14, 2016, 6:00-8:45
    - vii. August 11, 2016, **\*\*CALL\*\*** 6:30-8:45
    - viii. September 8, 2016, 6:00-8:45
    - ix. October 13, 2016, **\*\*CALL\*\*** 6:30-8:45
    - x. November 10, 2016, 6:00-8:45
    - xi. December 8, 2016, **\*\*CALL\*\*** 6:30-8:45
  - b. Steering Team meetings - every month on the 4th Thursday of the month at the Daniels Fund as follows:
    - i. January 28, 2016, 6:30-8:45pm
    - ii. February 18, 2016, 6:30-8:45pm – **Note Date change – Boosting BEST is February 25**
    - iii. March 24, 2016, 6:30-8:45pm
    - iv. April 28, 2016, 6:30-8:45pm
    - v. May 26, 2016, 6:30-8:45pm – **Note date will be changed – probably to June 2**
    - vi. June 23, 2016, 6:30-8:45pm
    - vii. July 28, 2016, 6:30-8:45pm
    - viii. August 25, 2016, 6:30-8:45pm
    - ix. September 22, 2016, 6:30-8:45pm
    - x. October 27, 2016, 6:30-8:45pm

- xi. November 24, 2016, 6:30-8:45pm – Note date will be changed and may be a telecon
- xii. December 22, 2016, 6:30-8:45pm – Note date will be changed and may be a telecon

17. Action Items for discussion

Assigned	Due	Action	Status
11/20/2014	2/11/16	<b>Carolyn / Tim Linda K / Scott</b> to create policy / process for <b>granting</b> kits to new hubs that are to be taken from RM BEST inventory. Process will include new hubs requesting kits; elimination from inventory; managing, tracking, donating status.	<b>Status:</b> Carolyn to revise and send out for review and approval at Feb BOD meeting.
3/19/15	1/14/16	<b>Linda K</b> to evaluate whether we need equal opportunity employer policy and to start work on it if she determines we do.	
3/19/15	2/11/16	<b>Everyone</b> to review the <u>RM BEST Budget and Purchasing Policy Ver02</u> . If program requires budget above the amount approved, should bring to board for a change.	
5/14/15	2/11/16	<b>Steve</b> to email Lois names of other companies who manage auctions. Fundraising / BB committee to investigate for 2016 Boosting BEST	
5/14/15	2/11/16	<b>Steve</b> will investigate what other companies use Benevity to do gift matching	
5/14/15	2/11/16	<b>Steve</b> will investigate cloud storage options in addition to Dropbox.	
5/14/15	2/11/16	<b>Board</b> will think about folks we can talk to about League play in robotics... politicians, board of education, etc. Is there any discussion about this in Colorado? Jose will lead.	
5/14/15	2/11/16	<b>New Hub Development</b> contact from RMBEST to contact and / or become a part of the BRI New Hub Development Committee.	Kathy tried to join and got a failure message to her email. So she emailed the chair and awaits a reply.
8/13/15	2/11/16	<b>Carolyn</b> to send list of tools available to be donated to schools to Jose for inclusion in teacher newsletter.	
9/17/15	12/2015	<b>Tim / Kathy</b> review grant proposal to ensure Treasurer's Reports and / or financial reporting documentation is sufficient for Verizon Foundation Grant Reporting. See Dropbox / Rocky Mountain BEST / Verizon Foundation/ 2015.	<b>Status DONE. Report submitted 12/18/15 by Linda King. It includes photos, demographics and an impact report. .</b>
10/08/15	2/11/16	<b>Kathy</b> to contact references from Dan Thurlow for Grand Junction BEST teaming partners.	
10/08/15	2/11/16	<b>Kathy</b> to discuss joining CSBR with RM BEST BoD.	Status: will do it
10/08/15	2/11/16	<b>Kathy</b> to follow up regarding Ute tribe interest in STEM education.	
10/08/15	2/11/16	<b>Kathy</b> to follow up with Christie Lee and Stacey DeFore regarding invitation to join the CSE trip to Washington D.C. in May 2016.	
11/2/15	1/14/16	<b>Lois</b> to contact Shannon Ragland and invite her to a January Steering Team meeting.	<b>Status: Done. Shannon will join us at Steering via GoToMeeting in January as she is traveling. She will come to the February meeting in person. Lois will forward GoToMeeting info when it comes out.</b>

12/10/15	1/14/16	Lois to clarify the fundraising expense presented at the December BOD meeting.	Status DONE - Sent via email.
12/10/15	12/25/2015	Jose to send cost of software licenses to Carolyn for hub budget.	Status: DONE. Jose reports \$84 and \$12 upgrade costs for software. Total is \$96.
12/10/15	1/14/16	Kathy to add computers to the regionals planning documents.	
12/10/15	2/11/16	Kathy to investigate who can do a cost-effective audit in 2016. (Planning is to select the auditor by April for the audit in June or July.)	
12/10/15	2/11/16	Kathy/ Carolyn / Lois to update year-end review presentation and await BOD approval.	Status: in work Kathy / Carolyn will present sold draft at Feb BOD mtg.
12/10/15	1/14/16	Jose / Kathy to recruit a student to attend the January BOD meeting in preparation to discuss her being on the Board and the student volunteer coordinator to get MSU Denver student participants.	Status: DONE. Invitation sent and accepted. Invitee did not respond to the January meeting invitation.
12/10/15	1/14/16	Jose to recruit the MSU Denver student AIAA chapter president to attend the January BOD meeting in preparation to discuss his being on the Board.	Status: DONE. Invitation sent and accepted. Invitee attended the January meeting.
12/10/15	1/14/16	Kathy / Carolyn to recruit a current BEST volunteer to attend the January BOD meeting in preparation to discuss his being on the Board.	Status: DONE. Invitation sent and accepted. Invitee was unable to attend the January meeting.
12/10/15	12/31/15	Carolyn to update and request review of revised Kit Loan Policy and Form and approval via email.	Status: Done. Updated policy approved.
12/10/15	2/11/16	Jose to follow up with MSU Denver POC regarding potential space for our kits and workspace.	
12/10/15	1/14/16	Kathy / Carolyn to respond to Axel's list of questions about hub requirements made via email.	Status: Done.
12/10/15	2/11/16	Jose / Kathy to follow up with many key people they met at Colorado State Business Roundtable (including potential sponsor).	
12/10/15	12/31/15	Jose will give Lois info about how to download from Tech Soup so she can download LGL.	Status: DONE. Software downloaded and in use!
1/14/16	1/20/16	Carolyn (as Secretary) will print and complete the management endowment form and submit it ASAP.	
1/14/16	2/1/16	Carolyn / Lois to communicate with Linda King regarding preparing / sending Boosting BEST invitations soon.	
1/14/16	2/1/16	Lois – change receipt for 14 Blue Totes for Consumables using info from Carolyn	
1/14/16	2/11/16	Kathy/ BOD to review outreach program description.	
1/14/16	2/11/16	Tim to follow up with Jon Barber. Suggest he can work with Aurora school system about BEST.	
1/14/16	1/31/16	Lois to include in-kind contribution for the MSU Denver venue, Jeppesen printing & to review other missing in-kinds items that are missing for the end of 2015 Treasurer's reports	
1/14/16	1/31/16	Lois to include all in-kind information in the budget and re-issue the 2016 budget document.	

1/14/16	1/31/16	<b>Kathy</b> to set up Doodle Poll to schedule GoToMeeting budget discussion prior to end of January.	
1/14/16	1/15/16	<b>Jose</b> to complete our Regional Championship application and take it to MSU Denver for Sandra to sign and submit.	
1/14/16	2/11/16	<b>Steve</b> to be the auctioneer for live auction items and to find items for the live auction.	
1/14/16	2/11/16	<b>Carolyn</b> to tell Lois which old laptop to decommission and take off the gooks as an asset. This laptop will not connect to Wi-Fi.	
1/14/16	1/31/16	<b>Lois</b> to change receipt for McMaster purchase of blue Consumable tote.	
1/14/16	2/11/16	<b>Carolyn</b> to ask owner again for additional and / or nicer space.	

The meeting adjourned at 8:50pm.

Respectfully submitted,  
Carolyn Bauer  
Secretary, Board of Directors

**FUNDRAISING COMMITTEE REPORT** – submitted by Lois Walton / Carolyn Bauer – 01/14/2016 - new info in red

<b>Committee chair:</b>	<b>Committee members:</b>
Kathy Geise	Carolyn Bauer
<b>Grants Subcommittee chair:</b>	Lois Walton
Lois Walton	Linda King
<b>Boosting BEST Subcommittee chair:</b>	
<del>Sabina Kilpatrick (2015);</del> Kathy Geise (2016)	Carolyn Bauer, Patty Gaspar, Linda King, Lori Lazuk, Lois Walton

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- Funding Development Plan – open. Suggest we pursue Companies as sustaining donors.

**Grants Subcommittee:**

Grants to be worked in 2016	Responsible	Status	Amount from Budget	Amount Requested / Received
Quick Foundation	Lois / Carolyn	Last application in March 2014 for funds for 2015. Did not receive. Will try in 2016 for funds for 2017	\$0	
GM Foundation		Jose indicates we should pursue	\$1,000	
Best Buy	Lois / Carolyn	Received 2015. Will apply again in 2016 with same request for 2016 kits fully depreciated	\$9,800	
Raytheon Company	Carolyn / Lois	Submitted 1/13/16 for 30 Consumable Kits	\$1,500	\$6,000 request
Ent Foundation Grants – Denver/Firestone Region and Pikes Peak Region.		Will determine if we should try again this year	\$0	
Jeppesen, A Boeing Corporation	Carolyn	Will work to apply for this one in February after presentation to Suzanne	\$7,500	
Littleton Rotary Foundation	Board members	Received \$1,000 in 2015. Will recommend FRBEST apply for this one in 2016. RM BEST will seek out other local Rotaries where our teams exist.	\$6,000	
Verizon Foundation	Linda K / Kathy	Need to determine whether we will be invited to apply again this year.	\$8,000	
BRI Mini-Grant	Carolyn / Lois / Linda	Will apply for this when request is put out to help with New Hub Workshops and Regional development.	\$3,000	
<b>Other Funding Sources</b>		<b>Status</b>		
Google/Benevity	Carolyn, Lois	Open – continuing. 2016 Game year donations total \$600 so far		
Kroeger Gift Cards	Pamela	Donating 5% of Gift Card purchases – most recent donations October and December donations total \$709.50 (2016 Game year)		
Amazon Smile	Tim / Lois	Several are signed up; November donation for \$10.97		

**ASSET MANAGEMENT COMMITTEE REPORT – submitted by Carolyn Bauer 01/14/16 – new info in red**

<b>Committee Lead:</b>	Carolyn Bauer
<b>Committee:</b>	
Lois Walton - Budget	Jose Lopez - computers
Patty Gaspar	Scott McEwen – Returnable kit testing
JoAnne Fry	Angie Mathias
Lori Lazuk	And others

1. Asset Management Policy status:
  - a. Using the Board-approved RMBEST RETURNABLE KIT LOAN POLICY VER01 and RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM VER01, the following kits have been distributed:
    - i. Front Range BEST requested the loan of and has received 13 Returnable kits for the 2015 season. They distributed 12 kits at kickoff and used one for their Protobot. (BBF 1-11 & RM BEST 32 & 33).
      1. Phil will test this batch of kits using Scott’s testing procedures, software, etc. and to report to us as Scott has.
      2. Phil Hardy reports he’s doing inventory and has found some damaged motors. The damage appears to be from mishandling the kit. **RM BEST will attempt to return to VEX under warranty and, if unsuccessful, will bill FR BEST & FR BEST will bill team.**
    - ii. Front Range BEST requested the loan of and has received 1 additional Returnable kit for the 2015 season for spares (RM BEST 30).
    - iii. SoCo BEST @ Trinidad State requested the loan of and has received 1 Returnable & 1 Consumable kit for the 2015 season for their Protobot. (RM BEST #31). David D returned this kit, so we will update all documents and follow normal procedures.
  - b. **VER02 of the above-mentioned documents have been released and approved. They became the foundation of the kit Grant policy and form.**
  - c. **RMBEST RETURNABLE KIT GRANT POLICY VER01 and RMBEST REQUEST FOR RETURNABLE KIT GRANT FORM VER01 have been created and released for review, updates, acceptance by the BOD.**
  - d. **We anticipate our Outreach and / or TMI programs may submit a request for the grant of Returnable Kits.**
2. Other Inventory Status / Issues.
  - a. **Scott McEwen currently has 12 of our Returnable kits for testing.**
  - b. Extra tools given to us by Raytheon will be donated to schools.
  - c. Jose installed Windows 7, Norton Utilities, MS Office on 4 Raytheon-donated laptops. Carolyn added Dropbox. Jose yet to complete similar work on remaining laptops / desktops. We hope Jose can complete the same work on all remaining Raytheon laptops. We can / do use 6-7 on Game Day (4 for scoring, 1 for Awards & Judging team, 1 for Floor Boss for reference)
  - d. **We need to decommission another old laptop. It can’t be updated and can’t connect to new WiFi systems. We need guidance of how to do that.**
  - e. We will do the 2016 Inventory of fixed assets in 2016 for Lois and Trece.



**HUB PROGRAM REPORT – submitted by Carolyn Bauer 01/14/16 – new info in red**

<b>Program Director:</b>	Carolyn Bauer (& Game, Consumable Kits)
<b>Hub Steering Team:</b>	
Lois Walton - Budget	se Lopez – School Interface – <b>requesting to be replaced</b>
<b>TBD – Secretary</b>	Linda King – Volunteer Interface
Patty Gaspar – Events	<b>TBD – Venues</b>
JoAnne Fry – Consumable Kit	Lori Lazuk – Consumable Kit
<b>TBD –Awards &amp; Judging</b>	<b>TBD –Awards &amp; Judging Ceremony</b>
And others	

1. 2015 **Game / Event Recap – Pay Dirt was a success!**
  - a. Prototype Game Weekend –April 24 & 25 in Kansas City, KS was attended by: Linda & Mike King, Carolyn Bauer, Lois Walton from RMBEST; Joel Kirkland from FRBEST; Jenn Swanson & husband from SoCo BEST @ Trinidad State.
  - b. Kickoff, Saturday, September 12 @ South HS. We distributed 29 kits – one to a standby team (who ended up competing)
  - c. Practice Day, Saturday, October 17 @ Thomas Jefferson HS. TJHS said they could not provide us space for PD in 2016
  - d. Game Day, Saturday, October 24 @ Auraria Campus Event Center.
  - e. Celebration – was not done. **We need to complete the End Of Season charts.**
2. Hub Steering Team meetings are monthly on the 4<sup>th</sup> Thursday of each month.
  - a. Minutes are taken and distributed to Steering Team.
  - b. **The most pressing issues are filling key lead positions! Secretary, Venues, A&J \*2.**
  - c. Feedback from this year’s hub events have been gathered and will be reviewed and changes implemented.
  - d. **Jose is working with MSU Denver to obtain a date for Game Day.**
  - e. **Discussions with South HS regarding Practice Day. They say they can probably give us space. Patty and Carolyn will visit South HS to make multiple “potential reservations” on the anticipated dates as we await 2016 Hub Game Day reservation with MSU Denver.**
  - f. **We are in the process of determining whether Scott is willing to resume as a Venues subcommittee lead in the future. If not, we need to fill that position.**
  - g. Awards and Judging team implemented various improvements to create a better experience for teams, students and judges.
    - i. **We will review feedback to verify the changes were improvements and / or whether they need additional change.**
3. Status of Workshop:
  - a. We are paying \$375 rent monthly for our 350 sq. ft. downstairs location at 999 Vallejo St. Carolyn signed the lease (which is in Dropbox). POCs are: Dan & Linda Stramiello & Barbara Zalewski. We have property insurance starting in 2015. We have asked **(and will ask again)** to be told when contiguous small spaces are available, so we have the opportunity to increase our workspace area.
  - b. **It appears that the roof leak problem has finally been fixed.**
  - c. Additional changes at 999 Vallejo mean we may have a problem setting up the game field in 2016 and beyond. **In 2016 we will plan to use the basement of the house next to Lois for game field setup / wiring / training.**

**OUTREACH REPORT FOR 14 JANUARY 2016 BOARD MEETING** -Submitted by L. Lazuk: January, 2016.

<b>Committee Chairs:</b>	<b>Committee Members:</b>
Kathy Geise	Lois Walton
Lori Lazuk	Volunteers as needed

**Marketing Materials:**

A 6 ft. tablecloth is being ordered. The color and design will match the ones we already have except that there will be no printing on the ends (just the front & back). The price is \$175.00.

The retractable banner is still being discussed regarding the design.

**COLORADO SCIENCE CONFERENCE (CSC) OUTREACH REPORT**

CSC was held on Friday, NOVEMBER 20, 2015

<b>PARTICIPANTS:</b>	Kathy Geise
Tami Kirkland	<b>Moving Help:</b>
Lois Walton	Mitchell Crine
Lori Lazuk	

- Lois and Mitchell moved items into the exhibitor location on Thursday afternoon. A new display item was the life-size robot we got from the Colorado Lottery. Thanks, Carolyn, for obtaining the robot and making the Rocky Mountain BEST to use on the robot. (A photo was in the December newsletter.)
- The exhibitor space was shared by Rocky Mountain BEST and Front Range BEST to promote the BEST program in Colorado. See the Contact List for interested teachers. Teachers from a variety of locations expressed interest: Fort Collins, Greeley, Haxtun, Fort Morgan, Pueblo, Westminster, Rifle, Northglenn, Adams County, Calhan (This lady works at UCCS and wants to pass our info on to smaller rural schools in Southeastern Colorado.). Also, a contact at CAST was made (Bob Barto) who gave us the name of the editor of the CAST newsletter who may print our info in that newsletter to expand recruiting efforts for schools. One teacher from Ft. Collins indicated an interest in helping in hub development while she is on sabbatical this year.
- 16 people are on Contact List. Tri-folds and old game videos were distributed. The game videos were well received by teachers to generate interest at each teacher’s school/community. TO DO: See if we have extra videos for FRB to distribute.
- One teacher suggested that we contact Aims College in Greeley for hosting an event up north.
- Activities for Outreach may possibly be found at raftcolorado.org using everyday items. Also, we can obtain items from that organization. Also, North HS built a robotic hand which we could ask them to bring when we do our paper/straw/string robot hand activity.
- We visited some presentations. I saw a former student and a former colleague. Small world!

**COST:** Approximately \$300 for registration, table for TV & video, and 2 lunches.

**Activities for 2016**

Anticipated Outreach Events for 2016 are similar to the past year: **April:** Robotics At The Hangar (RATH); **August:** Erie Air Fair; **September:** STEMosphere; **November:** Colorado Science Conference (CSC).

In addition, to the above events are the additional meetings that Kathy and Jose attend. << **Request:** Please list those meetings here.>>

Also in 2016 a volunteer indicated that he would make a presentation at a school to encourage the school’s participation in BEST. His presentation will be similar to the one he gave the Aurora Chamber of Commerce. I requested that he send me his presentation (to be posted in Dropbox) so that it can be viewed by the BoD. In that way, everyone will be aware of contacts being made and information disbursed. **Request:** Please let me know of any specific procedures the BoD would like to be followed for such contacts.