## Team OTTO #1746 General Membership Booster Club Meeting Minutes – November 29, 2018

#### 1. Welcome & Introduction

Benjie Aguilar, president, called the meeting to order and welcomed student team members and parents

Attendance included board members Marty Comella, Robin Chapman, Traci Priego, and Dusty Skorich. Kellen Hill was absent. See Attachments section of the minutes for complete attendance list.

#### 2. Agenda Items

The items below were presented as the content for the meeting:

- 2019 Board Elections
- 2019 Budget Review & Approval
- 2019 Season Preview

See Attachments section for meeting presentation slides.

## 3. 2019 Board Elections

A motion was made by Traci Priego that the slate of officers be voted on by the membership. Teresa Cook seconded the motion. The membership unanimously voted to approve the following individuals as officers for 2019:

- Benjie Aguilar, president
- Chinmaya Panda, vice president
- Teresa Cook, secretary
- Robin Chapman, member-at-large

A nomination for the office of treasurer was not received and the office remains open.

## 4. 2019 Budget Review & Approval

Marty Comella, current treasurer, presented the proposed 2019 budget for the booster club. The budget had been approved by the Budget Committee (Comella & Kellen Hill) and approved by the board officers. A motion was made by Traci Priego that the 2019 Budget be approved by membership as it was written. Denise Cavanaugh seconded the motion. The membership unanimously voted to approve it for use.

See Attachments section for the 2019 Budget.

## 5. 2019 Season Preview

The Season Kick-off is scheduled for January 5, 2019. Team OTTO will host the game reveal in the cafeteria at FCHS. Students interested in travelling to Georgia Tech will be offered a chance to do so closer to the event date by Coach Skorich.

Team OTTO will compete at two local events (Gainesville & Cumming) during March. These events are listed on the team calendar located on <u>www.team1746.com</u>. The State Championship will take place in Emerson, GA and the World Championship will be in Houston, TX. Team OTTO will have to qualify to attend these two events.

Student membership fee payments are due December 7, 2018. PayPal invoices and reminder emails have been sent to parents who have registered students for the 2019 team.

Students will be invited to participate in the *optional* team meal plan at the beginning of December. Cost will be \$8 per scheduled practice (estimated \$96 per month). Payment is due the 15th of December, January and March. Parent volunteers are needed to pick up and deliver the meals to practice.

*New!* Team Practices will take place Mondays (4-9 PM), *Thursdays* (4-9 PM), and Saturdays (8:30 AM - 3 PM) in 2019. All practice dates and times will be listed on the team calendar at www.team1746.com.

There being no further business, the meeting was adjourned.

Respectfully submitted,

<u>Traci</u> <u>Priego</u> Traci Priego, secretary

# **ATTACHMENTS -- ATTENDANCE LIST**

	та <u>1</u> 2481. тр	Member Roster A	ttendance	List - Nove	mber 29, 2	018	
	Parent #1 Last Name	Parent #1 First Name	Student First Name	Student Last Name	Initial = Present for Meeting	Approve Oct. 3 Mins.	Do Not Approve Oct 3. Mins.
	Aguilar	Benjie	Camryn	Aguilar	BOA	X	
	Ajith	Anugu	Aaditya	Anugu			
	Austin	Amy	Casey	Austin			
2	Bumpus	Melanie	Caitlyn	Bumpus	Proxy is T. Priego	$\geq$	
$\mathcal{D}$	Cavanaugh	Denise	Meghan	Cavanaugh	See		
2	Chapman	Robin	Coley	Chapman	Re.	X	
$\mathcal{D}$	Cook	Teresa	Braden	Cook	·TC	X	
$\sum$	Cook	Jeff	Tyler	Cook	TC	×	
	Kanthamneni	Vani	Sai Vikranth	Kanthamneni	1		
0	Killian	Matt	Logan	Killian	ar		
1	Ма	Jianxing	Ethan	Ма			
2	Malone	Tamara	Austin	Malone			
3	Miller	Athena	Thomas	Miller			
4	Narula 🕌	Madhu (	Nikhil	Narula 🗚			
5	Nuguru	Sudha	Anaghesh	Nuguru			
6	O'Neil	Cathy	Ethan	O'Neil		8.01	
V	Panda	Bikhipta/Chinmaya	Ayush	Panda	Chin		
8)	Ngyuen	Diem	Rodney	Phan	R	$\sim$	
9	Porter	Charles	Chase	Porter	Proxy is B. Aguilar	>	
0)	Priego	Traci	Thomas	Priego	P	X	
1	Seo	Hannah/Myung	Samuel	Seo			
2	Sringam	Prathana	Mac	Sringam			
3	Zaidi	Asad	Armaan	Zaidi			
4	Comella	Marty			202	X	
5	Hill	Kellen			and the providence		
6	Reese	Mitchell			Proxy is M. Comella	>	
6	TOTAL MEMBERS			TOTALS			

# 2019 Budget

#### DRAFT & NOT APPROVED - 2019 Income & Expenses for Team OTTO Booster Club Inc

Note: Includes expenses towards 2019 Season, regardless of date of receiptipayment. 25 student members used to calculate budgets. As of November 27, 2018

	2019 Budget	Actual	Over/Under
Sponsorships (cash)	\$20,000.00	\$0	\$20,000.00
Sponsorships (in-kind)	\$5,000.00	\$0	\$5,000.00
Competition fees	\$19,000.00	\$0	\$19,000.00
Membership Fees	\$5,200.00	\$0	\$5,200.00
Unusual Grants	\$0.00	\$0	\$0.00
Fundraising Income	\$18,000.00	\$0	\$18,000.00
Meal Plan	\$4,500.00	\$0	\$4,500.00
Misc Income	\$225.00	\$0	\$225.00
Total Revenue	\$71,925.00	\$0	\$71,925.00

Notes
Based on 25 students + Community

Expenses	2019 Budget	Actual	Over/Under	Notes
Fundraising Expenses	\$250.00	\$0	\$250.00	
Gift to Mentors	\$1,000.00	\$0	\$1,000.00	
Gift to FRC Coach	\$50.00	\$0	\$50.00	
Professional Fees	\$1,000.00	\$0	\$1,000.00	
Apparel	\$3,225.00	\$0	\$3,225.00	Based on 25 students, 5 mentors, assuming vendor
Entry Fee: District Event #1 and #2	\$0.00	\$0	\$0.00	Based on Forsyth Alliance paying \$5,000
Entry Fee: District Championships	\$2,000.00	\$0	\$2,000.00	Based on Forsyth Alliance paying \$2,000
Entry Fee: World Championships	\$5,000.00	\$0	\$5,000.00	
Entry Fee: Offseason Summer Event	\$850.00	\$0	\$850.00	Assumes IRI participation
Entry Fee: Offseason Fall Event	\$500.00	\$0	\$500.00	GRITS: \$350, Peach Bitz: \$500 (FA pays GRITS)
Team Business Cards	\$200.00	\$0	\$200.00	
Field elements	\$750.00	\$0	\$750.00	
Robot Parts - in season	\$6,000.00	\$0	\$6,000.00	
Robot Parts - in kind	\$3,500.00	\$0	\$3,500.00	
Robot Parts - off season	\$1,000.00	\$0	\$1,000.00	
Promotion Expenses	\$1,500.00	\$0	\$1,500.00	S
Office Supplies	\$350.00	\$0	\$350.00	
Internet Expense	\$0.00	\$0	\$0.00	8
Delivery & Postage	\$150.00	\$0	\$150.00	S
Printing Costs	\$0.00	\$0	\$0.00	
Transportation Costs	\$4,000.00	\$0	\$4,000.00	See Budget Creation Notes (rounded up)
Lodging	\$14,000.00	\$0	\$14,000.00	See Budget Creation Notes (rounded up)
Parking	\$750.00	\$0	\$750.00	
Permits & Licenses	\$250.00	\$0	\$250.00	
Insurance	\$350.00	\$0	\$350.00	
Summer Camp	\$8,250.00	\$0	\$8,250.00	
Misc Expenses	\$500.00	\$0	\$500.00	
Meals	\$14,000.00	\$0	\$14,000.00	See Budget Creation Notes (rounded up)
Parent Refunds	\$0.00	\$0	\$0.00	
Shop Tools	\$750.00	\$0	\$750.00	19-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
Computer Equipment	\$750.00	\$0	\$750.00	Need 1 progamming laptop
Media Equipment and Supplies	\$500.00	\$0	\$500.00	Vinyl, ink, screen printing
Scholarships	\$500.00	\$0	\$500.00	
Total Expenses	\$71,925.00	50	\$71,925.00	

# **Budget Creation Notes**

D15 cost per nom per night: 50      Apparel        2019 noghts: 0      S0 00        2019 noghts: 0      S0 00        Meals: -800 per student      \$1,250,00        Cumming: 1 Auys, 0 nights (25 students, 4 chaperones: 0 rooms)      Image: 1 point in the parent in th		LODGING \$13,158.00	TRAVEL MEALS \$8,800.00	
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Cumming Thurs      Image: Thurs        Daton - Fri      Image: Thurs        2018 cost per room per night: \$0      Image: Thurs        2018 cost per room per night: \$0      Image: Thurs        2019 costs      \$0.00        Meals - \$50 per student      \$1.250.00        Emerson - Wed      Image: Thurs        Emerson - Wed      Image: Thurs        Emerson - Fri      Image: Thurs        2019 costs      \$3.078.00        Meals - \$57 per student -      S1.500.00        Houston - Turs      Image: Thurs        Houston - Vind      Image: Thurs        Houston - Vind      Image: Thurs        Houston - Vins      Image: Thurs        Houston - Si10      Image: Thurs        Tins      Image: Thurs	Meals - \$50 per student		\$1,250.00	
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Emerson - Wed	Meals - \$50 per student		\$1,250.00	
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Emerson - Fri	Emerson - Wed			
2018 cost per room: \$114	Emerson - Thur			
2019 nights: 27      Emerson (FCHS)        2019 costs      \$3.078.00        Meals - \$75 per student -      \$1,500.00        Houston 7 days, 6 nights (15 students, 4 chaperones: 8 rooms)      Houston Van Rental & Houston Airfare for co        Houston - Non	Emerson - Fri			Gainesville (FCHS)
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Meals - \$75 per student -  \$1,500.00    Houston 7 days, 6 nights (15 students, 4 chaperones: 8 rooms)  Houston - Mon    Houston - Mon	2019 nights: 27	and the second		Emerson (FCHS)
Houston 7 days, 6 nights (15 students, 4 chaperones: 8 rooms)    Ground transportation      Houston - Mon    Houston - Tues      Houston - Tues    Houston - Thurs      Houston - Thurs    Houston - Thurs      Houston - Fin    1      2018 cost per room: \$175    1      2019 costs    \$8,400.00      Meals - \$250 per student    \$3,750.00      IRI 4 days, 3 nights (6 students, 2 chaperones: 4 rooms)    Gainesville      R1 - Thurs    1      S81 - Fri    1      IRI - Sat    1      2018 cost per room: \$140    \$1,680.00      Meals - \$75 per student: \$450    \$1,680.00      GRITS 1 days 0 nights (40 students, 6 chaperones: 0 rooms)    GRITS      GRITS - Sat    1      2017 cost per room room per night: \$0    1      2018 nights: 0    \$0.00	2019 costs	\$3,078.00		Houston Van Rental & G
Houston 7 days, 6 nights (15 students, 4 chaperones: 8 rooms)	Meals - \$75 per student -		\$1,500.00	Houston Airfare for coad
Houston - Tues	Houston 7 days, 6 nights (15 students, 4 chaperones: 8 rooms)			Ground transportation
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2018 cost per room: \$175	Houston - Thurs			
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2019 costs      \$8,400.00        Meals - \$250 per student      \$3,750.00        IRI 4 days, 3 nights (6 students, 2 chaperones: 4 rooms)	2018 cost per room: \$175			
Meals - \$250 per student      \$3,750.00        IRI 4 days, 3 nights (6 students, 2 chaperones: 4 rooms)	2019 nights: 48			
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2019 costs: \$1,680      \$1,680.00      GRITS        Meals - \$75 per student: \$450      \$450.00      Special events        GRITS 1 days 0 nights (40 students, 6 chaperones: 0 rooms)      Meal plan      Meal plan        GRITS - Sat      2017 cost per noom per night: \$0      Meal plan      Meal plan        2018 nights: 0      \$0.00      2018 costs: \$0      \$0.00		2 D		
Meals - \$75 per student: \$450      \$450.00      Special events        GRITS 1 days 0 nights (40 students, 6 chaperones: 0 rooms)      Meal plan      Meal plan        GRITS - Sat      2017 cost per noom per night: \$0      Meal plan        2018 nights: 0      2018 costs: \$0      \$0.00				and a second
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2018 nights: 0 2018 costs: \$0 \$0.00	and the second set of the second s			
2018 costs: \$0 \$0.00				
Meals - \$15 per student: \$600 \$600.00	water and the second	\$0.00		

#### SUMMER CAMP \$8,250.00

Paypal fees	\$400.00
Vex kits	\$1,750.00
Fun activity	\$300.00
Camp credits to students	\$800.00
Apparel	\$1,800.00
Other expenses	\$3,200.00

# APPAREL

#### \$3,225.00

4 t-shirts for students	\$1,500.00
1 polo for students	\$625.00
1 t-shirt for parent	\$375.00
5 mentors	\$500.00
Extra shirts	\$225.00

#### TRANSPORTATION \$3,500.00

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Gainesville (FCHS)	200
Cumming (FCHS)	200
Emerson (FCHS)	800
Houston Van Rental & Gas for Van	\$1,000.00
Houston Airfare for coach, chaperone	\$550.00
Ground transportation	\$750.00

#### ALL MEALS \$13,800.00

#### \$1,250.00 \$1,250.00 \$1,500.00

Cumming	\$1,250.00
Emerson	\$1,500.00
Houston	\$3,750.00
IRI	\$450.00
GRITS	\$600.00
Special events	\$500.00
Meal plan	\$4,500.00















