

### 3/18/2024 HRBC Minutes

**Attendees:** Steph, Sue, Julia, Daria, Danielle, Mike, Colleen, Gianine, Colette and Steve

**Financial:** Booster- \$16,040.06 as of 3/16 . Sat Lunch GCs (\$500 minus 2 lunches bought), harbor freight GC \$50,

- No Reimbursement request/expense since last meeting
- Binder of transactions was made available for review

### Events/ Meetings/

- Awaiting Results from Bensalem to make a decision on purchasing tickets for Houston. Cassie, Gianine, Julia and Kristen will coordinate and purchase tickets if a decision is made before the next meeting. An email will be sent to all members that attended this meeting. Roboforce has 19 points, needing 60 to go to Lehigh.
  - World's Trip Committee Meeting 3/11 Recap: Julia, Sue and Colette attended. ● Discussed Airfare: approx \$420pp as of 3/11, refundable. Last year spent \$900pp. As of 3/18 \$650pp
  - length of stay to tues- Sun
    - Chaperones: Julia, Mike, Steph, Cassie, Gianine, Krisitn and Daria (fulfills nurse requirement)
    - Next World's Committee meeting, tentatively 3/25
- Cub Scout Pack 322, coed, reached out through email. Asked for the team to attend a pack meeting and showcase what they do or be part of a stem meeting they can put together. Open to suggestions. This would be for a multi grade/age pack meeting.
- Berardoni has confirmed that the team will have access during spring break. Patti is working on permits and Cassie will request copies.
- Swipe card access granted for Sundays after competition access only.
- Potluck Social went well, should do it again and include FTC parents in the HRBC meeting.

### Fundraisers

- Upcoming :
  - Freddie's 4/3 from 5pm-9pm  
Mike will post on website
- In the works:
  - Iron Hill ardmore on a Wed, need signatures waiting on response ardmore no doordash
  - Candy Bars- 30 boxes, try to track sales this time
  - May 4 Girls Scout event badge with kit, tentative
- Potential future:
  - Wawa Shorti Vouchers- purchase for \$4, sell for \$5+. Any location and they don't expire. Need an event to sell at. Events and email.
  - Quizo night with raffle baskets before worlds. Steph contact \$250 for 2 hours  
Mons and Thurs available , look for a weekend. Daria contact \$350
  - Possible Summer fundraiser: 3-4th lego club, one time 3 day summer event  
morning or afternoon . Virtual coding event. Assess after the girl scout event.

## Chairs Updates

- Colleen
  - C&M sale closed 3/4, proceeds \$93.00. Will work with Heather on next sale and raise sponsor tees to \$15.
    - Send next sale to sponsors
  - C&M stock outages are tied to suppliers. Heather suggested trying a change of color, if that option is available. If issues arise, email Colleen so she can get in touch with Heather. She may be able to add substitutes, extend the sale, and look into the situation.
- Gianine
  - Working on State exempt form and tax filing filed, awaiting response
  - Reaching out to Berardoni to request more room for the robotics team.  
Specifically requesting the storage room next to the current Robotics room. Field practice is not possible with current space allotted, the gym is not available to the team and the commons is available sometimes. Permits are often difficult to obtain for the aforementioned areas. Also, having to lay/pull up the carpet and set up/breakdown of the field, everytime is time consuming and can cause injury. It is currently impossible to step up a full or half scale field. Open to suggestions. Parent follow up may be requested.
- Julia
  - Revisit bleacher seat fundraiser for spring sporting events: lacrosse, volleyball, track, baseball, tennis, softball r time, C&M, julia look into also Haverford / H approval needed julia email. C&M would be \$64 each with min 24 (with the 3 color logo) Heather has not been able to sell them from years.
    - 4Imprint 50 for \$512.5 (10.75/each), could sell for \$15, profit \$4.75= \$237.50, track Get for the kids and some to sell \$75, greg decina coach baseball softball lacrosse, track, sign ups for game on website
      - Material: 70D polyester with foam cushion
      - Carrying handle
      - Storage pocket
      - Size: 14" H x 14" W x 1-1/2" D
    - Pro
      - Royal Blue, Black
      - Product Size: 14" W x 14" H x 1 ½" D
      - Imprint Area: 8" W x 8" H
  - Popcorn Machine- still looking into. May want to rent that or something else. ○ RaiseRight February total \$53.37 (repeat). Look into future student specific fundraising.

## Other

- Awareness of personal info on posted minutes and info posted online, redact as necessary
- Reminder: footer message in email communications to be removed from mailing list
- No one has attempted to contact any of the businesses from the "Possible Sponsor/Donor [list](#)".

## **Commitments Checklist** from previous meetings

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

Cassie, Cathay, Gianine and Julia will meet to discuss the Treasury position. Julia will print out updated spreadsheets for each meeting. Communication of all receipts should go through the HRBC email and should include: copy of receipt, description of expense/income, where funds should come out of. Come up with a generic form.

Cassie will make sure sponsors are put on the robot before the next competition and take a picture. Send pic to Julia so she can send it to sponsors.

Cassie will gather student specific info (DOB, full name, gender) needed to book flights for Worlds trip, compile 4 groups of students (make note of drive team and other details needed to be known) Cassie will order 30 boxes of candy bars ASAP. She will assess what kinds of bars should be ordered by what they have left in the room.

Cassie will add digital copy of this years banner to the HRBC Drive for future use

Cassie will reach out to alumni contact that may be available to host Quizo fundraiser

Cassie will send a picture of Students with Harbor Freight merch to Krisitn, to accomodate Harbor Freights request

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 or Gianine will remind Milo to work on website sponsor logo banner when time allows Cassie will reach out to pack 322 after comp season

Colleen will send Julia the breakdown of sold items from 1st C&M sale

Daria will reach out to her Quizzo contact for availability and pricing

Daria will make 484 signs for comps

Gianine will get balance for lunch gift cards and send to Julia

Gianine will try to obtain a copy of HHS Spring Sports schedule for fundraising opportunities Gianine and Kiya will connect with Exton team 1640 at the Bensalem comp. Kiya has a contact on the team that mentioned allowing Roboforce to use their facilities. Gianine will try to obtain mentor info. Julia will contact Patti at Dave's request, to specify that HRBC will be meeting in the Main Office Conference Rm from 6:30-9:30 every Monday.

Julia will contact Patti to request a one time permit for 4/2 for the HRBC meeting, since the school is closed on 4/1.

Julia will send next C&M sale to sponsors/donors, sponsor on robot pic, behind the bumpers link, and pic of banner

Julia will edit prior minutes for personal info

Julia will do research on renting a cotton candy machine or something similar for future fundraising. Contact the township for info on getting a permit for HTD (AJs father food certified) Julia will order 50 bleacher pads with Haverford H, 25 to replace current comp pads for students and 25 for fundraising

Julia will begin to look into and set up student specific RaiseRight fundraising

Kristin will send pic to Harbor Freight contact once received by Cassie

**Next Meeting Tuesday April 2**

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## Future

- **July** Daria will fill out application for Lankenau Sponsorship/Donation, new fiscal year ●
  - **Implement 2024-25 season**, Include a disclaimer concerning no refund of activity fees in communications.
  - Donation and Sponsorship form on Zeffy
  - 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 kreme fundraiser, selfies, raffle drive henry/small robin. Popcorn machine.
  - **Implement 2024-25 season** 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 a 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 the Girl Scouts program goes first.
  - NHS toy drive participation:
    - Cassie will have team create an
    - Cassie will confirm with Mr Weinstock specifics of your toy drive needs and if we are allowed to promote on team media sites and in person activities (basketball games). Amazon wish list 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.
  - 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.
  - Next year look into possibility of participating Scholastic book fair at other schools ●
- Next year look into elementary schools holiday bazaars
- **2024-25 Season** 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
  - 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 2024**- Gianine will talk to her brother Joe regarding Boeing , apply for sponsorship thru him
- Potential Get together event for students - Wynnewood Lanes
  - 12 lanes (up to 6 people per lane)
  - 2 hours of unlimited bowling and free shoes

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- \$1,020 is the cost. \$100 deposit is required
- (basically \$15/person)
- 72 people total can participate
- Food and drink add on option
- No elevator/ not handicap accessible

Volunteers Needed For:

1. Basketball/ Volleyball game fundraising table- 1 adult to supervise students, must have current clearances.
2. Bag Bingo/Bingo Fundraiser Coordinator
3. Girl Scouts Pilot Program- Cassie, Kristin, 2 FRC members
4. FTC meetings- must have clearances
5. FRC meeting- must have clearances

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