

Initial BBHS Robotics Boosters Executive Committee Meeting

October 29, 2020/5:00pm-7:02pm/Robotics Room - CAD Room

Attendees

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

Meeting Minutes

President

1. Discussion of bylaws, article 1, Section 2 regarding clarity of statement referencing State of Ohio and federal tax ID number. Unincorporated association. Confirmed no need to file 990 for the State of Ohio.

Vice President

1. Parent contact list is almost complete. Still waiting on contact information from one family. Once received, the VP will finalize and distribute the contact list.
2. Membership form to encourage parents involvement in the boosters will be created by the VP.
 - a. Membership will be free.
 - b. Alumni are encouraged to join for input however, not eligible to vote.
 - c. Email blast or remind will be sent out to distribute form once approved.

Treasurer

1. Citizens bank business checking account opened on Tuesday, 10/27/20. User access established and shared with president and vice president on 10/29/20. PayPal account with Venmo was opened and linked to Citizen Bank account on 10/29/20. Access information shared with President.
2. Need to obtain historic budget information for planning purposes. Will need to establish categories for expenses and revenue. Examples of expenses would include but not limited to, parts, travel and tournaments. Preliminary example of expenses and revenues was shared by Treasurer. Craig will share specifics with the Treasurer.
3. Currently only fundraising money will go through boosters. All club fees, pay to participate, corporate sponsors and donations, parts purchases and entry fees will continue to be routed through the school district treasurer.
4. Uncertain if bonding insurance and or liability insurance is needed for boosters. Craig is checking with other staff members and district office. Wondering who will cover expense.
5. Treasurer provided examples of cash and check collection forms as well as check request forms. Each form would need to be completed by the person requesting , indicating the check payee information and corresponding original receipts and/or invoices. Treasurer recommended that these forms be approved by committee chairs if applicable and Boosters President, VP or Secretary. Treasurer would not be permitted to approve due to conflict of interest. In the process of preparing a cash box request form to be used for concessions at tournaments.

Treasurer continued

6. Uncertain at this time if thank you notes will be sent to donations over \$20 with school's EIN number.
7. Mr. Molina is working with Craig to establish a 501(c)3 for the boosters. This would provide needed tax exempt status for purchases on parts and supplies and discounts on accounting software. It would also allow the boosters to directly receive donations and provide charitable receipts to donors and sponsors.
8. Currently using school district tax ID number.
9. Over the summer an outside party will need to conduct an audit.
10. Secretary will request volunteer hours from all booster members and report information annually using the IRS Form 990.
11. May have to pay a monthly fee for Quickbook prior to obtaining our charitable designation. Fee for Quickbooks online essentials would be \$20 per month for 3 users for the first 3 months. Then \$40 per month afterwards. Treasurer will try to negotiate \$20 per month for 12 months.

Secretary

1. Current focus on corporate sponsorships.
2. Will provide minutes for all meetings and work with President to post on Robotics website.
3. President and Secretary will jointly work to update website frequently using WIX.
4. Ryan will provide access to tab on website for use by boosters.
5. Working on creating a landing page for 24 days of giveaways fundraiser.
6. May potentially create and manage the volunteer Sign Up Genius for all committees.

Advisors

1. Idea of a future Alumni Tournament was discussed. Cornhole, tournament, fun event.
2. Utilize advisors as committee chairs if needed.

New Business

1. Fundraising activities to be delegated to assigned committee chairs.
 - a. Will use booster membership form to request volunteers for committee chairs.
 - b. May need committee co chairs. One to handle money the other to handle food and services of event.
2. Booster tab on current robotics website to be created by Ryan.
3. 24 day giveaway to be finalized
 - a. Post on booster page on website.
 - b. Create a landing page with link that can be given to families.
 - c. Create an instruction sheet for students.

4. High School Tournament
 - a. Craig discussed logistics and board of health COVID requirements.
 - b. Parent volunteers needed to manage COVID requirements.
 - c. Volunteers needed for concessions.
 - d. Since spectators are not allowed, middle school parents volunteer at middle school tournament. High school parents volunteer at high school.
5. For now, it was decided that the Swarm Board should not post fundraising information.
6. Not sure if shirts will be available for the upcoming tournament.
7. In the future it would be ideal to have someone find and write grants for robotics teams.

1. President to learn WIX and create booster page on website.
2. Vice President to create booster membership form. Distribute once approved.
3. Vice President to finalize and distribute team contact list.
4. Treasurer to call Quickbooks and negotiate pricing.
5. Treasure to finalize budget categories with Craig.
6. Secretary to draft notes and provide to the President to post on site.
7. Secretary to find and implement IRS Form 990 to record volunteer hours.
8. Craig to check on bonding and liability insurance and 501(c) 3.

Next Meeting Agenda and Date

1. TBD