

Team OTTO #1746 General Membership Booster Club Meeting Minutes – January 25, 2018**1. Welcome & Introduction**

Benjie Aguilar, president, called the meeting to order and welcomed members.

Of 36 registered members, a total of 16 members were present; 15 proxies were collected. A quorum was reached with a combination of members present & proxies received. A record of attendance is attached to these minutes.

The 2018 booster club board members were introduced.

- President -- Benjie Aguilar
- Vice President -- Don Roe
- Treasurer -- Marty Comella
- Secretary -- Traci Priego
- Member-at-Large -- Robin Chapman

2. Agenda Items

The agenda included the following:

- Team OTTO 2018 Budget
- January & February Practice Schedule
- Competition Schedule
- STEM REquirements
- Student Handbook
- Varsity Letter Requirements
- Team Communications.

The meeting presentation materials are posted on <http://www.team1746.com/boosters.html>

3. Team OTTO 2018 Budget

Marty Comella, treasurer, presented the 2018 club budget recommended by the booster board. A motion was made by Traci Priego, secretary, to approve the 2018 budget as presented during the meeting. Don Roe, vice president, seconded the motion. Membership unanimously approved budget as presented.

An overview of the 2018 budget is attached to these minutes.

Student Business Team Members, Kyle Roe and Caraline O'Donnell gave update regarding 2018 Sponsorships and donations. There is a need to secure more sponsors for 2018. Currently there are four Silver level sponsors and four Gold level sponsors. Current sponsorships total \$4,825 and fundraising has generated \$725.

Sponsors can donate materials, money or mentors. Parents were encouraged to investigate matching gifts programs at their places of employment and to connect their companies' community relations offices to the Team OTTO Business Team.

4. January & February Practice Schedule / Competition Schedule / STEM Requirements / Student Handbook

Dusty Skorich, FRC Coach, shared the 2018 FRC Game YouTube video with members.

Team practices will continue Mondays, Thursdays, and Saturdays with the schedule being available for view on www.team1746.com/calendar. STEM students who attend 60% of scheduled practices for the season will meet their requirement.

Kellen Hill announced Team OTTO may participate in a scrimmage near the end of February if robot build is complete. Students will be notified via Slack.

Team OTTO will compete at two events -- Gainesville (March 2-4) & Dalton (March 8-10). STEM students who participate in two events will meet their competition requirement.

A Student Handbook will be released. Its contents include team information, code of conduct, safety policies, team organization, competition guidelines, parent/guardian information & releases. All students and parents are advised to read it upon release.

5. 2018 Varsity Letter Requirements

Dusty Skorich, FRC Coach, introduced the 2018 Varsity Letter Requirements noted below:

- Be a student in good standing at FCHS & team member with Team OTTO #1746
- Completed at least two consecutive years of team membership
- Must attend at least 75% of in season meetings and 50% of off season meetings.
- Attend at least two competitions during a season
- Distinguish yourself as a leader
- Must volunteer at a minimum of two approved robotics related events. These could include, but are not limited to FLL/VEX tournaments, OTTObotics and elementary school STEM nights.
- Team Coach has final discretion on who qualifies for a letter

6. Team Communications

Dusty Skorich, FRC Coach, reminded students to download, use and check Slack on a daily basis. Slack is a smart phone app that is for students' exclusive use. Students receive last-minute news or team updates via Slack. Students were encouraged to share updates from Slack with parents.

The booster club uses email as its main communication tool. Students and parents are encouraged to review all emails in order to keep current with team news and upcoming competition information.

The team calendar is located at <http://www.team1746.com/calendar.html>. All team practices, meetings, and competitions are posted here.

Student registration for the two competition events will open January 29. Students planning to participate in Gainesville and Dalton must register by February 1. Students and parents will receive trip invoices February 5. Payment for both events is due by February 15. Trip cost estimates for students are listed below.

- Gainesville: \$70, includes food and bus transportation.
- Dalton: \$190, includes hotel lodging, food, and bus transportation

Trip cost estimates are based on all 36 student team members participating. Costs will increase if fewer students attend. Costs may be reduced if the team does not need to hire a bus driver or rent a cargo van to transport students and team equipment. Final cost will be determined by the number of students that register.

Final event and team itineraries will be emailed to students and parents attending the competitions February 22 or 26.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Traci Priego

Traci Priego, secretary

JAN 25, 2018

2018 Team OTTO Booster Club, Inc. Members List					2018 Budget Vote Record						
#	Parent #1 Last Name	Parent #1 First Name	Student First Name	Student Last Name	Initial = Present for Jan. 18 Mtg.	RSVP	Count	Proxy Received	I vote YES (X)	I vote NO (X)	I ABSTAIN from vote. (X)
1	Aguilar	Benjie	Michael	Aguilar	BOA	YES	1	0	X		
2	Ajith	Anugu	Aaditya	Anugu		PROXY	0	1			
3	Austin	Amy	Casey	Austin							
4	Bumpus	Melanie	Caitlyn	Bumpus		PROXY	0	1			
5	Cavanaugh	Denise	Meghan	Cavanaugh	All IC	YES	1	0	X		
6	Chapman	Robin	Coley	Chapman		YES	1	0	X		
7	Cook	Teresa	Braden	Cook		YES	1	0			
8	Cook	Jeff	Tyler	Cook		Teresa to be proxy	0	1			
9	Arnold	Christine	Tanner	Duncan	CA	PROXY	0	1	X		
10	Kang	Song	Ezra	Kang		PROXY	0	1			
11	Kanthamneni	Vani	Sai Vikranth	Kanthamneni	Vai		1		X		
12	Killian	Matt	Logan	Killian	CU	YES	1	0	X		
13	Ma	Jianxing	Ethan	Ma		PROXY	0	1			
14	Malone	Tamara	Austin	Malone	MM		1		X		
15	McKinney	Matt	Grayson	McKinney		PROXY	0	1	X		
16	Owens	Caren	Cooper	Meitz	CO	YES	1	0	X		
17	Middleton	Paul	Key	Middleton	AM	Ashley will attend	1	0	X		
18	Miller	Athena	Thomas	Miller	MBM	May send spouse	1		X		
19	Narula	Madhu	Nikhil	Narula							
20	Nuguru	Sudha	Anaghesh	Nuguru	SN	YES	1	0	X		
21	O'Donnell	Brooke	Caraline	O'Donnell		PROXY	0	1			
22	O'Neil	Cathy	Ethan	O'Neil	CEW	YES	1	0	X		
23	Panda	Bikhipta/Chinmaya	Ayush	Panda		PROXY	0	1			
24	Ngyuen	Diem	Rodney	Phan		PROXY	0	1			
25	Porter	Charles	Chase	Porter		PROXY	0	1			
26	Priego	Ernesto	Andrew	Priego		PROXY	0	1			
27	Priego	Traci	Thomas	Priego	JP	YES	1	0	X		
28	Roe	Don & Pam	Kyle	Roe	DR	YES	1	0	X		
29	Rosa	Michele	Isaac	Rosa		PROXY	0	1			
30	Saxena	Anurag	Akshat	Saxena		PROXY	0	1			
31	Scanlon	Joy	Christian	Scanlon							
32	Seay	Ron	Hayden	Seay							
33	Seo	Hannah/Myung	Samuel	Seo							
34	Sringam	Prathana	Mac	Sringam		YES	1	0			
35	Webb	Michelle	Gavin	Webb		PROXY	0	1			
36	Zaidi	Asad	Armaan	Zaidi		PROXY	0	1			
37	Comella	Marty			MC	YES	1	0	X		
38	Hill	Kellen			HT	YES	1	0	X		
39	Reese	Mitchell				PROXY	0	1			
39	TOTAL MEMBERS				TOTALS		14	17			
26	QUORUM REQUIRED				QUORUM TOTAL		23	31			

check email
→ Send 2 kvani@gmail.com
Send 2 kvani@gmail

17
17
28/29

16
17
33 = Unanimous approval

2018 Income & Expenses for Team OTTO Booster Club Inc

Note: Includes expenses towards 2018 Season, regardless of date of receipt/payment. 40 student members used to calculate budgets.

As of January 16, 2018

	2017 Budget	2017 Actual	2018 Budget
Sponsorships (cash)	\$19,150	\$19,617	\$20,000.00
Sponsorships (in-kind)	\$5,000	\$5,160	\$5,000.00
Competition fees	\$11,300	\$19,328	\$32,500.00
Membership Fees	\$4,000	\$5,925	\$7,275.00
Unusual Grants	\$0	\$12,000	\$0.00
Fundraising Income	\$2,000	\$8,086	\$18,000.00
Misc Income	\$0	\$0	\$0.00
Total Revenue	\$41,450	\$70,316	\$82,775.00

Notes
Balance of all revenue needed minus sponsorships, booster, fundraising 40 students, minus \$725 in Verizon Fundraising
Full OTTObotics, Verizon, Toner
\$0 budget, but Actual will hold carryover balance from 2017, Meal plans, etc.

Expenses	2017 Budget	Actual	2018 Budget
Fundraising Expenses	\$0	\$0	\$250.00
Gift to Mentors	\$2,000	\$1,875	\$2,100.00
Gift to FRC Coach	\$50	\$35	\$50.00
Professional Fees	\$2,000	\$0	\$2,000.00
Apparel	\$1,500	\$2,538	\$4,725.00
Entry Fee: District Event #1 and #2 (\$5000 fee)	\$0	\$0	\$0.00
Entry Fee: District Championships (\$4000 fee)	\$1,700	\$750	\$2,000.00
Entry Fee: World Championships (\$5000 fee)	\$5,000	\$5,000	\$5,000.00
Entry Fee: Offseason Summer Event	\$1,000	\$800	\$800.00
Entry Fee: Offseason Fall Event (\$300 fee)	\$300	\$0	\$0.00
Team Business Cards	\$300	\$140	\$300.00
Field elements	\$250	\$248	\$750.00
Robot Parts - in season	\$4,000	\$4,544	\$6,000.00
Robot parts - in kind	\$5,000	\$3,500	\$3,500.00
Robot Parts - off season	\$1,000	\$0	\$1,000.00
Promotion Expenses	\$550	\$447	\$1,500.00
Office Supplies	\$500	\$203	\$350.00
Internet Expense	\$0	\$150	\$250.00
Delivery & Postage	\$0	\$74	\$150.00
Printing Costs	\$0	\$0	\$200.00
Transportation Costs	\$2,000	\$2,800	\$3,200.00
Lodging	\$12,600	\$4,745	\$16,000.00
Parking	\$100	\$437	\$750.00
Permits & Licenses	\$1,500	\$110	\$250.00
Insurance	\$0	\$300	\$350.00
Summer Camp	\$0	\$5,436	\$8,250.00
Misc Expenses	\$0	\$150	\$500.00
Activities/Excursions	\$0	\$230	\$500.00
Meals	\$0	\$5,681	\$19,550.00
Parent Refunds	\$0	\$4,198	\$0.00
Shop Tools	\$0	\$0	\$750.00
Computer Equipment	\$0	\$0	\$750.00
Media Equipment and Supplies	\$0	\$0	\$500.00
Scholarships	\$0	\$0	\$500.00
Total Expenses	\$41,350	\$34,545	\$82,775.00

Notes
new to cover supplies
merged named gift lines from 2017
accounting, taxes
students = 40, # mentors = 5, 5 t-shirts & 1 polo, may be cheaper if we purchase at one time typically fully covered by Forsyth Alliance
typically partially covered by Forsyth Alliance
typically covered by Forsyth Alliance
signs, wristbands, magnets, stickers, buttons
Hotspot for scouting
PO Box & postage/shipping for Booster and Business Team
covers more for fuel reimbursements (33% growth)
booster must cover all expenses (FCHS)
Liability Insurance for Booster Club and Officers
5 more kits + 2 times 2017 supply costs
collected \$ for each trip, meal plan is included
Annual driver station replacement
Cameras, photo and video supplies