**Eastview Lightning Robotics**

**Boosters Meeting Minutes**

Date of Meeting: Tuesday, November 10, 2020

Location: Zoom Teleconference

Attendees: Rohini Kamineni, Sharon Dahl, Cindy Schindler, Susan Carter, Alicia Lobash, Liwanag Ojala, Eric Ojala

Meeting Start Time: 6:45 p.m.

1. Susan presented the current Treasurer’s Report
	* Credit card statement is typically two months behind actuals. Susan shared a summary of the details on the report, noting two credits, including a Google fee not attributed to Robotics
2. New additions to the by-laws were approved at the last meeting. Discussion followed about the need to document those changes. These changes include:
	* Only three officers (President, Secretary, Treasurer) are required instead of four
	* Meetings are required to be held quarterly, with additional ones added when necessary
3. Susan also reported that the board approved Eric Ojala as new Secretary
4. Susan noted that she needs to obtain Officer signatures to meet state requirements
5. The group then discussed the required financials filings, required to maintain nonprofit status
	* Must be filed with the state by February 15th, 2021 with a 30-day grace period
	* Federal financials were submitted to the IRS on November 1st
	* Our fiscal year end is August 31st
6. Susan to provide a treasurer’s report template to the group for future use
7. Alicia proposed approval of October meeting minutes and Sharon seconded – all members then unanimously approved the minutes
8. Rohini reported that she had received a Uponor sponsor check for $2,500
9. The group then discussed the need to find a new bank
	* Credit card is currently in Susan’s name; preference is for card tied to club and not any individual
	* Sharon and Liwanag to discuss potential options
10. FTC Update:
	* First FTC tournament will take place on December 13th; entry fee has been paid
	* Expect to participate in one or two additional tournaments
	* Team 8473 is ready to order t-shirts
11. The group then discussed the loss of sponsorship money and fundraising opportunities due to COVID. Nonprofits are struggling as corporations/philanthropists adjust their funding priorities
12. Discussed the pros and cons of lowering participation fees and decided against lowering these fees for several reasons, including:
	* Majority of typical costs will still be incurred
	* Don’t want to increase fees in the future
	* Waivers could be available in some hardship cases – process needs to be documented
13. Eric to craft email to FTC participants requesting they return information forms and fee payments
14. The group then discussed the need for increased communication to parents during the pandemic. Some parents are not clear that the group is moving forward as best as possible, and that parental involvement is critical for future success. Eric agreed to include these details in above-mentioned email communication
15. Cindy inquired about plans for banquets; Alicia to provide ideas and feedback from the spring and present the plan at a future meeting. The board agreed to add this to a future agenda
16. Alicia proposed approval of the Treasurer’s Report and Sharon seconded. The Treasurer’s Report was then unanimously approved by all members
17. Meeting adjourned at 8:00 p.m.