

1/22/2024 HRBC Meeting Minutes

Attendees: Kristen, Colleen, Gianine, Danielle, Mike, Collette, Julia, Mike, Cassie

Financial:

- New donation of \$200 ecard from Harbor Freight, awaiting email
- Rich and Ann Guanella donated \$100
- Hans Blome \$100 gofundme donation (Kristin's father)
- DMI has donated \$500 worth of lumber.
- New Zeffy- we are trying a new feeless platform to accept payments for the McGillicudys
- Kristin reached out to the rotary club, awaiting response.
- Reimbursement request/expense since last meeting- University Lodge check will be written to the school account for reimbursement \$500 check mistakenly deposited into the booster club

Events/ Meetings

- McGillicuddy's Pancake Breakfast on 2/3 **Henry will be in attendance.**
 - First round of ticket were made available to participating student parents/guardians by email on 1/15 sold 63 tics regular and 2 under 5
 - Flyer went out in weekly hhs email on 1/19
 - Mr. Horan will pass info on at the middle school (not sure what this will look like, Colleen is looking into this)
 - Flyer posted on social media, and sent to McGillicuddys through their instagram
 - Lastly, tickets can be sold at the door. Credit payment can be accepted at door through iphone Zeffy app
 - Day of parent volunteers to man door, scan and sell tickets with an iphone: Danielle 8, Julia 9:15, Kristin maybe 10:30
- Team/Family Lunch Social TBD
- C&M sale TBD

Chairs Updates

- Julia
 - Logos needed: DMI, Eastern generator and sales, Faust Ortho (cassie needs to add to logo folder) Add HEF, HSD and Haas logo to sponsor logo on drive. Total of 15 logos on shirt.
 - Updated transactions are available for review in binder.
 - Zeffy account created for pancake breakfast. Many possibilities with this platform: tap to receive payment in person with iphone, QR code to link to forms, receipts.
 - Tax deduction letters were sent to all HRBC sponsors and donors. University Lodge 51 was determined to be meant for the school account.
- Colleen
 - awaiting C&M check, prepping for next store sale
 - Nothing Bundt Cake update spent \$825 on 150 vouchers, got back \$766.65, -\$58.35. Sold 110, have 40 left
- Gianine- Working on State exempt form and filing 990N postcard for 2023

- Kristin- Girls Scout Pilot Program meeting tomorrow regarding fees/fundraising. Discussing space needed, price per kid, number of volunteers needed, recruiting student volunteers from other clubs and suggestions from GSA.
- Mike- Donate page was added to the "Support Us" tab
- World's Trip Committee: Gianine, Stephanie, Kristin, Jason, Julia and Cassie. Lead needed. 1st meeting 1/29 at 7:00
 - 12 Rooms were booked at Embassy Suites Hotel Downtown: Jason 4 rms 4/15-4/21 \$13,283.12, Julia 4 rms 4/16-4/22 ttl \$12,997.08, Steph 4 rms 4/15-4/21 \$13,627.41 (varying cancellation policies). tues - sun and wed-sun pending with first, small group fully refundable group. Chaperone- julia 1500 per person. Meeting 1/29

Other

- Robotics Room can be reached at (610) 853-5900 ext 2070
- Anything with qr code has to have a link
- Possible items to sell at basketball games in future. Pizza, candy, drinks and pretzels are currently sold. Consider selling baked goods, Krispy creme fundraiser, selfies, raffle drive henry/small robin.

Commitments Checklist from previous meetings

- Cassie will arrange the following for 1/27 basketball game
 - for tshirt cannon with flyers
 - McGillicuddy's fundraiser to be announced during game
 - Large posterboard McGillicuddy's flyer at table
- Cassie will arrange transportation and volunteers to operate and supervise Henry for McGillicuddy's fundraiser.
- Cassie will send Julia facilities permit application and contact info
- Cassie and Gianine will come up with possible potluck lunch/dinner social dates, Not 2/5 bc back to school , not 3rd bc fundraiser. Lunch may work better.
- Cassie arrange for students to post McGillicuddy's flyers around HMS and HHS.
- Cassie will cc Julia on email to Berardoni and Facilities concerning permits and issues with school access.
- Cassie will send out an email to Roboforce alumni that have graduated in the past 5 years, requesting info on their current status with school/work. Ask if they want to volunteer, employer sponsorship or come talk to the current students about their experiences after HS. Self imposed completion deadline 2/15.
- Cassie will send Julia "clearances" email from Patti
- Cassie will take care of gathering logos for Haverford SD and Haverford Ed Foundation and add to "sponsors logo" folder on drive
- Cassie and Julia will meet to discuss Budget specifics
- Cassie will continue to work with Heather at C&M concerning full back sponsor specifics.
- Colleen will prepare for next C&M sale by: removing San Mar Tri Blend Hoodie, assessing prior sales of items to determine if any other items should be reviewed. Awaiting specifics on price of logo shirts. Contemplating colors.
- Daria look into Lanckenau Sponsorship/Donation

- Gianine and Julia file for PA tax exempt application
- Jill will send her WSFS contact the team's sponsor packet
- Julia will look into day of details for McGillicuddy's fundraiser: at door payment, contact, scanning tickets
- Julia will send t2nd ax deduction letter to Rich and Ann Guanella \$100
- Julia will review Gianine's combined 2023 spreadsheet and update the "Citizens" spreadsheet in Drive
- Julia will follow up with Berardoni on access to school on holidays where school is closed (MLK and Presidents Day weekends), sports teams have access. Follow up on swipe card access (lock down specific times). Communication with facilities and permits.
- Julia request permit for Booster meetings.
- Julia will create forms for 484 website "Support Us" tabs and send to Mike when complete
- Julia will send Mike folder of logos and list of top sponsors
- Julia will send out another RaiseRight email encourage sign up and making a habit of using at least 1 gc, acme, amazon, starbucks, gas, petsmart
- Julia will contact, Brick and Brew about end of season rooftop beef and beer, need date
- Julia will send worlds committee email for 1/29 meeting
- Kristin available for 10:30 shift of pancake breakfast?
- Mike update logos on website approx jan 15, total 16 sponsors
- Mike will add Zeffy to sponsor and donate page when forms are available
- Steph look into Park Power Sponsor/Donation
- Steph look contact CREC about running a robotics camp in return for providing an area for driving practice when not available at the school (over spring break, summer, 3 day weekends)

Future

- Use RaiseRight as a means to save funds dedicated to possible Worlds trip. When graduate or leave the school, funds are either donated to another member or to the booster club (refer to BOPS bylaws)
- Potential Sponsor: Micro Center- Cassie reached out to an alumni connection. We can send him In kind donation and/or sponsorship request to him at mmann@microcenter.com and he can forward it to the GM Jeff.
- Any communication that has a QR code should also have a link/web address for those viewing on their phones.
- Send recap video from last season to last years sponsors in thank you email.
- Trademarking Team logo needed Byron \$500, discuss pros. Raphe can assist if approved.
- bylaws must be updated to include FTC, bylaws should include student participation/ student liaisons
- Cassie put together a supply list for in kind donations Room List
- Jason will look into Boy Scout fundraising/ badge opportunities. (3rd grade has a robotics badge). See how Girl Scouts program goes first.
- World Championship reservations: 11 back up rooms, must be cancelable. Make sure hotel is aware that it is for this specific event. Last year reservations were canceled by hotels once they were discovered to be with First. (30 kids/ 15 still from last yr)
- NHS toy drive participation:
 - Cassie will have team create an
 - Cassie will confirm with Mr Weinstock specifics of you toy drive needs and if we are allowed to promote on team media sites and in person activities (basketball games). Amazon wishlist for NHS toy drive NEW (can we put on website as registry)

- Cassie will contact Dr. T teacher to see if Discovery Day date can be moved next year to accommodate the team's competition schedule.
- Swag for Comps, bracelets (still have from last year), pins, ribbons if make Worlds
- Mike volunteered his wife to run bag bingo. firehouse?
- Soft Pretzel, Krispy Kreme sale at table after school.
- Cassie and Gianine will work on a list for submitting a 999 request for Room Upgrade with the school board, Shwartz (tools, printer, storage). If denied, the Haverford Ed Foundation has a 1 time \$10,000 grant that we could qualify for if we incorporate use for the middle school.
- Host FTC Event
- Host a parent night, where kids get dropped off?
- Run fundraiser-needs township and state for permits.
- Car wash may or june at least decide in june for fall
- Next year look into possibility of participating Scholastic book fair at other schools
- Next year look into elementary schools holiday bazaars
- Revise Sponsorship levels Sept 2024, consider increasing, clarify "Company Name" vs "Company Logo"
- Send end of season stickers with letter
- Rediscuss changing team484.org to something to include ms FTC team in sept.
- Community Publications- consider possible local avenues to advertise fundraisers, sponsor recruitment Havagood times , community page, haverford happenings, robotics
- August- Gianine will talk to her brother Joe regarding Boeing , apply for sponsorship thru him

Volunteers Needed For:

1. Basketball/ Volleyball game fundraising table- 1 adult to supervise students, must have current clearances.
2. Houston Planning- Steph, Jason, Kristin, and Gianine. Fully refundable hotel rooms are priority at this time. At least 10 rooms needed, quad occupancy and must be fully refundable. Prefer downtown, then medical center, not airport. Second priority, airfare, Gianine's niece works for american air. Event dates April 17-21.
3. Bag Bingo/Bingo Fundraiser Coordinator
4. Girl Scouts Pilot Program- Cassie, Kristin, 2 FRC members
5. FTC meetings- must have clearances
6. FRC meeting- must have clearances
7. Graphics mentor for t shirts

Next Meeting 2/5