

2/5/2024 HRBC Meeting Minutes

Attendees: Kristin, Gianine, Mike, Steph, Collette, Julia, Colleen, Cassie, Jason

Financial:

- New donation of \$50 gift card from Costco- given to Colleen to purchase snacks for robo room
- Jason Gift Cards given to Cassie for Saturday lunches. Saturday lunches need to feed approx 15 people
- Received Harbor Freight egift card for \$200
- Tony Roni's sent \$50 instead of \$23
- Outstanding FRC and FTC activity fees: received 24frc (2?) and 7ftc (5), 3 being processed
- Reimbursement request/expense since last meeting: ftc reg fee\$150 gianine reimburse
- Update needed for FTC budget: any funds needed to support FTC in excess of \$1,500 budget approved will be taken out of the FRC bulk budget. FTC charges will still be accounted for on a separate spreadsheet with a negative total.

Events/ Meetings

- FTC Qualifier- Need a bus for the next meeting. Cassie requested
- McGillicuddy's Pancake Breakfast on 2/3 **Henry and Pan were in attendance**
 - Pre Sold 112 plates and made \$922 after paying \$1008 (and tipping an extra \$75). Notes: 20 @ 8, 46 @ 9:15 and 45 @ 10:30 prepaid tickets were sold. Door sales 3 @ 8, 4@ 9:15 and 1 @ 10:30 and \$55 in donations. \$180 in donations were made through zeffy.Paid \$100 in cash to McGillicuddys and \$908 by check. Pay in cash at the door?
 - The middle school advertised the flyer in their weekly email
 - Flyer posted on social media, and sent to McGillicuddys through their instagram
 - Day of parent volunteers to man door, scan and sell tickets:: Danielle 8, Julia 9:15, Kristin 10:30
 - Notes: reminded patrons to tips their waitstaff, credit card payment through the restaurant for day of sales was not relayed to staff, CC payment has a 4% surcharge. Consider overlapping volunteers for scanning tickets during the first 10 minutes before and after seating times.Confirm where patrons will be seat once the main area fills up, where allowed to operate robots (this was agreed upon before the event with Tom but not communicated to morning staff). Consider accepting CC payments at the door through Zeffy next year.
- Treasury Position Open- Julia is stepping down. Gianine has 2 outside volunteers that may be interested. We will have a vote at the next meeting.
- C&M sale ASAP, all hats should be made available since there is no minimum purchase requirement
- 1/27 Basketball game- tshirt cannon was not working properly so team was unable to disperse tees with flyers. Flyers were handed out. Announcement was not made. No pancake breakfast sales.

Chairs Updates

- Colleen
 - Next C&M store
 - Checking into Bowling Fundraiser
 - Will get Snacks at Costco with GC
 - awaiting C&M check

- Gianine
 - Working on State exempt form and tax filing together
 - Will file 990N postcard for 2023
- Julia
 - Created a Donation Form for review in Zeffy. Want to create a sponsor form but may need to change format due to level \$ ranges.
 - RaiseRight January total \$87.90
 - Requested permit for hrbc meetings. Emailed Patti and talked to Berardoni, they are working on it and will send a copy when obtained. We are on the SchoolDude schedule (access for cassie) and the evening security personnel have been informed. Ask students- summer party. Steph will look into brick and brew. not may 4th ftc scrimmage.
 - Candy brew
- Kristin
 - Girls Scout Pilot Program meeting regarding after worlds/leigh to know budget. \$20- \$25 because kits vex. Commons usually around 25 girls or library. Spring or Fall. Discussing space needed, price per kid, number of volunteers needed, recruiting student volunteers from other clubs and suggestions from GSA.
 - Haverford Rotary Club Response
 - List of possible sponsors/donors [here](#). Working on form with specifics from Cassie: outcomes, outreach. May want to consider phone outreach for donations from local businesses. Consider doing this especially if make it to Worlds.
- Mike added all logos to the sponsor tab on the website except Ardent. Banner with logos for all website pages needs to be figured out. Cassie will talk to students, Mike will look into it and Julia will talk to her son.
- Steph
 - Will look into Brick and Brew party/fundraiser for May
 - CREC will only provide a free space if hold a camp for multiple weeks. We can rent space but they will not advertise. They can advertise our event in HavaGood Times if at a different space.
- World's Trip Committee: Gianine, Stephanie, Kristin, Colette, Jason, Julia and Cassie. Lead needed. Event dates April 17-21.
 - At least 10 fully refundable hotel rooms needed, assuming quad occupancy. Prefer downtown, then medical center, not airport. Second priority, airfare, 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. 4k regional event, another district 1k Another meeting. Flights . next meeting
 - 1st meeting was 1/29 at 7:00. Meeting attendees discussed obtaining a credit card to purchase all rooms together, fear of losing rooms once they realize its FIRST team, on the waiting list for block if teams cancel.
 - Need to look into flights. Gianine's niece works for American air.
 - Chaperone volunteers- Julia, Mike
 - Next World's Committee meeting 2/26

Other

- Create a volunteer tab with a running list of open signups on the website: Snacks, meeting chaperones, lunches, games, volunteer opportunities with contact info

Robotics Room can be reached at (610) 853-5900 ext 2070

Commitments Checklist from previous meetings

- Cassie will check with students with outstanding activity fees in FTC and FRC
- Cassie will see if students are interested in a bowling activity/fundraiser. With parents/family?
- Cassie and Mike will create a "volunteer" tab under "support us" tab on website that will link to open sign up geniuses and any other needed volunteer descriptions and info
- Cassie will cc Julia on email to Berardoni and Facilities concerning permits and issues with school access.
- Cassie will review and edit donation form that was created on Zeffy
- 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 continue to work with Heather at C&M concerning full back sponsor specifics.
- Colleen will prepare for next C&M sale by: 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 Lankenau Sponsorship/Donation
- Gianine file for PA tax exempt application
- Gianine file file 2023 fed taxes
- Working on getting University Lodge 51 contact info
- Gianine will write a check to reimburse Cassie for \$150 FTC registration fee
- Julia will send thank you/tax info to University Lodge 51
- Julia's son will try to add scrolling logo banner to website
- 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 will create sponsorship form for 484 website "Support Us" tab
- Julia will send an email for next Worlds Committee meeting 2/26
- 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 look into popcorn machine for sporting events
- Mike will add Zeffy to sponsor and donate page when forms are available
- Mike figure out footer: Scroll or Student
- Mike and Cassie will create a "volunteer" tab under "support us" tab on website that will link to open sign up geniuses and any other needed volunteer descriptions and info
- Steph will contact, Brick and Brew about end of season rooftop beef and beer, need date

Future

- Updated Robotics Banner
- Team/Family Lunch Social TBD
- Gaming event fundraiser, quake , partner with retro gaming club
- 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. Popcorn machine.

- Use RaiseRight as a means to save funds dedicated for a specific student(s) for a 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", Sponsor vs Donor: choice, monetary level. Choice of Donors name on website
- RaiseRight set up to raise funds for each student for Worlds
- 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 Committee
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 3/4 (no meeting 2/19, holiday)