

BBHHS Robotics Boosters Executive Committee Meeting



18 November 2020 / 5:00 PM / ROBOTICS ROOM

Attendees

Valerie Kerekanich, Scott McCreery, Kim Policarpo, Pam Bowler, Craig Kowatch, Ryan Goubeaux

Meeting Minutes

President

1. **Approval of Minutes** from 10/29/20 meeting - Approved by VP and Secretary
2. **Raffle Update**
 - a. **As of today \$2,190 does not include the PayPal fees of \$60 (gross amount before fees)**
 - b. as of 11/17/20 9:00 pm, we had sold \$2170 in tickets (excluding PayPal fees)
 - c. An email template has been created and emails sent out after payment is received (within 24 hours now that it's set up). Added to the master tracking sheet.
- ~~3. **Tournament Update**~~
 - ~~a. **Donations** all slots filled with exception of regular cherry coke/pepsi (4), diet cherry coke/pepsi (2) and gatorade (4)~~
 - ~~b. **Volunteers** review sign up genius report~~
 - ~~c. **Concessions** Pizza (partial donation) and Jersey Mike's (donated) as main meal for purchase. Both will be in individual containers. Will have donuts for morning that was donated~~
 - ~~■ Craig to print out menu items and prices~~
 - ~~d. **Friday Middle School volunteers** not many sign-ups~~
4. **Website**
 - a. Feedback/Suggestions?
 - Discussed a future feedback form generated automatically would be ideal. Currently is set up as a manual response.
 - Discussed upgrading the website to accommodate an auto generated response for online payment fundraisers.
 - Need to investigate additional fees.
 - b. Upgrade would enhance online payment with errors in filling out form. Either filled out the form and no payment or payment without filling the form.
 - c. Other documents to house out there.
5. **Gmail/Google Drive** supply username/password? Information was shared.

6. **Committee Chairs**
 - a. **VP provided notation of parents who are willing to step up as committee chairs.**
 - b. **Need Committee Chair for Membership**
7. Shout out to **Kim** for fielding issues for me these past 2 weeks & **Scott** for sending out emails and handling the questions 😊

Vice President

1. 501(c)(3) process update
 - a. Beneficial to incorporate due to liability.
 - i. Provided articles of incorporation information
 - ii. \$99 one time filing fee.
 - iii. Every 5 years file statement of continued existence of \$25.
 - iv. \$100 fee every year for linking or incorporation with a non-profit organization.
 - v. Time frame 3-7 business days, maybe longer to form incorporation.
 - vi. Conflict of interest policy. No one can profit off the group. Internal member's business can be used if not present when the option is discussed and decided upon.
 - vii. Do we want to have a statutory agent, in case of being served papers?
 - viii. Craig will be the statutory agent.
 - ix. Incorporate 1st. Then 501 3(c)
 - x. Need to file with the Ohio Charitable registry
 - xi. VP will move forward with the process. Parent will be volunteering time to create and file documents.
 - xii. Made a distinction between incorporation and non-profit registry.
2. Parent contact / membership list
 - a. Up to 22 booster members including officers.
 - b. Six parents willing to volunteer as committee chairs.
 - c. Can we enhance the website to send automated email confirmation?
 - d. President will check into the auto response since she has admin rights.
3. Membership/Communications Committee
 - a. Ideal to have 1 person as a committee member.
 - b. VP would be point person working directly with the committee chair.
 - c. Discussion regarding middle school families being a part of the high school boosters.
 - d. Would be ideal to have middle school parents included in membership. Middle School families would become familiar with booster members at the high school and the structure.

Treasurer

1. Quickbooks update - Citizens Bank and PayPal linked to QB, all transactions through 11/17/20 are recorded. See [Statement of Activity 11/17/20](#) and [P&L for Raffle 11/17/20](#)
2. Quickbooks is up and running. Related expenses can be found on the statement of activity.
3. Budget update - [Draft Budget 2020-21](#), need more figures from Craig and Valerie after the tournament. Discussed past fees to populate the budget.
4. Need 5 year projections for 501 3(c) applications.
5. If boosters is dissolved then monies go back to the club. (Disillusion clause.)
6. Treasurer Forms - available on website and google drive - Cash/check collection and Check Request. [Robotics Boosters Documents](#)
7. Bonding Insurance - R.V Nuccio & Associates (RVNA) 800-364-2433: Bonding limit \$10k = \$83/year; Limit \$25k = \$95/year. Waiting on info from State Farm agent Scott Gehring in Brecksville 440-717-0070
8. President will call the district business manager to discuss insurance concerns (liability and bonding).
9. Discussed having a reserve. Potentially \$1,500.
10. Parts expense can range from \$1,800 to \$5,000.
11. Follow up with Craig K regarding Liability / BBHCSD CFO (Craig Yaniglos)

Secretary

1. Sponsorship updates
 - a. Waiting for Microsoft check.
 - b. Will follow up with Lubrizol.
 - c. Received match check today.
 - d. Company in WI \$250 check.

Advisors

- 1.

New Business

1. February 20th planned High School tournament. Could be a combination tourney.
2. November tournament rescheduled for January.
3. VP will send out a communication to parents regarding donation drop off at the school, which will still be accepted for future events.

Notes

-
-
-

Action Items

1. President to call the District business manager about bonding insurance.
2. Select Committee Chair to assist with membership.

Next Meeting Agenda

Meeting ended at 6:14pm