

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

Thursday, March 10, 2016, 6:00 pm, dinner provided

Board Members:			
Carolyn Bauer	y	Stephen Garran	y
Kathy Geise	y	Jose Lopez	t
Wes Kenison	y	Lois Walton	y
Judith Schlesinger	n		
		Star Villa	
		t = telecon attendee	

Carolyn called the meeting to order at 6:04pm

1. Review/Modify March 10, 2016 Agenda – was done.
2. Review/Approve minutes from:
 - a. **Lois made a motion to approve the February 11, 2016 BOD meeting telecon minutes. Jose seconded and the motion carried.**
3. Review/Approve email votes. None this month.
4. President's Orientation of Board Members – Carolyn
 - a. President's approach / style is collaborative
 - b. Orientation – using new orientation file. We did a quick review of this file and added some items. Carolyn requested all new Board members review this information.
 - c. BOD meets monthly – every other month in person & GoToMeeting in opposite months
 - d. 2015 RM BEST Annual report is complete
 - e. Status / distribution of 2015 video. The 2015 video is on our YouTube channel and website. Hard copies are available for distribution.
 - f. Strategic Priorities Discussion. These items from our 2014 Strategy discussions. We'll review them later in more detail.
 - i. Build a sustainable organization both financially and with a robust volunteer base
 - ii. Engage in regional development and hub creation
 - iii. Focus on underserved and under-represented schools and students
 - iv. Sponsor community engagement and development
 We agreed we'd discuss these priorities in greater detail at a future meeting.
5. Treasurer's Report – Lois
 - a. Approval of Treasurer's Report February 9, 2016. **Steve made a motion to approve the February 9, 2016 Treasurer's Report. Kathy seconded and the motion carried.**
 - b. Approval of Treasurer's Report March 6, 2016. **Steve made a motion to approve the March 6, 2016 Treasurer's Report. Kathy seconded and the motion carried.**
 - c. Our Merrill Lynch Endowment account. We discussed that we should communicate we can accept donations of not just cash but stock, cars, etc.in our newsletter, website. **Action** to Carolyn / Lois.
 - d. Kathy asked about targeted \$500 donation and ability to give to rural BEST hub. **Action** Lois / Kathy to discuss and send check.
6. Facebook & Social Media. Kathy indicates Audrey has managed pro-bono our Rocky Mountain BEST Facebook page, but is extremely busy now. Wes agrees to take on FB management and put together strategy for what we want to disseminate. **Action** Carolyn to give him access to the page.
7. Fundraising Committee Report –

- a. Lois Walton provided Boosting BEST reports and statistics from the Boosting BEST Thursday, Feb 25, 2016 event. **Action** Lois will issue a check to FRB for their proceeds.
 - b. Grant status – see report. We need to submit Best Buy report 5/31/16 - before submitting new grant proposal
8. Diversity Committee Report, Linda King, Committee Chair – No report at this time.
9. Executive Director’s report – Jose
- a. Signing up teams for RMB / FRB
 - b. Signing up teams for SoCo BEST
 - c. Signing up teams for Great Plains BEST
 - d. Jose planning presentation to 460 Space wing at Buckley.
 - e. 21st March is Space Day at the Capitol. Jose invited all to attend. He is bringing the DSST Byers robot.
10. Asset Management Committee Report, Carolyn Bauer, Committee Chair
- a. Returnable Kit Loan Request & Electronics Kit Grant Request status & request for Board decision
 - i. See 2016 Kit loan and Grant decision worksheet – v2. The board discussed the committee’s suggestion and made modifications included in v3 of the worksheet. **Wes made a motion to approve v3 of the document. Lois seconded and the motion carried.**
 - b. **Action** Asset Management committee to respond to request and distribute kits according to the BOD decision.
 - c. BOD suggested TMI program buy kits if they need them.
11. RM BEST Hub Program – Carolyn Bauer
- a. BRI 2016 schedule is now available.
 - i. Kickoff of season in 2 days. Videos will be online from the dashboard.
 - ii. Prototype Game Kickoff in Wichita, KS April 22 & 23. Four from RMB hub will attend. Kathy suggests we encourage our other Colorado hubs to attend and to support GPB travel expenses.
 - b. 999 Vallejo status. See action item status below.
12. TMI Program –
- a. RMB / FRB TMI – date / location TBD.
Jose reminded us of his reservation for Student Success Building rooms for July 14, 15, & 16 and of Aviation building availability most of the summer. **Action** TMI Team to decide / set TMI Dates
 - b. RMB to co-lead TMI with Great Plains BEST – date / location TBD. We’ll work with GPB to plan TMI for their teachers /mentors.
 - c. BRI July 11-15 TMI training in Dallas, University of Texas
13. New Hub Development Program – Kathy Geise
- a. Front Range BEST - year 2 status. Kathy reports funding is good. Some leadership changes.
 - b. SoCo BEST @ Trinidad State – year 2 status. Carolyn reports lots of communication and still looking good.
 - c. Great Plains BEST – new hub
 - i. Kathy reports the Aero Modelling Association Robotics Program (AMA) is trying to involve schools in their robotics STEM activity. Kits cost \$2400.
 - ii. Mike Sullivan of Sedgewick County Economic Development believes BEST is a better use of limited funding. Kathy requests we help this hub be successful by supporting them with mentoring and funding. NE Jr College didn’t participate in the GPB New Hub Application and isn’t currently supporting this new hub.
 - iii. New Hub Workshop – Date TBD.
 - iv. RMB needs to deliver Electronics kits and Blue totes to Mike soon.
 - d. Pikes Peak BEST. Still planning to submit for 2017. Tami from FRB is reaching out. FRB will invite Co Springs schools to participate in FRB this year.
 - i. New Hub Workshop this year could help them plan for new hub application.

14. Regional Championship Program – Kathy Geise
 - a. Initiate a Committee– CO hubs, MSU Denver
15. Outreach Program Report – Lori Lazuk / TBD
 - a. Upcoming events – Aerobotics April 10 at Wings Over the Rockies
16. New Business:
 - a. Follow up with Scott Marcy regarding Pikes Peak BEST. Kathy reminds us Scott gave \$3K as a parent of G&T child as goodwill based on his child’s experience in 2015.
 - b. Wes tells us he will meet with Space Foundation director of outreach and will tell him about BEST.
17. Review Action Items

Assigned	Due	Action	Status
1/14/16	2/11/2016	Steve to be the auctioneer for live auction items and to find items for the live auction.	Status: DONE. No items worth doing LIVE.
2/11/16	2/16/16	Carolyn will sign and submit hub license after this meeting.	Status: DONE 2/15/16
3/19/15	3/10/16	Linda K to evaluate whether we need equal opportunity employer policy and to start work on it if she determines we do.	Status – OBE - New BRI policy covers anti-discrimination, we don't employ anyone (other than contractors).
3/19/15	3/10/16	Lois 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.	Status – DONE. Reviewed - statement to the left is correct.
5/14/15	3/10/16	Steve to investigate what other companies use Benevity to do gift matching in addition to Google and Ball Aerospace.	Status: DONE No way to figure it out.
5/14/15	4/14/16	Steve to investigate cloud storage options in addition to Dropbox.	Status: WIP.
5/14/15	4/14/16	Board 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.	Kathy emailed Melissa Ingalls mingalls@douglas.co.us to discuss adding robots as Colorado High School Activities Association (CHSAA)
12/10/15	4/14/16	Kathy / Carolyn 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.)	Status:
1/14/16	4/14/16	Kathy/ BOD to review outreach program description.	ACTION: CB to ask LL if she will write one.
1/14/16	4/14/16	Tim to follow up with Jon Barber. Suggest he can work with Aurora school system about BEST.	ACTION: LW will ask LL to follow up with Jon.
1/14/16	3/10/16	Carolyn to ask Prism Workspaces owner again for additional and / or nicer space.	Status: DONE. They'll inform us when something becomes available.
2/11/16	3/10/16	Lois to explain the Rent of Space expenses so we can approve this report next meeting.	Status: DONE - cost was 3 mos. rent.
2/11/16	4/14/16	Jose to follow up to see whether Star Villa will accept the nomination as an RMB BOD member.	Status: JL will follow up. She may not be receiving her MSU emails from us.
2/11/16	3/10/16	Carolyn to follow up to see whether Judith Schlesinger will accept the nomination as an RMB BOD member.	Status: DONE – answer is yes 2/16/16.

2/11/16	4/14/16	Carolyn to confirm numbers in the year in review presentation and to schedule meetings with our key sponsors.	Status: Numbers are correct. JoAnne Fry adding a slide.
2/11/16	4/14/16	Steve to create an annual report from the year in review presentation.	Status: WIP
2/11/16	4/14/16	Jose to write policy draft explaining we drop priority of teams if they don't compete 2 years in a row, or if they don't return kits in a timely manner.	Status; WIP
2/11/16	3/10/16	Carolyn to email suggestion to Gail F that BRI use 2,3,4 weekends of Sept as kickoff, rather than 1,2,3 (because of Labor Day weekend).	Status: Done 2/15/16
2/11/16	3/10/16	Lois / Carolyn to complete / submit Jeppesen grant.	Status: Done.
2/11/16	3/10/16	Carolyn to confirm with Gail Fulenwider that it's okay to use the BEST game info for Outreach	Status: DONE. emailed 2/15/16
2/11/16	4/14/16	Kathy to offer we provide a New Hub Workshop to Great Plains BEST.	WIP
2/11/16	4/14/16	Jose to get robot (Byers Robot and / or East HS Robot) for Aerospace Day at the Capital, March 21,	WIP: LW follow up with LL
8/13/15	5/5/16	Carolyn to send list of tools available to be donated to schools to Jose for inclusion in teacher newsletter.	
10/08/15	5/5/16	Kathy to contact references from Dan Thurlow for Grand Junction BEST teaming partners.	
10/08/15	5/5/16	Kathy to discuss joining CSBR with RM BEST BoD.	Status: will do it
10/08/15	5/5/16	Kathy to follow up regarding Ute tribe interest in STEM education.	
12/10/15	5/5/16	Jose to follow up with MSU Denver POC regarding potential space for our kits and workspace.	
12/10/15	5/5/16	Jose / Kathy to follow up with many key people they met at Colorado State Business Roundtable (including potential sponsor).	
2/11/16	5/5/16	Kathy to set up workshop to focus on how we create new hubs in Colorado. Include MSU Denver people. Invite educational development person.	
2/11/16	5/5/16	Kathy suggested we form Regional Steering team with representation from all Colorado hubs and MSU Denver.	
3/10/16	4/14/16	Carolyn to communicate we can accept donations of not just cash but stock, cars, etc.in our newsletter, website.	
3/10/16	4/14/16	Lois / Kathy to handle 2015 targeted donation to rural Colorado BEST hub	
3/10/16	4/14/16	Carolyn to give Wes access to the RM BEST Facebook page.	
3/10/16	4/14/16	Lois to issue a check to FRB for their proceeds from Boosting BEST.	
3/10/16	4/14/16	Jose / Kathy to make sure we are on the Colo Space Coalition email list.	

3/10/16	4/14/16	Carolyn & Asset Management committee to respond to request and distribute kits according to the BOD approval.	
3/10/16	4/14/16	TMI Team to decide / set TMI Dates	

18. 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. April 14, 2016, ****CALL**** 6:30-8:45
 - ii. May 5, 2016, 6:00-8:45 - **Note Date change**
 - iii. June 9, 2016, ****CALL**** 6:30-8:45
 - iv. July 14, 2016, 6:00-8:45
 - v. August 11, 2016, ****CALL**** 6:30-8:45
 - vi. September 8, 2016, 6:00-8:45
 - vii. October 13, 2016, ****CALL**** 6:30-8:45
 - viii. November 10, 2016, 6:00-8:45
 - ix. 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. March 24, 2016, 6:30-8:45pm
 - ii. April 28, 2016, 6:30-8:45pm
 - iii. May 26, 2016, 6:30-8:45pm – **Note date will be changed – probably to June 2**
 - iv. June 23, 2016, 6:30-8:45pm
 - v. July 28, 2016, 6:30-8:45pm
 - vi. August 25, 2016, 6:30-8:45pm
 - vii. September 22, 2016, 6:30-8:45pm
 - viii. October 27, 2016, 6:30-8:45pm

Respectfully submitted,
 Stephen Garran
 Vice President, RM BEST Board of Directors