

MINUTES
Rocky Mountain BEST (Boosting Engineering, Science and Technology)
Board of Directors Meeting

Thursday, May 5, 2016, 6:00 pm

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

Call meeting to order – Carolyn called at 6:05pm

Wes has Kathy’s proxy; Judith has Steve’s proxy. Jose will have Lois’ proxy when she has to leave the meeting (which was quite late into the meeting).

1. Review/Modify May 05, 2016 Agenda
No updates.
2. Review/Approve minutes from:
 - a. April 14, 2016 Regular BOD meeting.
Lois moved to approve minutes; Wes seconded. Motion carried.
3. Review/Approve email votes
 - a. None this month.
4. Treasurer's Report - Lois
 - a. Approval of Treasurer's Report May 2, 2016
Balance sheet, Income and Expense report, Budget vs Actuals presented. Wes moved to accept; Judith seconded. Motion carried.
5. Fundraising Committee Report – Lois Walton
 - a. Donation Updates
Working on report for Best Buy to submit before new proposal.
Reported to Verizon on last year’s grant. Hoping to get asked to apply for Verizon grant.
 - b. Grant status
 - i. We need to submit Best Buy report 5/31/16 - before submitting new grant proposal
6. President's Report –
 - a. 2015 RM BEST Annual report complete – with new updates
Steve has action item to turn into a real report.
 - b. BRI April Newsletter recently distributed – Are we behind on anything?
Got May newsletter and we’re up to date on the action items.
 - c. Recent updates regarding “staffing and roles” – BOD, Hub, Programs
Carolyn has distributed some jobs that she had been doing.
 - d. Strategic Priorities Discussion
 - 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
 Have data but will table discussion until data is organized and can be presented.
7. Discussion regarding Social Media – Wes.
Thoughts added to Wes’ questions. Looked at it from perspective of how we market to various groups (teachers, volunteers, sponsors, etc.). **Add marketing slide to TMI charts.** Wes mentioned “Friday Folders” that his kids bring home as a way to contact students. **Action items: Wes will get info on Adams County school district; Jose will get info on Cherry Creek and Aurora school districts to see if we**

can get a flyer out to selected schools. See RM BEST Board of Directors/Agendas, Minutes & Action Items/2016/SocialMediaStrategy.. Action item: Wes will discuss website optimization to make it mobile friendly with Linda and Mike. Lois will be included. ACTION: Jose will try to find a student to work on our website, then followed by Facebook, LinkedIn, YouTube, Twitter, Instagram.

8. Diversity Committee Report, Linda King, Committee Chair- Tabled to next month.
9. Executive Director's report – Jose
 - a. Signing up teams for RMB / FRB
21 teams as of this morning for RMB; 20+ for FRB (overflow to RMB?)
 - b. Signing up teams for SoCo BEST – done through Debbi Ulibarri
 - c. Signing up teams for Golden Plains BEST
No info
 - d. School Sign-Up Policy Status – plan to discuss / approve next month
Postponed to June meeting for modifications and approval.
10. Asset Management Committee Report, Carolyn Bauer, Committee Chair
 - a. AM team implementing Grant / Loan of kits per 3/10/16 BOD decision. No BOD actions needed.
Moving along.
11. RM BEST Hub Program – Carolyn Bauer
 - a. New building status.
 - b. Six from RM BEST attending Kickoff Game Event in Wichita April 22-23; Two from FR BEST; 5 from SoCo BEST; 1 from GP BEST. RM BEST New Hub Program handling travel costs for GP BEST.
Wonderful game. Not hard to build or transport.
 - c. Plans for VIP event on Game Day
ACTION: Jose will arrange a meeting for Carolyn & Jose to discuss Hospitality, Tourism, and Events.
 - d. Four Rivers bringing farm equipment & booth – need to work with Amber
New person taking over. Contacted Jose and he brought her up to date. Have space next to gym;
food will be there to attract kids. Would like a booth and will bring a tractor simulator.
12. TMI Program – Lead TBD
 - a. RMB / FRB TMI – 7/21& 22, 2016 at MSU Denver SSB.
 - i. Room available 7/20 at 5:30pm.
 - b. RMB to co-lead TMI with Golden Plains BEST – date / location TBD
 - c. BRI July 11-15 TMI training in Dallas, University of Texas. (36 CEU Credit). Teacher / mentor
newsletter informed teachers of this class.
13. New Hub Development Program– Kathy Geise
 - a. Front Range BEST - year 2 status. Any progress with Colorado School of Mines? **ACTION** Jose to
contact Tami with suggestion of new POC from CSM. **ACTION** Carolyn to contact Tami quarterly –
any issues.
 - b. SoCo BEST @ Trinidad State – year 2 status
 - c. Golden Plains BEST – Larry Turner
 - i. New Hub Workshop – Date 4/19/16 in Julesburg, CO or virtual
 - ii. Carolyn delivered 14 blue totes at 3/29 meeting in Julesburg
 - iii. TMI date - TBD
 - d. Pikes Peak BEST – Tami the mentoring hub for Kat
 - i. New Hub Workshop?
 - e. Other potential hubs (Aurora is a potential candidate for 2017 or 2018). Potential lead in Boulder.
Scott emailed Chaffee County team and included Kathy.
 - f. Kathy suggests we all communicate with BRI BOD members, Todd Atkins (Pres), Darla
(development); Rosemary (New ED).
Jose talked with 20 Club (for Western Slope development) and gave BEST pitch to get Gunnison and/or
Grand Junction hub. **ACTION: Jose needs to get costs to them and wait for them to set up a
meeting.** RM BEST and FR BEST had good discussions w/BRI leadership. Remainder tabled to next
month.

14. Regional Championship Program – Kathy Geise
- Initiate a Committee – CO hubs, MSU Denver
MSU Denver is taking the lead and working on setting up a meeting – probably in June.
15. Outreach Program Report – Lori Lazuk
- Report submitted.
 - Any interest in attending STEM Forum and Expo in Denver (**7/27-29**) (hosted by NSTA (Natl. Science Teachers Assn.)) Cost is \$995 for corner space or \$895 for n-line space. Should we consider sharing with FR BEST?
Rosemary Mendel has it on her calendar. We’re hoping BRI will do this conference and that Rosemary will be here, although it is not a totally done deal at this time.
16. New Business:
- Colorado Educational Initiative – RMBEST as STEM Program Provider – “Share Your STEM” as a first step. Who wants to help? Lois/ Judith to help **ACTION**
Question: Do you evaluate the effectiveness of your efforts?
Answer: Not yet but working on it.

17. Review Action Items

Assigned	Due	Action	Status
5/14/15	6/9/16	Steve to investigate cloud storage options in addition to Dropbox.	Status: WIP.
5/14/15	5/9/16	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) Team to chat with Tami about it and await how this works in TX.
12/10/15	6/9/16	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: Evaluating if we can do audit, financial review, or compilation
1/14/16	6/9/16	Kathy/ BOD to review outreach program description. ACTION: CB to ask LL if she will write one.	Lori has draft for BOD review.
2/11/16	6/9/16	Steve to create an annual report from the year in review presentation.	Status: WIP
3/10/16	6/9/16	Carolyn to communicate we can accept donations of not just cash but stock, cars, etc.in our newsletter, website.	
3/10/16	6/9/16	Lois / Kathy to handle 2015 targeted donation to rural Colorado BEST hub	Kathy / Lois to bring forward a proposal.
10/08/15	6/9/16	Kathy to contact references from Dan Thurlow for Grand Junction BEST teaming partners.	
10/08/15	6/9/16	Kathy to discuss joining CSBR with RM BEST BoD.	Status: will do it
10/08/15	6/9/16	Kathy to follow up regarding Ute tribe interest in STEM education.	
12/10/15	6/9/16	Jose to follow up with MSU Denver POC regarding potential space for our kits and workspace.	
12/10/15	6/9/16	Jose / Kathy to follow up with many key people they met at Colorado State Business Roundtable (including potential sponsor).	

2/11/16	6/9/16	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	6/9/16	Kathy suggested we form Regional Steering team with representation from all Colorado hubs and MSU Denver.	
5/5/16	6/9/16	Wes will get info on Adams County school district; Jose will get info on Cherry Creek and Aurora school districts to see if we can get a flyer out to selected schools.	
5/5/16	6/9/16	Wes will discuss website optimization to make it mobile friendly with Linda and Mike. Lois will be included.	
5/5/16	6/9/16	Jose will try to find a student to work on our website, then followed by Facebook, LinkedIn, YouTube, Twitter, Instagram.	
5/5/16	6/9/16	Jose will arrange a meeting for Carolyn & Jose to discuss Hospitality, Tourism, and Events.	
5/5/16	6/9/16	Jose to contact Tami with suggestion of new POC from CSM.	
5/5/16	7/14/16	Carolyn to contact Tami quarterly – any issues.	
5/5/16	6/9/16	Jose needs to get costs to Grand Junction group and wait for them to set up a meeting.	
5/5/16	6/9/16	Lois / Judith to complete draft of Share Your STEM” Resolve Question: Do you evaluate the effectiveness of your efforts? Answer: Not yet but working on it. OR Other and explain demographics info that is collected.	
5/5/16	6/9/16		

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. June 9, 2016, ****CALL**** 6:30-8:45
 - ii. **July 14, 2016, 6:00-8:45**
 - iii. August 11, 2016, ****CALL**** 6:30-8:45
 - iv. September 8, 2016, 6:00-8:45
 - v. October 13, 2016, ****CALL**** 6:30-8:45
 - vi. November 10, 2016, 6:00-8:45
 - vii. 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. June 2, 2016, 6:30-8:45pm – **Note Date change**
 - ii. June 23, 2016, 6:30-8:45pm
 - iii. July 28, 2016, 6:30-8:45pm
 - iv. August 25, 2016, 6:30-8:45pm
 - v. September 22, 2016, 6:30-8:45pm
 - vi. October 27, 2016, 6:30-8:45pm

Respectfully submitted,
 Judith Schlesinger
 Secretary, Rocky Mountain BEST

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

1. 2015 Asset Management status:
 - a. Using the Board-approved RMBEST RETURNABLE KIT LOAN POLICY VER01 and RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM VER01, the following kits were distributed:
 - i. Front Range BEST requested the loan of and received 14 Returnable kits for the 2015 season. (BBF 1-11 & RM BEST 30 & 32 & 33).
 1. Phil tested the kits using Scott’s testing procedures, software, etc.
 2. Phil did inventory. He sent VEX damaged parts and received replacements. FRB is purchasing remaining replacement parts.
 3. **Phil will return these loaned kits upon request.**
 - ii. SoCo BEST @ Trinidad State kit loans are completed.
2. 2016 Asset Management Status:
 - a. RMBEST RETURNABLE KIT LOAN POLICY VER02 and RMBEST REQUEST FOR RETURNABLE KIT LOAN FORM VER02 were approved and distributed to other Colorado hubs.
 - b. RMBEST ELECTRONICS KIT GRANT POLICY VER01 and RMBEST REQUEST FOR ELECTRONICS KIT GRANT FORM VER01 were approved and distributed to other Colorado hubs.
 - c. We received requests for loan & grant of kits and made recommendations to the BOD. **The Board decision at the 3/10/6 meeting results in these distributions:**
 - i. **Front Range BEST will be granted 12 Returnable kits (RM BEST 1-4 & 6-13) and Loaned 4 Returnable kits (BBF 11 & RM BEST 30-33).**
 - ii. **Golden Range BEST will be granted 1 Returnable kit (RM BEST 14) and Loaned 10 Returnable kits (BBF 1-10).**
 - iii. **RM BEST Outreach Program will be granted 1 Returnable kit (RM BEST 5)**
 - iv. **Kit distributions will be done in June.**
 - d. **The 14 new Returnable Electronics Kits are labeled and ready to replace the oldest 14 RM BEST kits.**
 - e. **BRI is adding a sensor to the Returnable Kit this year – a magnetic window alarm.**
3. Other Inventory Status / Issues.
 - a. Scott McEwen **is nearly finished** testing our Returnable kits.
 - b. Extra tools given to us by Raytheon will be donated to schools.
 - c. We will do the 2016 Inventory of fixed assets in 2016 for Lois and Trece.

FUNDRAISING COMMITTEE REPORT –

Committee chair:	Committee members:
Kathy Geise	Carolyn Bauer
Grants Subcommittee chair:	Lois Walton
Lois Walton	Linda King
Boosting BEST Subcommittee chair:	
Kathy Geise (2016)	Carolyn Bauer, Patty Gaspar, Linda King, Lori Lazuk, Lois Walton

- o Funding Development Plan – open. Suggest we pursue Companies as sustaining donors.
Grants Subcommittee: submitted by **Lois Walton / Carolyn Bauer – 05/05/2016 – new info in red**

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
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	Received	\$7,500	\$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	5/5/16 telecon with Meagan Dorsch suggested we may be invited to apply again this year. Their process is delayed 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	
Other Funding Sources		Status		
Benevity	Carolyn, Lois	Open – continuing. 2016 Game year donations total		\$2497.67 so far
Kroeger Gift Cards	Pamela	Donating 5% of Gift Card purchases. 2016 Game year donations total		\$1456.53 so far
Amazon Smile	Tim / Lois	Several are signed up; 2016 Game year donations total		\$27.33 so far
Bright Funds Foundation		Donation, but cannot find out who it is in behalf of... Dec 9 for \$50		
Aetna Foundation				\$600

HUB PROGRAM REPORT – submitted by Carolyn Bauer 5/05/16 – new info in red

Program Director:	Carolyn Bauer (& Game, Consumable Kits)
Hub Steering Team:	
Lois Walton - Budget	Jose Lopez – School Interface
Patty Gaspar – Secretary	Linda King – Volunteer Interface
Patty Gaspar – Events	TBD / Larry Malik – Venues
JoAnne Fry – Consumable Kit	Lori Lazuk – Consumable Kit
TBD –Awards & Judging	TBD –Awards & Judging Ceremony
And others	

1. 2016 Status
 - a. Schedule:
 - i. Kickoff – Saturday, September 3, location – South HS confirmed
 - ii. Practice Day – Saturday, October 8, location – South HS confirmed
 - iii. Game Day – Saturday, October 15, Auraria Campus Event Center
 - b. Draft Game Rules & Draft Game Field Drawings have been released
 - i. BEST Prototype Game in Wichita, April 22 & 23. Linda & Mike King, Michelle Plarina, Evie Blackwell, Lois, Carolyn attended. Kansas BEST team asked for and listened to feedback from hub people about game and game field.
2. Hub Steering Team meetings are monthly on the 4th Thursday of each month.
 - a. Minutes are taken and distributed to Steering Team. Does BOD want minutes?
 - b. Progress is being made with:
 - i. Relieving Carolyn of some duties – Game Field, website,
 - ii. Filling remaining lead positions
 - c. Feedback from this year’s hub events have been gathered and are being reviewed and changes implemented.
 - d. Awards & Judging team implemented various improvements to create a better experience for teams, students and judges. We reviewed feedback. We’ll plan to use last year’s processes with tweaks from the feedback.
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 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.

2016 May 5 Outreach Report

Committee:	Volunteers as needed.
Lori Lazuk	
Lois Walton	

UPDATES AND NEW ITEMS FOR BOARD CONSIDERATION
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- 1) No new Outreach events have been held since April 10. Refer to the 2016 April 14 Outreach Report file for info on March and April events.
- 2) Raised at the Wichita Kickoff pertaining to Outreach: The **5th Annual STEM Forum and Expo** (in Denver on July 27-29) hosted by NSTA (National Science Teachers Association) would be a good event for BRI to pay for exhibitor space and have metro BEST hubs support—since it is a national forum. May happen. Carolyn and Kathy have details. (It would give BEST Executive Director, Rosemary, a chance to visit Colorado.)
- 3) **The Outreach Program Description** (aka Community Engagement and Development in the 2014 – 2018 Five-Year Strategic Priorities for RMB) has been submitted for review by the Board. (Draft is located in dropbox in the BoD folder/RMB organization/RMB Program Descriptions.) The document includes Goals (both Direct and Cross-Cutting), Measures, and Actions (to document what we have done and what we may do). The Board may not want the actions in with the description for Board use, but I would suggest that the entire version (both pages at this point) reside in the Outreach folder. **Comments?**
 - a) **Important Question: WHERE IS EVA?** The question was raised earlier this year, and I thought that she was at the workshop... but she is not. Did someone loan her out? **Does Scott have her?**
- 4) Nancy Maysmith will be contacted to review/help with the retractable banner. (Reminder: The retractable banner, table covers, etc. serve the purpose of increasing visibility with a professional look at Outreach exhibits. We are getting there...)
- 5) Linda King is checking on Colorado hub interest related to **the BEST SIMULINK SUMMER PROGRAM** (BSSP) workshops from June through August with materials and trainers from BRI for students, teachers, mentors, and hub personnel. We choose the venue. Linda, Tami, and Carolyn will have updates. Bravo, Linda!
- 6) MDA grant not applicable to our purchase of returnable kits for TMI & Outreach use.