

5/28/2024 HRBC Minutes

Attendees: Julia, Colette, Mike, Amy, Gianine, Steph and Jason

Financials: Binder of financial transactions available for review, awaiting new document

Balances: Booster- \$14,675.31 as of 5/24. Sat Lunch GCs balance 400.68, harbor freight GC \$200. RaiseRight Fund Reserve \$102.95 (amount reserved for specific students)

Upcoming Expenses/ Reimbursement Requests (including mentor travel .67x mileage)

- **Approved** Reimburse Julia \$165 for CREC deposit for 10/25. Other half due by 9/25.
- Wishlist Items to be purchased before start of next year
 - **Approved** Swerve Modules approx \$3000
 - **Approved** Limelight with USB accelerator approx \$450
- **Approved** \$350 for Duel and Delaware registration, 6/22. Colette and Mike have volunteered to chaperone.
- **Approved** \$250 for FTC replacement driver hub
- Reimbursement requests:
 - Cassie. Total: \$539.53
 - Amazon order \$254.37 for Girl Scout Badge Robot Kits
 - QuickBooks Invoice \$125 for FTC RoboJawn Payment
 - Uhaul Payment \$160.16 for Lehigh Uhaul
 - Kevin, Total \$234.00
 - Uhaul Payment \$124.75 for Bensalem Uhaul
 - Uhaul Payment \$110.00 for Seneca Uhaul

New/ Upcoming Funding **Started new Funding Sources Spreadsheet for 2025 Season**

(please let Julia know if reach out to anyone, even if they decline so we aren't doubling up)

- \$222 raised from Iron Hill fundraising, should receive soon
- \$151.06 Shake Shack total
- \$429 Bleacher pad and candy deposits couple hundred deposited
- Awaiting Taddeo's total, received
- Awaiting Kars for Kids grant response
- Awaiting Bush Refrigeration response.
- Awaiting Mac Tools donation, sponsorship or reduced cost workbench response

Fundraisers :

- Wawa Vouchers have arrived
- Heritage festival June 2 booths, 1 for team and 1 for Booster Club. Sell bleacher pads, discount cards, wawa vouchers, candy bars (What else?) Sign up genius for that Poster and venmo qr club candy bar \$2 and 3 for 5, discount \$5, wawa voucher \$5, bleacher 1 \$20 , 2 for \$35 24x 36 cassie email logos to amy . Donations welcome (sticker) Amy will make poster
- PJ Whelihan's Dine In Fundraiser 6/5 5-9pm

End of Year/ Goals prior to Sept

Team

- Update Sponsor Packet by June 1st
- Update Team website

- Create Sponsor Poster with team photo and distribute to sponsors
- School Board Budget Proposal
- Hav Ed Foundation Grant
- Summer Meetings- awaiting clarification from Berardoni on access. Mike and Julia have volunteered to chaperone for FRC. Mike and Amy have volunteered for FTC, if needed. Gianine and Julia have offered off school space for meetings, if allowed
- Grant Applications- please enlist HRBC if possible Kristin compiling spreadsheet
- Obtain Sponsors

Booster Club

- Summer Meetings- HRBC will hold their next tentative meeting Tuesday August 6 at a members house or public area.
- Grant Applications (Kristin)
- Obtain Sponsors
 - Reach out to past sponsors/donors if you were the contact person, and ask for their participation again.
 - Goal to each find 1 new sponsor/donor. Possible options?

HRBC Starting Point for August

- FTC sponsor packet conjoined? Haverford Robotics joint sponsor packet
- Discount Card Participants
- Haverford Township Day
- Set up Why Cook Wednesdays
- Oct- Robotics General Parent Interest Meeting. Mike volunteered to be HRBC parent speaker for both FTC and FRC meetings.
- National Honors Toy Drive
- 1st Taddeo's Fundraiser
- Gertrude Hawk Candy Bar Sale before Halloween
- Quizo at CREC 10/25 6:30-9:30 room reserved, event 7-9. Raffle Baskets

Board Member/Chair Communications

- Cassie
 - Prepare a budget proposal for the School Board.
 - Haverford Education Foundation 1 time grant for \$30k
- Gianine
 - Sponsor Poster is complete and in Google Drive, "SponsorFlyer2024.pdf"
 - Will have students update website with current students, nadir, achievements and events. Mike has volunteered to do this if pics are sent to him.
 - Will make sure future fundraisers are communicated on Slack and Remind
 - Awaiting info from Berardoni regarding more space/ sharing class with Mr. Hoy. Event possible on Sunday but gym not available on Saturdays.
 - Summer meetings may happen in person, but will have virtual meetings for coding and CAD.
- Julia

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

- Clarification on 501(c)(3) fundraising
 - Need for logo on items HTD only
 - Clarify on By laws that our main goal is to “fundraise”
 - Review Public Charities Publication provided in Dept of Treasury Tax Exempt Letter for clarification
- Researched our IRS compliance through Publication 4221-PC as directed by our IRS Tax Exempt Letter. Conclusion is that our tax exempt purpose is to support the Robotics club by raising funds so funds do not count as unrelated taxable income. Specifically for the following reasons:
 - Net income from income-producing activities is taxable if the activities: ■■ constitute a trade or business, ■■ are regularly carried on, and ■■ are not substantially related to the organization’s exempt purpose. (page 12)
 - Exceptions and Special Rules Income from certain trade or business activities is excepted from the definition of unrelated business income. Earnings from these sources are not subject to the unrelated business income tax. Exceptions generally include business income from: ■■ activities, including fundraisers, that are conducted by volunteer workers, or where donated merchandise is sold; ■■ activities conducted by a charitable organization or by a governmental college or university for the convenience of members, students, patients or employees; ■■ qualified conventions and trade shows; ■■ qualified sponsorship activities; and ■■ qualified bingo activities. (page 13)
- IRS and scholarship implications on non profit status - believe this is doable as long as it aligns with STEM, must be fair and available to all, must be reported and ensure used for school. We should contact an account to confirm because specific printable info is not easily available. Check how other groups do this. IRS Non-profit taxes info 877-829-5500, option 4 8 a.m. to 5 p.m. local time.
- Kristin
 - Will head grant sponsor outreach database. She will start compiling a list of past, current and potential opportunities. Looking into discoverhaverford.org, civic association
 - Reached out to friend at Dept of Defense for possible occasional mentor and funding
 - Kristin will follow up with Girls Scout to provide feedback and inquire about future dates. Future events will use same kits, will require 4 hours and 1 HS student per 3 girl scouts. Max 20 per group.
 - Kristin will coordinate getting a group of kids to car dealerships for possible sponsorships/donations.
- Mike- applied logos on 15 pads for student use
- Stephanie
 - Roboforce Recognition Scholarship Award Implementation. Scholarship for a senior to be presented at the end of year HHS event. Senior awards night in the amount of \$250.
 - Qualifications and Selection Process
 - Specifics on HS event
 - Effect on IRS filing and non profit status

End of year/ summer events

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- Students are planning end of year at a park
- Students would like to plan Hershey trip with a Krypton stop
- Potential summer get togethers arranged by Booster Club: Wynnewood Lanes, Delco Axe House, Escape Room, Top Golf, Pool Party, Mini Golf, house get togethers.

Team wishlist

- Mobile workbench(s): [Husky Mobile Workbench Cabinet 52"x20"](#) \$698 or [Husky 42"x18" Mobile Workbench](#) x 2 \$298 each
- Limelight 3- vision: april tag and game piece tracking
- USB Accelerator- vision: improved performance and more features
- 3 d printer, newer swerve modules, table saw. Laser cutter,

Other

- Staples Account was created for PA tax exemption. Nuss Printing is also available on West Chester Pike. Nuss is cheaper and does not require an account.
- Meeting Minutes will be replaced at beginning of each school year. Past minutes will be stored on the teams Google Drive.
- Elections- postponed till bylaws with positions and definitions are complete. Till then all positions held will remain the same.

Commitments Checklist from previous meetings

- Amy will make poster for Heritage Festival
- Cassie will prepare a budget proposal for the School Board. Let HRBC know how they can assist.
- Cassie will discuss option of meetings at Woodman garage and basement during summer.
- Cassie will have the team answer "what the team means to me" to be used in future grant requests
- Cassie will check on the alumni draft. To be sent out 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/mentor, employer sponsorship or come talk to the current students about their experiences after HS. (Can the booster club do this?)
- Daria to tag sponsors including Harbor Freight on social media sites
- Gianine will make a \$100 Donation to the Peddie.
- Gianine will arrange summer meetings with Berardoni
- Gianine will send Julia the FTC wishlist
- Julia will edit prior minutes for personal info
- Julia will make wishlist box for FTC
- Julia will send out email to HRBC members at the of July to set up an Aug meeting
- 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)
- Kristin will cross reference Cassie's top sponsor list with her own
- Kristin and Stephanie will work together to contact and apply for grants/donations using Kristin's spreadsheet.
- Stephanie will look into the specifics of getting the Roboforce Recognition Scholarship Award implemented.
- Stephanie will call out sponsors on facebook post

Next Meeting August

Future:

- Cassie will look into the Haverford Ed Foundation 1x grant for \$30k in future year. Must meet teacher and principal requirements.
- Team Run Fundraisers: Chick fil a, Candy Bars, Pretzels outside MS