

Minutes

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

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

1. Review Agenda – Carolyn
 - a. Called to order 6:31 pm
2. Call for **Motion to approve 03/24/16 Steering Team Minutes** – Carolyn
 - a. **JoAnne moved & Shannon seconded motion to approve minutes from prior meeting.**
 - b. **Motion carried**
3. RM BEST Treasurer's Report – Lois
 - a. Grant received from Jeppesen for \$7,500.
 - b. Linda asked for a monthly accounting of Kroger and Amazon Smile to put in the newsletter to encourage people to use their cards.
 - c. Kroger has a \$250 minimum to issue check so we get one every 2 or 3 months, the last one was around \$350 for 2 months.
4. Diversity Committee– Linda K.
 - a. Feedback from Verizon: Linda has sent email to Megan, local PR person, she has not responded.
 - b. Linda will try a person in California if Megan doesn't respond.
5. Executive Director's Report – Jose
 - a. BRI Info
 - i. BEST Teacher & Mentor Conference / Workshop July 11-15 at UT Dallas., 36 hours of CEU available for attendees. We've notified teachers of this opportunity in Teacher Newsletter.
 - ii. MDA grants – 3 available for hubs MANAGED by educational institution.
 - iii. BRI BOD staff: new full-time Executive Director (Rosemary Mendel); ½ time Hub Development Officer (Patty McGaughey); Development Officer (Darla Sechrest); Grants consultant (Amanda Johnston). Kathy Geise is Treasurer & rep focused on Regionals.
 - iv. Simulink Summer Program Workshops – we can request to host a 2-day workshop for 30 students, teachers, mentors, hub personnel (June-Aug).
 1. Primarily aimed at students, then teachers and hub personnel. We think interest in it increases as our teams become more experienced.
 2. \$20/participant
 3. Linda is working with Tami to discuss applying.
 - b. BOD Info

- i. Jose working policy regarding school signup – including teams that don't bring robots two years in a row. **Our review:**
 - 1. Read – is pretty generic but at least gives us a policy
 - 2. Will need to be approved at next Board meeting.
 - ii. 2015 Year in Review charts are completed with updates from JoAnne.
 - iii. Wes working Marketing / Social Media project. You may be asked for ideas / support.
 - c. New Hub Development
 - i. Golden Plains BEST in NE Colorado
 - 1. Hub Director – Larry Turner, larryturner08@yahoo.com
 - 2. Lois / Carolyn mini-New Hub Workshop GoToMeeting 4/19/16 – 2.5 hrs. with 2 attendees. We offered to repeat with more team members.
 - 3. Discussed that this type of meeting will be useful in some situations but not all.
 - 4. We are concerned that they are signing up schools but do not seem to be concerned with recruiting the volunteers that will be needed for support.
 - ii. Pikes Peak BEST still planning to submit New Hub Application in 2017. Working with FR BEST as their mentoring hub and planning to hold Kickoff and Practice Day events for Colorado Springs teams in Colorado Springs separate from FR BEST events in Denver metro area. All teams to attend FR BEST Game Day.
 - 1. Jose suggested get in touch with Space Foundation– per Linda they have a meeting scheduled to meet with Lou and Wes May 9th to visit and look at facilities.
 - 2. We discussed that this model might work for other developing hubs, but we were concerned about the load on our volunteers.
 - d. Regional Development
 - i. MSU Denver (Michelle Pruitt) doodle polls to get first meeting established. Meeting will be May or June at MSU Denver.
 - ii. Carolyn discussed that if MSU wants to have their name as the sponsor they must provide the volunteers to make a Regional Championship work. Our hub cannot carry the load alone.
 - e. TMI
 - i. Denver TMI for FR BEST & RM BEST combined – 21-22 July 2016 with setup 5:30 pm 20 July. Mini-robot kit parts being prepared Monday, 5/2.
 - ii. We plan to co-lead GP BEST TMI with Golden Plains BEST – date / location TBD.
 - f. School Invitation Plans
 - i. Jose / Linda sent email to participating teachers mid-February with follow-up mid-April
 - ii. Status of signups – 19 schools.
 - 1. Fountain Valley to send MS not HS this year
 - 2. St Mary's has MS not HS this year
 - iii. Linda K will contact some schools from last year that haven't re-enrolled to see what the issue is and then send out another blast.
 - g. Outreach – Jose / Lori
 - i. Aerobotics, (Sunday, April 10, noon – 5pm)
 - 1. Lori gave report. 3 different activities & 20 RMB volunteers that worked very well.

2. Line out the door first hour – 500 tickets sold first 2 hours.
 3. Carolyn may have found some volunteers for our events.
 4. Carolyn contacted exhibitors who might be available for Game Day.
 - ii. Status of banner (with action photos) –
 1. Sent to Nancy to get design put together.
 - iii. NSTA (National Science Teachers Association) Carolyn pitched BRI attend the conference to Rosemary Mendel, July 27-29 @ Denver Convention Ctr
 1. \$1000 for corner space
 2. RMBEST and FRBEST could provide people to staff booth
 3. She and Kathy will be looking at several conferences/conventions and decide which ones are worth an investment.
 - iv. Jose was invited to lunch at Colorado Education Initiative where he talked to several people and followed up with detailed emails about BEST.
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 tested / refurbished / unlabeled and ready to grant.
 - iii. BBF kits tested by Phil and to be returned for 2016 loans.
 - iv. Asset Management Team to distribute kit grant / loan as follows:
 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 April Newsletter – Monthly checklist for hubs, **final kit lists coming soon**; develop relationships with volunteers, sponsors, schools. Set up Eventbrite to register schools. Prep TMI materials; **FINALIZE VENUES**.
 - b. Discussion of Steering Team Organization & needs:
 - i. Still need A&J lead
 - c. Feedback from FR BEST and SoCo BEST about our support to new hubs – Carolyn & Linda K - Tabled while they look for input from those hub people
 - d. Review of Regionals BEST award data
 - i. A&J Spreadsheet review
 - ii. A&J improvement team effectiveness review
 - iii. It is out there, but is very confusing – information captured but not usable.
 - iv. Currently under 2015 Improvement Team under Awards & Judging – Linda will move somewhere more convenient.
 - e. Status of video
 - i. Completed, copied. Distribution of other DVD copies – TBD.
8. Game Committee Reports
- a. Awards & Judging – Lead - **TBD**
 - i. Subcommittee leads in place
 - ii. Linda K will receive the emails about awards and judging since Linda S has resigned
 - iii. BRI has a lead person in ND
 - b. Game – Carolyn - BET THE FARM by Kansas BEST is 2016 Game

- i. Schedule / Venues – Larry
 - 1. Kickoff September 3 – meeting 4/20 canceled but Carolyn did phone call with Lori and Cindy at South HS to schedule / confirm space.
 - 2. Practice Day October 8 – see above
 - 3. Game Day October 15 @ Auraria Campus Event Center
 - a. Kathy has contact With Four Rivers to bring in heavy equipment for GD. Where to put it – school won't let us put in front so where we would like it.
 - b. If we have them in the back should we serve the pizza in the back? Patty mentioned the logistics problem of getting the food to the back of the building.
- ii. Prototype Game Weekend in Wichita Apr 22 & 23.
 - 1. RM BEST Attendees: Carolyn, Lois, Linda & Mike King, Michelle Plarina, Evie Blackwell
 - 2. FR BEST - Tami & Joel Kirkland
 - 3. SoCo BEST - Debbie Ulibarri & Ron
 - 4. GP BEST – Larry Turner
- iii. Game Field – Shannon / Mike
 - 1. Game Field Team Info
 - 2. Field looks reasonable to build / transport
 - 3. Some scoring pieces to be sent to us by BRI.
 - 4. Mike / Carolyn to share ideas for how to divide the work
 - a. Probot team asks for field segments to be brought to workshop for early testing / use
 - b. Need to decide which pieces to include in Consumable Kits
- iv. Kits – Lori / Carolyn
 - 1. New kit lists 4/30. No details in minutes.
 - 2. Solder/wire, heat shrink wrap & zip tie to secure to make the motors much more durable. We have 3 soldering irons so we may consider – 4 motors/kit and 30 kits plus the ones that we are giving away makes 60.
- v. Probot – Michelle P, Evie B, Que? & ?
 - 1. Team lead ready to start as soon as we have kits for them
 - 2. Team lead thanking us for testing their parts this year
 - 3. Team requesting invitation to TMI this year
 - 4. MSU Denver profs may be interested in having a class work this, too.
- vi. Dyeing Golf Balls
 - 1. Tami has developed a method of dyeing game field pieces, rather than painting them. This would be much easier than painting which is currently recommended by BRI.
 - 2. She has submitted request to BRI to have this method approved.
 - 3. Concern is that dyed and painted pieces have different friction.
- c. Volunteer Interface – Linda K
 - i. Scheduling Key volunteers for Kickoff – especially presenters
 - ii. Potential for adding Simulink Breakout session this year
- d. Events – Patty
 - i. New Venues Lead for DPS - Larry Malik. MSU Denver lead - TBD
 - ii. Carolyn / Larry / Linda / Mike to visit South HS for Kickoff / Practice Day in June to evaluate smaller gyms for Practice Day and orient Larry.
 - iii. Anticipate MSU Denver HTE class for support on GAME DAY including:

1. VIP event at Game Day – focus should be “awareness, contacts, etc.”, rather than Regionals Championship. **ACTION** Please enter names to invite in spreadsheet!
 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?
 - ii. Should we video the presentations?
 1. Linda suggested that since schools might miss Kickoff we should pre-record the presentations and have them available online
 2. All agreed that it would be good idea and would have other uses.
 3. Problem is who and where it would be.
9. New Business – Carolyn
- a. Review of 2015 Feedback – Comments added to the spreadsheet in Dropbox
 - b. Review of A&J improvements - done above.
 - c. Potential for having GP BEST Teams attend RM BEST competition.

10. (10 min) 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	4/28 – Jose cking w/ Ted
Carolyn / Patty	1/28/16	5/3/16	Go to South HS to look at for Practice Day – have 2 gyms.	Larry, Linda, Mike, Carolyn to visit early June
Patty	3/24/16	5/30/16	Elly is gone TMI & Practice Day Ck with Jimmy John and Olive Garden for free food	
Linda K & Carolyn	3/24/16	6/2/16	Contact Gene Simmons about being head judge	
Carolyn	3/24/16	6/2/16	Request Awards & Judging leads have all hubs use Scoring Rubrics	
Carolyn	3/24/16	4/28/16	Request kit list include our plywood type	No update from David Kwast from earlier email (and ? not raised in Wichita).LL
Carolyn	3/24/16	4/28/16	Request adding wiring to motor tabs to improve life of motors	Agreed to add 18” wiring, heat shrink, and then ziptie
Linda K & Tami	4/28/16	6/2/16	Determine if we want to request summer Simulink training	

11. Upcoming Meetings

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

Respectfully submitted,
Patty Gaspar
Secretary, Rocky Mountain BEST