

# Minutes

Rocky Mountain BEST Steering Team  
Daniels Fund Building, 101 Monroe St, Denver, CO 80206  
Thursday, January 28, 2016, 6:30pm – 8:45pm

Carolyn Bauer	x	Lori Lazuk	x
JoAnne Fry	x	Jose Lopez	t
Patty Gaspar	x	Lois Walton	x
Linda King	Call		
<b>Guests:</b>		Shannon Ragland	
		t = telecon attendee	

Convened meeting – Carolyn at 6:30

1. Patty Gaspar replaced Linda Scott as Secretary.
2. Review Agenda – Carolyn
  - a. GoToMeeting link will be the same for all future Steering Team meetings.
  - b. Linda asked about schedule – will be in Section 9
  - c. Discussed that Shannon has expressed an interest in joining the Board or Steering Team. She has been invited to call into meeting.
3. Call for Motion to approve 12/8/15 Steering Team Minutes – Carolyn
  - a. **JoAnne moved and Lori seconded approval**
  - b. **Motion carried**
4. RM BEST Treasurer's Report – Lois
  - a. Reviewed through December 31, 2015.
5. Budget 2016 – Lois
  - a. In kind is shown in budget so appears that we over-ran \$10,295 which was contribution in kind from MSU Denver for Game Day venue.
  - b. Next year we have added a debit for that amount and similar items.
  - c. 2016 Budget was approved on Tuesday by the Board
6. Diversity Committee Discussion – Linda K
  - a. Last year we used reduced and free lunch as parameter.
  - b. Jose talked to Mike Coffman – he is interested in getting some schools in his district involved.
  - c. 2 or 3 schools interested
  - d. Coffman has provided contact through Ben Stein to work with Jose.
  - e. Linda asked if these schools would have priority over existing schools. Carolyn thinks that this will be a Board decision. Jose wants to remain “first come first served”.
  - f. Should we contact Colorado science teachers through their quarterly newsletter or will that overwhelm us? Linda pointed out most of our schools from last year indicated they are interested in coming back.
  - g. Front Range BEST hub is planning for 16 to 20 schools.
7. Executive Director's Report – Jose

- a. New Hub Development
    - i. New Hub Application for Golden Plains BEST in NE Colorado
      - 1. Haven't yet submitted an application.
      - 2. Kathy to set up New Hub Workshop – if they get sanctioned
      - 3. RM BEST is donating 14 Blue Consumable Totes to their hub.
      - 4. Schools are so spread out that they are considering not collecting the returnable every year – we expressed our concerns.
    - ii. Pikes Peak BEST planning to submit New Hub Application in 2017. They need key volunteers
      - 1. RM BEST has lots of ideas to help them move forward
      - 2. PPB could probably get MDA grant to buy Returnable kits
  - b. Regional Development
    - i. MSU Denver submitted Regional Application for 2016 in Denver. BRI BOD will approve / disapprove this coming weekend at BRI face-to-face Board meeting. Jose doubts they will approve us for region this year.
  - c. TMI
    - i. Anticipate Denver TMI for FR BEST & RM BEST combined
    - ii. Anticipate Sterling TMI for Golden Plains BEST
    - iii. Anticipate SoCo BEST will lead their own TMI
  - d. School Invitation Plans
    - i. Jose to send newsletter to participating teachers mid-February. Then to others.
  - e. BRI Info
    - i. BRI Annual Face-To-Face Board Meeting, Jan 29-31, 2016.
    - ii. Kathy Geise new BRI Board Member.
    - iii. BRI creating Youth Protection Policy
  - f. Discussed what to do about schools that get kits but don't build robots
    - i. An Aurora MS did not come 2 years in a row so they will not be eligible this year.
    - ii. A Denver HS came without a robot even though East HS is willing to mentor – if they apply this year will need to emphasize the importance of using available mentorship.
8. Hub Director's Report – Carolyn – additional information below.
- a. Year-end Appreciation and Thank You
    - i. Kathy and Carolyn preparing yearend report to present to important sponsors
    - ii. Lori was the 2015 Volunteer of the Year and will receive a gift card.
  - b. Asset Management Team (aka Kit Team)
    - i. Updated Policy and Procedure for Loaning Kits distributed to Hub Directors – 11 Kits loaned in 2015 to FR BEST.
    - ii. Best Buy Foundation award & prep of 14 new kits for RM BEST.
    - iii. NEW Policy and Procedure for Granting kits similar to Loaning Kits documents. Will grant 14 old RM BEST kits.
    - iv. Asset Management Team will review applications to loan / grant kits and make recommendations to BOD for final decision.
  - c. Discussion of email addresses and usage
    - i. Linda is using gmail as bestinc.org because she had emails getting bounced last year.
    - ii. Patty will consider switching next year for registration.
    - iii. The current one is working for our internal email. We pay a minimal amount to Conner to host our website including email.

- d. Discussion of Steering Team Organization & needs:
  - i. Secretary – now done by Patty.
  - ii. Venue committee Lead – not sure of status of Scott.
  - iii. Awards & Judging Lead – Org chart added some new positions.
    - 1. Mike King will do Scoring Tabulation
  - iv. Awards & Judging Ceremony Lead
- e. Feedback from FR BEST and SoCo BEST about our support to new hubs – Carolyn & Linda K
- f. Status of video
  - i. Carolyn has put out new version of text and is working with Audrey and Rich.
  - ii. Should have the first cut by next month for Boosting BEST
- g. Regionals – Game spreadsheet received in December; received spreadsheet of BEST award scoring. Linda and Mike will put data into A&J Spreadsheet to help determine if the changes we made may have helped our teams be more successful.
- h. Outreach – Lori
  - i. Jose - Aerospace Day at the Capitol (March 2016)
    - 1. Wants to take robot
  - ii. RATH, (Sunday, April 10, noon – 4pm)
  - iii. Erie Air Fair (August 2016)
  - iv. STEMosphere (By Share Nation at DU) (September 2016)
  - v. Colorado Science Convention (November 2016)
  - vi. Lori needs action photos for banner – will work with Nancy
  - vii. Picked up 6 ft table cloth – need to design retractable poster.

9. Committee Reports

- a. Game – Carolyn
  - i. Bet the Farm by Kansas BEST is 2016 Game
  - ii. Friends of BEST in Alabama just released bESTology starting 1/24/16!
  - iii. Expect 2016 BRI schedule, etc. after BRI annual meeting.
    - 1. Jose reserved MSU Denver reservation October 15
    - 2. Practice Day October 8
    - 3. Kickoff September 3
    - 4. We have asked him to see if we could possibly get Nov 5<sup>th</sup> to avoid Labor Day
- b. Volunteer Interface – Linda K
- c. Events – Patty
- d. Venues – **TBD**
  - i. Patty / Carolyn to visit South HS for Practice Day
- e. Awards & Judging Lead – **TBD**. Linda S gave Carolyn candidate ideas.

10. **(5 min)** New Business – Carolyn

- a. Review of 2015 Feedback – discuss next month
- b. Review of Awards and Judging changes done in 2015.

11. **(5 min)** Action Item Review – Carolyn

Person	Date Started	Date Due	Action	Result
Carolyn / Jose	2/19/15	2/15/16	Carolyn to contact Protobot team to get them to upgrade the twins to be useful at Outreach.	Status: Que, Magens agreed to work twins. Carolyn to contact them ASAP.

Carolyn	8/27/15	2/18/16	ST to find A&J lead; Game Field lead; Venues Lead; Secretary for Steering Team	We will need descriptions of tasks.
Kathy	12/8/15	2/18/16	Follow-up on Michael Caston's recommendation for a grant for the new space that has been gifted to MSU Denver.	Move to BOD
Carolyn/ Lois / Linda K / Kathy	12/8/15	2/18/16	Complete year-end review slide package. Slides in Dropbox.	Status – Moved to BOD responsibility as annual report.
Linda K / Kathy / Lois	12/8/15	?	Submit Verizon grant report regarding this year's grant receipt.	Status: DONE. Linda K submitted.
Linda K / Lois / Carolyn	12/8/15	2/18/16	Determine a path forward for RMBEST emails.	Status: Linda K using bestinc.org emails. Patty will investigate that option.
Carolyn	12/8/15	2/18/16	Determine date for review of 2015 Game feedback.	2/15/16 Steering Team
Linda K	12/8/15	2/18/16	Follow up with Jan Gorski regarding social media recommendations	In work. Kathy working with Audrey on this, too
Linda K / Lori	12/8/15	2/18/16	Work an approach for including RM BEST in the CAST newsletter	Lori finding out schedule for CAST newsletter
Lori	1/28/16	2/18/16	To find out the date for the next quarterly science teacher newsletter	
Carolyn	1/28/16	2/18/16	Call Debbie Uliubarri at Trinidad about what Hub plans are. Dave may be leaving and has not responded to Jose.	
Lois	1/28/16	2/18/16	Check with Connor to see if email is part of hosting our website or if we are paying an additional fee.	
Carolyn	1/28/16	2/18/16	Working on Awards & Judging lead	
Carolyn/ Linda/ Lori	1/28/16	2/18/16	Ask FRB & SoCo to see how we can better assist new hubs. SoCo mentioned more help on TMI	
Lori	1/28/16	2/18/16	Talk to Nancy about action pictures for banner	
Carolyn / Patty	1/28/16	2/18/16	Go to South HS to look at for Practice Day – have 2 gyms.	
Linda / Mike / Carolyn	1/28/16	2/18/16	Review of 2015 BEST Scores and did A&J changes help?	

## 12. Upcoming Meetings

- a. Steering Team meetings - every month on the 4th Thursday of the month at the Daniels Fund as follows:

- i. February 18, 2016, 6:30-8:45pm – Note Date change – Boosting BEST is February 25
  - ii. March 24, 2016, 6:30-8:45pm
  - iii. April 28, 2016, 6:30-8:45pm
  - iv. May 26, 2016, 6:30-8:45pm – Note date will be changed – probably to June 2
  - v. June 23, 2016, 6:30-8:45pm
  - vi. July 28, 2016, 6:30-8:45pm
  - vii. August 25, 2016, 6:30-8:45pm
  - viii. September 22, 2016, 6:30-8:45pm
  - ix. October 27, 2016, 6:30-8:45pm
- b. 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

Meeting Adjourned 8:39

Respectfully submitted,  
Patty Gaspar  
Secretary, Rocky Mountain BEST Steering Team