

## HRBC Meeting 10/2

### Attendee(s)

Cassie P, Gianine B, Julia W, Daniele F, Mike H, Steph D.

### Agenda

- Financial updates
  - Current Balance: \$3,094.39
  - Grant/Sponsor Status(es)
    - Approved:
      - HTSD Ed Foundation Minigrant - \$1500 approved for swerve
      - Austin's Remodeling - \$1000
      - Stratagem Group - \$1000
      - Allstate Bracken - \$TBD
    - In progress:
      - Ardent Credit Union
      - Piazza Honda
    - Awaiting Response:
      - BAE, DOW, Rev, Ford, HAAS, SDHT Curriculum
- Review and approve expenditures
  - Reimbursement Requests
    - Mike H.
    - Gianine B.
  - Vista print order (\$171.81)
  - CustomInk Order
- Vote for treasurer - Julia elected
- Continue HTD Discussion
- Open Discussion/Other Fundraiser Updates (time dependant)

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### Meeting Notes:

- Current booster club bank account balance prior to reimbursements and sponsor check deposit is \$3,094.39
- Current status of sponsors
  - Confirmed:
    - HTSD Ed Foundation minigrant \$1500 approved
      - First time HTSD Ed Foundation let student representatives pick 1 school club/activity to award a minigrant to. We were chosen in June
      - Must email school secretary to request PO for supplies. Once supplies are received, school will inform us and send reimbursement request to HTSD Ed foundation - Cassie to take lead
      - Funding was pre-allocated for SWERVE when we were recognized in June
    - Austin's Remodeling: Julia W received a \$1000 sponsorship and check yesterday. (Check deposited at end of meeting)
    - Stratagem Group: \$1000 confirmed. Check to be ACH this week.
  - Potential Funding:
    - Julia dropped off a sponsor packet to Allstate Bracket today and Joe agreed to sponsor. He is looking over the incentives and will give a final sponsorship amount by Thursday
    - Juia spoke with Ardent Credit Union about a potential sponsorship. She requested the team go to their booth at HTD with current sponsored team shirts to sell ourselves to them
    - Julia dropped sponsor packet off with Piazza Honda today
    - Faust Ortho - Danielle to contact Faust
- Sponsorship deadline for logo on t-shirts 1/15/24
  - Update sponsor packet with dead - Mike H
  - Update sponsor packet to remove all black background for ease of printing
- School board / Curricular
  - Contact Schwartz for a one-time purchase under \$10,000
    - Purchases under \$10,000 do not need entire board's approval
  - Setup meeting with Kibby Shelton's dad to discuss the behind the scenes of school board to better understand how to get funding from school board. Cassie to CC Steph on email exchange.
  - Follow up on reimbursement for \$5,000
    - Students working on letter to school board to thank them for letting us demonstrate the robot and supporting our trip
  - Work on getting all registration fees built into school board budget
    - \$6000 initial plus \$4000 Lehigh plus \$5000 worlds
      - Request that this funding be available regardless of qualification status so any remaining funding can be used for shop/team upgrades

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- Jen Saksa is contact for funding from curriculum
  - Supposedly there is \$5000 reserved in budget for robotics registration fees. Cassie emailed and followed up once so far for this year with no response.
- According to Stephanie/HUDA all activities have \$6000/yr budgeted. Need to find out more info on where this comes from/how to access it
- Plan is to use school account for registration fees and buses/transportation fees
  - Any registration fees not covered by school account can be covered by booster club
- Current understanding is that all funds raised on school grounds will go into the school account
- Setup meeting with John Berardoni to discuss distinction between booster club and school accounts
- Approved expenses
  - Voted YES to reimburse from Booster account to Michael Hannon for purchase of laptop stickers (\$122.96)
  - Voted YES to reimburse from Booster account Gianine Breslin for initial 501(c)3 application fee and \$100 start-up deposit into bank account (\$375)
  - Voted YES to approve purchase of discount cards for \$171.18
  - Promise to reimburse Steph Dieger from booster account for 3 bags of candy for HTD parade pending submission of receipt
  - Promise to reimburse from booster act for tshirts for new members 20+, extras can be sold later if logos are not included on back
- A vote for replacement treasurer was held to fill in the vacancy from Kevin Connell's resignation. The final decision was to approve Julia Woodman as treasurer.
- Continuation for HTD Discussion
  - Booster club sign-up Genius is full!
    - Steph, Daria, and Cassie to setup
  - When and where is setup? Cassie to send email out with details
  - How is the robot getting there? Cassie to pick it up either Friday night or Saturday morning
  - Do we want signs for candy bars, discount cards, and sticker/bracelet prices?
    - Yes, Cassie will have students make signs for (1) candy bars: 1 for \$2, 3 for \$5 (2) Sticker and bracelet for any donation (3) Discount Card \$10, Tadeos flyers. Send finished documents to Julia if need color printing otherwise will use b&w printer in robo room
  - How is the team accomplishment poster coming? Student agree to work on it, Cassie to follow up with him during Tuesday's meeting
  - Should we bring chairs? People can bring their own as long as they take them with them when their shift is over so the booth isn't overly crowded
  - Cash box? Andrea V offered to bring one, Cassie to follow up
  - Should we have sponsor packets available at the booth? Yes. 2 full copies to view at the booth and 20 copies of the incentives/sponsor form for businesses to bring back with them

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- Need Taddeo's flyer approved by Mike Taddeo so we can advertise at H-town. Cassie and Mike to follow up with Daria
- Julia created a checklist for HTD which can be found [here](#)
- Open discussion
  - Now that HTD prep is over, meetings are reverting back to bi-weekly now that HTD is prepped for. Next meeting will be Monday October 16th
    - Main focus will be updating bylaws and prepping for parent meeting
  - Parent meeting is October 26th. It will be hybrid.
    - Booster club representative to give short recruitment speech during parent meeting
  - Look into fundraising at events hosted by other activities as long as they aren't fundraising at them
  - Any activity on school grounds needs a permit which can be requested from Joan McCaul (Facilities Secretary)
  - Do we have a list of everyone who donated to the gofundme? Yes, Julia to follow up to send thank you cards

End of meeting. See the following pages for action items and items to be discussed further.

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### Action Items:

- Danielle will contact Faust Orthodontist about sponsorship.
  
- Steph candy for parade
- Step will provide table cloth for 2 table and bring to HTD
- Steph contact Kibby's dad about the school board budget to get a better understanding
- Step is going to look over the bylaws and make suggestions/edits for next meeting
- Steph/Julia contact Baridoni to set up meeting to get a better understanding of process
  
- Cassie send Steph Kibby's dads contact info
- Cassie cc Steph and Julia on Baridoni email informing him of the existence of the HRBC
- Cassie send list of sponsors to Julia
- Cassie forward restaurant fundraising info from Colleen to Julia
- Cassie order shirts without sponsors for new students
- Cassie will email all HTD booster volunteers Saturday morning with booth details
- Cassie will email all HTD booster volunteers to suggest bringing their own chair
- Cassie will have students make signs for (1) candy bars: 1 for \$2, 3 for \$5 (2) Sticker and bracelet for any donation (3) Discount Card \$10, Tadeos flyers. Send finished documents to Julia if need color printing otherwise will use b&w printer in robo room
- Cassie will have students put together a team highlights poster, if time allows, and stand
- Cassie will contact Oliver's mom about getting the cash box before Sat
- Cassie will make a supplies list so we can reach out to specific companies for specific items
  
- Gianine, Kevin and Cassie meet to discuss Treasurer Responsibilities
- Gianine and Julia go to bank to add Julia to account
- Gianine cancel Kevins bank card
  
- Julia cover letter for sponsor requests
- Julia will send sponsor request to pepsi, at least 3 week waiting period
- Julia will print out sponsor packets for HTD and get them to Cassie Thurs
- Julia will send out "Sponsor Advertisement" list to help get sponsors
- Julia send out updated checklist for HTD to Cassie and Steph
- Julia will try to get students to go to Ardent Credit Union booth to "sell" themselves as a follow up to dropping off the sponsor packet on 10/2. Julia will also encourage students to visit the business booth area and hand out sponsor benefit and form packets.
- Julia may inquire about express shipping charge refund from vista prints. Need info from Cassie.
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- Mike/ Daria make, get approved and print Tadeaos flyers. ( Julia can print if need be)
- Mike will work on booster website
- Mike will make and print signs for Booster web link and Venmo QR codes for HTD and get to Cassie before Sat
- Mike will edit the sponsor packet to say "Sponsor Packet" and change the color of the first slide for printing purposes.

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### To Be Discussed Further...

- ❖ **Next meeting primarily focused on bylaws**
- ❖ **Parent Meeting prep and speaker needed**
- ❖ C&M to handle future shirt orders- Colleen take lead?
- ❖ Swag for sale on Booster site
- ❖ Fundraising on school grounds at events: elementary school science fairs, talent shows, team/club activities (coop and share proceeds). Look into irs rules about money fundraisers, to see implications and if applies to school acct vs booster acct. Joan McCall needs to be contacted for all permits related to on school fundraising.
- ❖ Sending thank you to all go fund me participants with update on beginning of season and link to a match?
- ❖ Donor/sponsor "Tax Deductible" letter in beginning of January
- ❖ Sell shirts with sponsor logos to public
- ❖ Contact Harbor Freight in January for sponsorship, must be is nonprofit for a year before qualify for funding