

Minutes

Rocky Mountain BEST Steering Team
Daniels Fund Building, 101 Monroe St, Denver, CO 80206
Thursday, June 2, 2016, 6:30pm – 8:45pm

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

Carolyn called to order 6:44pm

1. Review Agenda – Carolyn. No changes.
2. Call for **Motion to approve 04/28/16 Steering Team Minutes** – Carolyn
 - a. **Jose moved & JF seconded - passed**
3. RM BEST Treasurer's Report – Carolyn
 - a. Contributions for travel and one in-kind –
 - b. Have new app to track- Little Green Light
 - c. Expenses in line with this time in year
4. Diversity Committee– Linda K. GoToMeeting with Meagan of Verizon 5/5/25, Linda K & Carolyn. LK led 40 minute meeting. Verizon not currently moving forward with any grants. Gave suggestions on metrics so we are ready to move
5. Executive Director's Report – Jose
 - a. BRI Info-LK
 - i. Simulink Summer Program Workshops – status of request for a 2-day workshop for 30 students, teachers, mentors, hub personnel (June-Aug).
 - ii. LK had attachment. She contacted schools & BRI. BRI only doing TX this year
 1. Only 2 schools interested and only 8 students
 2. Schools have not had good experience with Simulink per Tami
 3. Curriculum at end of June might be helpful
 4. Joel has a training LK will look at. Maybe Evie can present at KO.
 - b. BOD Info- Jose.
 - i. School Sign-up Policy status.
 1. JL has revised policy that everyone interested has commented on so final will be submitted to BOD for approval.
 - ii. BOD (Wes as lead) Marketing / Social Media project beginning.
 - c. New Hub Development - LK
 - i. Golden Plains BEST in NE Colorado - Any status? New Hub Workshop? Teams? Venues? TMI?
 1. Larry has not responded yet to LK request for discussion.
 2. CB got an email from him that was kind of general.
 - ii. Pikes Peak BEST - Any status?
 1. Making good headway in partnership with Discovery Space facility – no space for Game Day

2. Sharing game field with FR BEST
 3. LK putting notes from meeting together
 4. Tami sending out tickets to VIP event – business card size
 - a. Is in Dropbox
 5. If Kat contacts JL he has contacts at AF Academy
 - d. Regional Development
 - i. MSU Denver (Dean Sandra Haynes) June meeting at MSU Denver.
 - e. TMI
 - i. Denver TMI for FR BEST & RM BEST– 21-22 July 2016 with setup 5:30pm 20 July.
 - ii. Remember to invite Protobot team to our TMI
 - iii. Planning with Tami SOON! Need to do as GoToMeetings
 - iv. We need the room with the balcony as well as the big room and a smaller classroom across hall. **ACTION** Jose to confirm the space.
 - v. SOCO BEST held theirs yesterday – had 9 schools signed up.
 - f. School Invitation Plans
 - i. Reviewed list that LK had of schools
 - ii. Status of signups – 22 schools signed + Greeley indicated interest today
 1. 4 Aurora schools haven't signed up – JL to follow up
 2. East, Manual, DSST Cole still deciding
 3. Want 28 plus 1 standby
 - g. Outreach – Jose / Lori
 - i. Status of retractable banner (with action photos)
 1. Contacted Nancy Maysmith –interested in helping with retractable banner to have done mid-summer
 - ii. Erie Air Fair: Saturday, August 13
 1. Same set up as last year – was good environment last year
 2. JoAnne can help
 - iii. Interest or suggestions for teacher activity at CSC – November 18 at Merchandise Mart
 1. KG on CSG organizing committee so working with LW to get us involved
 2. KG wants us to do session for teachers – 55 minutes
 - a. Must submit by end of June
 3. CB there is the National Science Teachers Association conference in Denver July 27-29
 4. BRI is going to send the Executive Director to the convention, but they will need Denver volunteers to assist
 5. Discussion about should we do an Exhibitor Workshop.
 6. May try to do a Regional meeting while ED is here.
 7. **ACTION**: Carolyn to follow up
6. Asset Management Team (aka Kit Team) – Carolyn
- a. Returnable Kit status:
 - i. 14 new kits from Best Buy Foundation – nearly complete.
 - ii. Original 1-14 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 June Newsletter – are we late on anything? Not yet distributed.
 - b. Steering Team needs A&J lead
 - c. Potential for having GP BEST Teams attend RM BEST competition.
 - d. Finish Review of A&J improvements -
 - e. Feedback from FR BEST and SoCo BEST about our support to new hubs – Carolyn & Linda K
8. Game Committee Reports
- a. Awards & Judging – Lead - **TBD**
 - i. Subcommittee leads in place
 - ii. CB talked to BEST about using rubrics – they already have them so we were wondering why they weren't being used or distributed universally.
 - iii. New BRI A&J lead starting email discussion, so changes will be incorporated.
 - iv. We will distribute at Kickoff.
 - b. Game – Carolyn - BET THE FARM by Kansas BEST is 2016 Game
 - i. Schedule / Venues – Larry
 1. Kickoff September 3 – South - HS visit to confirm space
 - a. LK rec'd email today from Larry to arrange meeting
 2. Practice Day October 8 – South HS we hope. see above
 3. Game Day October 15 @ Auraria Campus Event Center
 - ii. Game Field – Shannon / Mike
 1. Status of scoring pieces to be sent to us by BRI.
 2. Discussed which pieces we should include in the kit.
 3. Mike / Carolyn to share ideas for how to divide the work
 - a. Protobot team asks for field segments to be brought to workshop for early testing / use
 - iii. Kits – Lori / Carolyn
 1. New kit lists delivered – with a couple of updates. New Returnable part & new / eliminated parts in Consumables
 2. Status of modification of wiring to motor tabs
 3. Status of dying game field pieces, rather than painting them
 4. Recommendation for scoring pieces to include in Consumable Kits
 5. 3/D printer part can be created – available at libraries and schools.
 - iv. Protobot – Michelle P, Evie B, Que? & ?
 1. Team lead ready to start as soon as we have kits for them
 - v. VIP Event – Lisa L –
 1. Status of VIP invitation spreadsheet. **ACTION** Request to enter names in Dropbox 2016 RM BEST – events / Game Day / VIP.
 2. Presentation plans & focus / goals are needed.
 - c. Volunteer Interface – Linda K
 - i. Status of Scheduling Key volunteers for Kickoff
 1. Same presenters as last year – Shannon will take LS place.
 - ii. Potential for adding Simulink Breakout session this year with Evie to lead.
 - d. Events – Patty
 - i. New Mascot for 2016
 - ii. New Venues Lead for DPS - Larry Malik. MSU Denver lead – TBD

- iii. Kickoff – we are looking to have Trevor film the Kickoff reveal and have him make video to make available on-line. Have requested a quote.
- iv. Patty / Carolyn / Larry to visit South HS for Kickoff / Practice Day
 - 1. **ACTION** Status of DPS paperwork. NOT yet done – need to submit
 - 2. **ACTION** Schedule Date for first GoToMeeting Master Plan walkthrough TBD
- v. Game Day
 - 1. Status of Four Rivers to bring in heavy equipment location
 - a. Jose has arranged
 - 2. Status of location for pizza / food.
 - a. Put food back by heavy equipment.
- vi. Anticipate MSU Denver HTE class for support on GAME DAY including:
 - 1. Status of Carolyn Jose meeting to discuss:
 - a. VIP event at Game Day –
 - b. An MC
 - c. “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.”
 - d. Will coordinate “deliverables” for their participation.
- e. School Interface – Jose
 - i. Status of doing videos of the presentations? Who? When?

9. New Business – Carolyn

10. Action Item Review – Carolyn

Person	Date Started	Date Due	Action	Result
Patty	3/24/16	6/23/16	Elly is gone TMI & Practice Day Ck with Jimmy John and Olive Garden for free food	Did contact Paneras LK Add Chick fil A
Carolyn / Patty	1/28/16	6/23/16	Go to South HS to look at for Practice Day – have 2 gyms.	Larry, Linda, Mike, Carolyn to visit early June.
Linda K & Carolyn	3/24/16	6/23/16	Jim Simmonds declined need to find new A&J Lead	Still need to find lead
Carolyn	3/24/16	6/23/16	Request Awards & Judging lead have all hubs use Scoring Rubrics	Status: Work being done. Will give status on progress.
Carolyn	3/24/16	6/2/16	Request kit list include our plywood type	CLOSED
Carolyn	3/24/16	6/2/16	Request adding wiring to motor tabs to improve life of motors	CLOSED
Linda K & Tami	4/28/16	6/2/16	Determine if we want to request summer Simulink training	CLOSED.
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	John and Ted are evaluating whether John’s class can work on twins.
ALL	4/28/16	10/1/16	Add names & contact info for people who should receive an invitation to Game Day VIP Event	

Person	Date Started	Date Due	Action	Result
Jose	6/2/16	6/23/16	Need 2 additional rooms at TMI. Get them reserved	
Patty	6/2/16	6/23/16	Make reservations at Brooklyn's	
Everyone	6/2/16	6/23/16	Ideas for 55 min meeting at CSG in Nov – must submit by end of June Innovative teaching strategy Contact LW & LL with ideas	Have GO TO MEETING
Carolyn Linda	6/2/16	6/23/16	TT Trevor to decide if we are going to have him video Kickoff	
Carolyn Lori	6/2/16	6/23/16	TMI planning meetings need to be started.	
Carolyn	6/2/16	6/23/16	Follow up with Rosemary (BRI ED) regarding NSTA July conference	
Carolyn / Lisa	6/2/16	7/28/16	Follow up with H.T.E. regarding VIP event	
Larry	6/2/16	6/23/16	Submit DPS paperwork for South for Kickoff.	
Larry	6/2/16	6/23/16	Submit DPS paperwork for South for Practice Day.	
Larry	6/2/16	6/23/16	Schedule Date for first Master Plan walkthrough for Kickoff	

11. Upcoming Meetings

- a. Steering Team meetings - every month on the 4th Thursday of the month at the Daniels Fund as follows:
 - i. June 23, 2016, 6:30-8:45pm
 - ii. July 28, 2016, 6:30-8:45pm – **NOTE: this conflicts with NSTA Conference**
 - iii. August 25, 2016, 6:30-8:45pm
 - iv. September 22, 2016, 6:30-8:45pm
 - v. 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. 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

Respectfully submitted,
Patty Gaspar
Secretary, Hub Steering Team