

Minutes

Rocky Mountain BEST Steering Team
Daniels Fund Building, 101 Monroe St, Denver, CO 80206
Thursday, February 18, 2016, 6:30pm – 8:45pm

Carolyn Bauer	Y	Lori Lazuk	Y
JoAnne Fry	Y	Jose Lopez	t
Patty Gaspar		Lois Walton	
Linda King	t		
Guests:		Shannon Ragland	Y
Ted Shin	text	t = telecon attendee	

Carolyn called the meeting to order at 6:36pm.

1. Welcome Shannon & Review Agenda – Carolyn
2. Call for **Motion to approve 01/28/16 Steering Team Minutes – Carolyn**
 - a. **Motion JoAnne Fry, Second Lori Lazuk – motion carried**
3. RM BEST Treasurer's Report – Treasurer Report - BOD approved report at board meeting, Carolyn Bauer reviewed treasurer report in Lois' absence.
4. Diversity Committee– Linda K
 - a. Jose contact - Potential for William Smith HS – 40% or greater?, Working Rep Mike Hoffman for school contacts in his Aurora district
 - b. Linda King to contact Audrey about possibility of Verizon 2016 grant.
 - c. Jose talking to Cherry Creek School District – they have 17 40% or greater FRL.
5. Executive Director's Report – Jose
 - a. BRI Info
 - i. Kathy Geise new BRI Board Member representing Regional Championships & is the Treasurer.
 - ii. BRI creating Youth Protection Policy and will distro to hubs.
 - b. BOD Info
 - i. BOD elections happening in early March. Tim Bouvia retiring. Anticipating 2-3 new BOD members – Wesley Kenison (MSU student), Judith Schlessinger (Active volunteer at events in 2015), and maybe Starla Villa (MSU Student).
 - ii. Jose working draft of policy regarding schools who don't bring a robot to the game and / or aren't cooperative in returning their kits.
 - iii. 2015 Year in Review charts are complete – Carolyn quickly reviewed charts, all to review the charts in Dropbox and provide comments. **JoAnne** to update a chart with additional 2015 details
 - iv. Submitting grant proposal to Jeppesen. Carolyn Bauer and Lois Walton working
 - c. New Hub Development
 - i. Golden Plains BEST in NE Colorado – sanctioned on Tue by BRI.
 1. We'll lead New Hub Workshop
 2. We'll encourage them to submit Kit Loan / Grant Forms to Asset Management.

- 3. Mike Sullivan reports they found a corporate sponsor.
 - ii. Pikes Peak BEST planning to submit New Hub Application in 2017. They need key volunteers for their hub to submit a successful application.
 - d. Regional Development
 - i. MSU Denver / RM BEST plan to submit Regional Application for 2017 in Denver. Kathy / Jose discussing committee to plan / prep and therefore strengthen application and team.
 - e. TMI
 - i. Anticipate Denver TMI for FR BEST & RM BEST combined
 - ii. Anticipate Sterling TMI for Golden Plains BEST – looking at co-teaching with new hub personnel
 - iii. Anticipate SoCo BEST will lead their own TMI
 - f. Front Range BEST support – Jose provided contact with Dr. Madrid for use of School of Mines facilities
 - g. School Invitation Plans
 - i. Jose to send newsletter to 2015 participating teachers mid-February and 2015/2016 teachers that have expressed interest including CAST teachers. Then to others. Including RMB and FRB teachers in first contact. Mid-March many other teachers.
 - ii. Tami, Jose and Kathy decided to send the Pikes Peak BEST schools to Front Range BEST. Linda to get with Tami to resolve the schools to be included to clarify whether this includes Teller and El Paso County Schools.
 - iii. SoCo response needed- waiting for response from Debbie Ulibarri.
 - h. Space Foundation –
 - i. Jose – contact is interested in helping us get volunteers
 - ii. Linda – working with Lou Ramon to identify Hub information to include in Discovery Center – also Front Range and SoCo BEST.
 - i. Buckley 460th
 - i. Setting up meeting with commander to introduce BEST and also looking for ways to generate contacts for Pikes Peak volunteers.
 - j. Outreach – Lori
 - i. Jose - Aerospace Day at the Capitol (21 March 2016)
 - 1. Wants to take DSST Byers MS robot.
 - ii. Status of banner (with action photos) – Linda and Lori to discuss
 - iii. DSST Byers MS 2015 Robot to be obtained for outreach. Initial discussion on plan to pursue saving a student team robot from each year to use for outreach and potential to have stored and displayed at MSU science bldg.
 - iv. Aerobotics (Sunday, April 10, noon – 4pm) (was RATH) at the Wings over the Rockies Museum. Lori planning hands on activity potentially binary bead jewelry. Additional plans to take quadrant of game field and get 2 teams to participate.
- 6. Asset Management Team (aka Kit Team) – Carolyn
 - a. Returnable Kit status:
 - i. 14 new kits from Best Buy Foundation – almost complete.
 - ii. Original 1-14 will be tested, refurbished and prepared to grant.
 - iii. BBF kits being tested by Phil and prepared to return for 2016 loans.
 - iv. Asset Management Team will review applications to loan / grant kits and make recommendations to BOD for final decision. Received FR BEST and TBD applications. Carolyn sent email describing process to Golden Plains

- Hub if they are interested. Board provided priorities for assessing applications.
 - v. We will retain DSST Byers 2015 robot for Outreach, TMI, New Hub Development, etc.
 - b. Inventory will be done this spring & info provided to Lois / Trece
- 7. Hub Director's Report – Carolyn – additional information below.
 - a. 2015 Volunteer of Year Gift card to Lori
 - b. Changed date of May 26 meeting to June 2.
 - c. BRI February Newsletter – Monthly checklist for hubs, registration for Prototype Kickoff. **Carolyn** to forward to Steering and BOD
 - d. Discussion of Steering Team Organization & needs:
 - i. Updated Org chart with many positions described / filled – Carolyn discussed Awards and Judging volunteer additions from MSU and how MSU Hospitality area is investigating making the RM BEST MSU Denver Venue activity as part of their Risk Mgmt Class with Venues class – many details to be worked. Larry Malik to provide DPS Venue lead.
 - ii. Unfilled positions – Awards and Judging Lead (position description available) and MSU Denver Venue (potential for MSU Risk Mgmt Class) and Awards Ceremony (potential for MSU Risk Mgmt Class) and potential for local game field build lead support.
 - e. Feedback from FR BEST and SoCo BEST about our support to new hubs – Carolyn & Linda K – tabled until March.
 - f. Review of Regionals BEST award data.
 - i. A&J Spreadsheet review – delayed until March
 - ii. A&J improvement team effectiveness review
 - g. Status of 2015 video
 - i. First cut received and minor updates forwarded to Audrey, David Stevens.
 - ii. Completed and posted on YouTube and on the RM BEST Website.
 - iii. Working to get DVDs written including looping videos for Outreach etc. Many DVDs were handed out at Colorado Science Conference this fall.
- 8. Game Committee Reports
 - a. Awards & Judging – Lead - TBD
 - i. Subcommittee leads: Project Engineering Notebook – John Wanberg; Marketing – Michael Caston; Exhibit & Interview – David Klein; Special Awards – Ted Shin; Scoring Tabulation – Mike King
 - b. Game – Carolyn - BET THE FARM by Kansas BEST is 2016 Game
 - i. Schedule:
 1. TMI – mid or late July, perhaps consider a Friday/Saturday. **Jose** to pursue availability of CAVEA area for TMI to work towards possible dates.
 2. Kickoff September 3 – need to schedule South HS
 3. Practice Day October 8 – need to schedule / confirm space at South HS
 4. Game Day October 15 @ Auraria Campus Event Center
 - ii. Prototype Kickoff in Wichita March - Mar 12 – draft documents of rules and will have video of the discussion and demo. Draft of rules available on 5 March.
 - iii. Prototype Game Weekend in Wichita Apr 22 & 23.

1. RM BEST Attendees: Carolyn, Mike and Linda King, and perhaps Michelle
2. FR BEST - Tami & ??
3. SoCo BEST - Debbie Ulibarri says attendees are she & Shannon Shiveley (Co-directors); Krys Moreno (game field); Alicia Massarotti – parts; Linda Perry (STEM outreach)
- iv. Reminder - Friends of BEST in Alabama released bESTology in January.
- v. 2016 BRI schedule NOW available – in Dropbox
- vi. New Game Subcommittee added – Awards Ceremony – **lead TBD**
- c. Volunteer Interface – Linda K
 - i. Scheduling Key volunteers for Kickoff since during Labor Day – breakout session presenters – TBD availability, Shannon, Carolyn, Mike and Linda King
 - ii. February Volunteer Newsletter – Tentative Schedule with TBD venues?, Outreach?, Boosting BEST, Prototype Game activities, Volunteers for Judging, Open positions,
- d. Events – Patty
 - i. New Venues Lead for DPS - Larry Malik. MSU Denver lead - TBD
 - ii. **Patty / Carolyn / Larry?** to visit South HS for Practice Day
- e. School Interface – Jose
 - i. How to improve team involvement at Kickoff on Sept 3 – Stress importance of student attendance at kickoff during TMI.

9. New Business – Carolyn

- a. Review of 2015 Feedback – discuss next month
- b. Review of A&J improvements

10. Action Item Review – Carolyn

Person	Date Started	Date Due	Action	Result
Ted / Jose	2/18/15	4/15/16	Jose and Ted Shin to develop plan to replace the Twins and prepare to build 2016 prototype	
Carolyn	8/27/15	3/24/16	ST to find A&J lead; Game Field lead; MSU Venues Lead	Need Game Field descriptions of tasks. Have at least draft of other 2
Linda K	12/8/15	3/24/16	Follow up with Jan Gorski regarding social media recommendations.	In work. Kathy working with Audrey on this, too
Linda K / Lori	12/8/15	3/24/16	Work an approach for including RM BEST in the CAST newsletter. Lori to find out the date for the next quarterly science teacher newsletter	Emailed editor. Waiting for a response.
Lois	1/28/16	3/24/16	Check with Connor to see if email is part of hosting our website or if we are paying an additional fee.	Lois emailed with question and awaiting response.
Lori / Linda K	1/28/16	3/24/16	Talk to Nancy about action pictures for banner	Delayed. Will try after BB.

Person	Date Started	Date Due	Action	Result
Carolyn / Patty	1/28/16	3/24/16	Go to South HS to look at for Practice Day – have 2 gyms.	
JoAnne	2/18/2016	2/30/2016	Update 2015 Year in Review presentation	
Linda K	2/18/2016	2/30/2016	Work with Tami to resolve the schools to be included in FRB to clarify whether this includes Teller and El Paso County Schools.	
Carolyn	2/18/2016	2/30/2016	Forward BRI Feb Newsletter to BOD and Steering.	Status: Done 2/24/16
Jose	2/18/2016	3/24/16	Pursue availability of CAVEA area for TMI to work towards possible dates	

11. Upcoming Meetings

- a. 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
- 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. March 10, 2016 , **Annual Meeting 5:30-8:45**
 - ii. April 14, 2016, **CALL** 6:30-8:45
 - iii. May 5, 2016, 6:00-8:45 - Note Date change
 - iv. June 9, 2016, **CALL** 6:30-8:45
 - v. July 14, 2016, 6:00-8:45
 - vi. August 11, 2016, **CALL** 6:30-8:45
 - vii. September 8, 2016, 6:00-8:45
 - viii. October 13, 2016, **CALL** 6:30-8:45
 - ix. November 10, 2016, 6:00-8:45
 - x. December 8, 2016, **CALL** 6:30-8:45

The meeting adjourned at 8:50pm.

Respectfully submitted,
Linda King
RM BEST Volunteer Coordinator