

Minutes

Rocky Mountain BEST Steering Team
 Daniels Fund Building, 101 Monroe St, Denver, CO 80206
 Thursday, March 24, 2016, 6:30pm – 8:45pm

Carolyn Bauer	X	Lori Lazuk	T
JoAnne Fry		Jose Lopez	T
Patty Gaspar	X	Shannon Ragland	X
Linda King	X	Lois Walton	X
		t = telecon attendee	

Carolyn called the meeting to order at 6:45 pm

1. Review Agenda – Carolyn
2. Call for Motion to approve 02/18/16 Steering Team Minutes – Carolyn
Shannon motion to accept. Lois second - Approved
3. RM BEST Treasurer's Report – Lois
 Jose asked about “in kind” travel – captured somewhere else in budget
 Boosting Best cleared: RMB \$16,041. Front Range \$4,786.70
 Lower than last year because only had one person matching
4. Diversity Committee– Linda K
 - Carolyn suggested that Linda K ask Verizon to meet to discuss working with us again.
5. Executive Director's Report – Jose
 - a. BRI Info
 - i. BEST Teacher & Mentor Conference / Workshop July 11-16 at UT Dallas., 36 hours of CEU available for attendees.
 1. Will conflict with our TMI but 36 hours might make it attractive for some of our teachers.
 2. RMB does not have any budget to send anyone.
 - b. BOD Info
 - i. BOD elections were March 10. Tim Bouvia retired. Wes Kenison & Judith Schlesinger are 2 new BOD members. Carolyn is the new President; Steve Garran is the new Vice President. Kathy is program director of New Hub Development and Regionals.
 - 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 updated. Do a quick review of changes.
 - iv. Received notice that we'll be receiving \$7,500 grant from Jeppesen.
 - c. New Hub Development
 - i. Golden Plains BEST in NE Colorado
 1. New Hub Director – Larry Turner, larryturner08@yahoo.com
 2. We will lead New Hub Workshop – date / location TBD expect it to be Julesburg
 3. Trying to get new hub workshop set

- ii. Pikes Peak BEST still planning to submit New Hub Application in 2017 and still need key volunteers
 - iii. MSD expect to have technical symposium for AIAA that is very interested in getting involved with BEST – RMB & other hubs
 - d. Regional Development
 - i. Kathy / Jose discussing committee to plan / prep 2017 Regional application to strengthen application and team.
 - e. TMI
 - i. Denver TMI for FR BEST & RM BEST combined 21-22 July
 - 1. Success Building
 - 2. Need to see if we can set up on 20th
 - ii. Anticipate Sterling TMI for Golden Plains BEST – date / location TBD
 - iii. SoCo BEST to lead their TMI
 - f. School Invitation Plans
 - i. Jose / Linda sent email to participating teachers mid-February.
 - ii. Status of signups – have 15 signed up
 - 1. Jose working with Cherry Creek Schools
 - 2. Jon Barber working with Aurora schools to get them to sign up
 - g. Outreach – Jose / Lori
 - i. Aerospace Day at the Capitol 3/21/16
 - 1. Took DSST Byers robot & robot stand up
 - 2. Generated a lot of interest
 - ii. Aerobotics, (Sunday, April 10, noon – 5pm) Lori is organizing
 - 1. Wings Over the Rockies
 - 2. No charge for school team participants
 - 3. Activities we will be doing
 - a. Binary code bracelets
 - b. Two school demonstrating Pay Dirt with their robots
 - c. Dash & Dot demo
 - iii. Status of banner (with action photos) – review Lori’s draft & make suggestions
 - 1. Everyone should examine in Drop Box & get comments on comment page by next Friday
 - 2. She will work with Jon and Nancy to make effective
6. Asset Management Team (aka Kit Team) – Carolyn
 - a. Returnable Kit status:
 - i. 14 new kits from Best Buy Foundation – complete except for 2016 new items.
 - ii. Original 1-14 being tested / refurbished to grant.
 - iii. BBF kits tested by Phil and to be returned for 2016 loans.
 - iv. Asset Management Team reviewed applications, made decisions and submitted to BOD for decision. BOD made slight modifications to suggestions. Decisions are:
 - 1. RMBEST Outreach was granted DSST Byers 2015 robot for Outreach, TMI, New Hub Development, etc.
 - 2. FRBEST was granted 12 kits & was loaned 5 kits for 2016.
 - 3. GPBEST was granted 1 kit and was loaned 10 kits for 2016.
 - v. Loaned / granted kits to be distributed after kit list release April 30.
 - b. Inventory will be done this spring & info provided to Lois / Trece

7. Hub Director's Report – Carolyn – additional information below.
 - a. BRI March Newsletter – Monthly checklist for hubs, registration for Prototype Kickoff.
 - i. Carolyn will start forwarding to Steering Team
 - b. Discussion of Steering Team Organization & needs:
 - i. Updated Org chart with many positions described / filled
 - c. Unfilled positions & changes because of Carolyn's role as President of BOD
 - i. Shannon was added to Game Field with Mike King on the Organization Chart
 - ii. Jose suggested we get some MSD student volunteers
 - d. Feedback from FR BEST and SoCo BEST about our support to new hubs – Carolyn & Linda K TABLED
 - e. Review of Regionals BEST award data TABLED
 - i. A&J Spreadsheet review
 - ii. A&J improvement team effectiveness review
 - f. Status of video
 - i. Completed, copied. Looping videos in Outreach totes. Distribution of other DVD copies – TBD.
 - ii. Linda can get off website – will mail a copy to schools if requested

8. Game Committee Reports
 - a. Awards & Judging – Lead - TBD
 - i. Subcommittee leads in place
 - ii. Linda Scott recommended:
 1. Lou Raymon – probably not
 2. Gene Simmonds – Carolyn will contact
 - b. Game – Carolyn - BET THE FARM by Kansas BEST is 2016 Game
 - i. Schedule:
 1. Kickoff September 3 – meeting 4/20 at South HS to schedule / confirm space
 2. Practice Day October 8 – see above
 3. Game Day October 15 @ Auraria Campus Event Center
 - ii. Prototype Game Weekend in Wichita Apr 22 & 23.
 1. RM BEST Attendees: Carolyn, Lois, Linda & Mike King, Michelle P
 2. FR BEST - Tami & Joel
 3. SoCo BEST - Debbie Ulibarri says 5 will attend!
 4. GP BEST – Larry Turner & ??
 - iii. 2016 BRI schedule NOW available – in Dropbox
 - c. Volunteer Interface – Linda K
 - i. Scheduling Key volunteers for Kickoff
 - d. Events – Patty
 - i. New Venues Lead for DPS - Larry Malik. MSU Denver lead - TBD
 - ii. Patty / Carolyn / Larry to visit South HS for Kickoff / Practice Day 4/20.
 - iii. Anticipate MSU Denver HTE class for support on GAME DAY including:
 1. VIP event at Game day – focus should be Regionals Championship – which may make it BOD activity
 - a. Work with Kathy this year
 - b. Next year would do regionals
 - c. Farm to Table luncheon this year
 2. An MC

3. "Work to improve the attendee experience on the day of the event. Beyond that (booths, sponsorships, etc.) we will have too much of an issue with timing."
 4. Will coordinate "deliverables" for their participation.
 5. More details will be coming soon.
 6. Lisa Luciano will be the RM BEST VIP event coordinator!
- e. School Interface – Jose
- i. How can we improve team involvement at Kickoff on Sept 3?
9. New Business – Carolyn
- a. Review of 2015 Feedback –
 - b. Review of A&J improvements -
 - c. Items that we should bring up to BRI **ACTION**
 - i. Rubrics - we downloaded from their site – seems they should use
 - ii. Wood - we cannot purchase the kind specified so need changed
 - iii. Motors - can we add something to the tab to keep it from breaking off. Motors are expensive but this part is very fragile.

10. Action Item Review – Carolyn

Person	Date Started	Date Due	Action	Result
Ted / Jose	2/18/15	6/23/16	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	3/24/16	6/23/16	Work w/ Jan & Wes to Est set of requirements for social media – who is the audience	
Linda K / Lori	12/8/15	4/28/16	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. No reply (still). (3/23/16) LL
Lois	1/28/16	4/28/16	Check with Connor to see if email is part of hosting our website or if we are paying an additional fee.	3/23 Lois emailed again with question and awaits response.
Carolyn / Patty	1/28/16	3/24/16	Go to South HS to look at for Practice Day – have 2 gyms.	Patty, Larry, Carolyn visit 4/20 Maybe Mike
Jose	3/24/16	4/28/16	Pursue availability of CAVEA area for TMI to work towards possible dates	Status: July 21-22 reserved Needs to add noon on 20th in Success Bldg
Patty	3/24/16	4/28/16	Ck with Elly on her schedule	Email sent 3/27
Linda K	3/24/16	4/28/16	Send out another blast to all schools to enroll	
Linda K & Carolyn	3/24/16	4/28/26	Contact Gene Simms about being head judge	

Person	Date Started	Date Due	Action	Result
Carolyn	3/24/16	4/28/26	Request all hubs use Scoring Rubrics	
Carolyn	3/24/16	4/28/26	Request kit list include our plywood type	
Carolyn	3/24/16	4/28/26	Request adding wiring to motor tabs to improve life of motors	Agreed to add 18" wiring, heat shrink, and then ziptie

11. Upcoming Meetings

- a. Steering Team meetings - every month on the 4th Thursday of the month at the Daniels Fund as follows:
 - i. April 28, 2016, 6:30-8:45pm
 - ii. June 2, 2016, 6:30-8:45pm – **Note date change!**
 - iii. June 23, 2016, 6:30-8:45pm
 - iv. July 28, 2016, 6:30-8:45pm
 - v. August 25, 2016, 6:30-8:45pm
 - vi. September 22, 2016, 6:30-8:45pm
 - vii. 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. 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

Meeting Ended 8:40 pm.

Respectfully submitted,
Patty Gaspar
Secretary, RM BEST Steering Team