



MINUTES
of a meeting of the
Annual Meeting of Mid-Atlantic Robotics
d/b/a FIRST Mid-Atlantic
on
Thursday, June 29, 2023
Location: Google Meet

1.0 Call to Order

The Annual Meeting of Mid-Atlantic Robotics, A New Jersey Non-Profit Corporation ("the Corporation"), was held on Thursday, June 29, 2023. Liz Sheffield called the meeting to order at 7:06PM, Ali Marinari recorded the minutes.

Members	Present	Ex Officio Members	Present
Liz Sheffield, <i>Chair</i>	<input checked="" type="checkbox"/>	<i>Staff</i>	
Jeffery Catteau, <i>Vice Chair</i>	<input checked="" type="checkbox"/>	Joseph Troy, <i>Program Director</i>	<input checked="" type="checkbox"/>
Eric Zygmunt, <i>Treasurer</i>	<input checked="" type="checkbox"/>	Frank Larkin, <i>FLL Program Director</i>	<input checked="" type="checkbox"/>
Ali Marinari, <i>Secretary</i>	<input checked="" type="checkbox"/>		
Katie Prudente, <i>Director at Large</i>	<input checked="" type="checkbox"/>	<i>Community Members</i>	
Lauralynne Cokeley, <i>Asst Treasurer</i>	<input type="checkbox"/>	Chris Nalbone, <i>FIRST Sr. Mentor</i>	<input checked="" type="checkbox"/>
Brian Bilecki, <i>Director</i>	<input checked="" type="checkbox"/>	Shilvi Shah, <i>2022 FMA Dean's List Finalist</i>	<input type="checkbox"/>
Jeff Bunca, <i>Director</i>	<input checked="" type="checkbox"/>	Aalind Tyagi, <i>2022 FMA Dean's List Finalist</i>	<input type="checkbox"/>
Eric DeSanto, <i>Director</i>	<input checked="" type="checkbox"/>		
Garrett Dicken, <i>Director</i>	<input type="checkbox"/>		
Libby Kamen, <i>Director</i>	<input checked="" type="checkbox"/>		
Ed Petrillo, <i>Director</i>	<input checked="" type="checkbox"/>		
Nikki Stout, <i>Director</i>	<input type="checkbox"/>		

With 24 members present it was determined that a quorum was present (a minimum of 20 voting members are required for a quorum) and the meeting, having been duly convened, was ready to proceed with business.

2.0 Welcome

L.Sheffield welcomed everyone to the meeting and reminded the membership that voting will be open until 7:36PM for the Board of Directors election.

3.0 Annual Meeting Minutes for June 23, 2022

L.Sheffield presented the meeting minutes from the 2022 Annual Meeting.

A motion was made by R.Gerdes (seconded by **A.Marinari**) to approve the minutes of June 23, 2022. With no further discussion and 1 abstention, the motion carried.

4.0 Programming Annual Reports

4.1 *FRC Annual Update

B.Sherman presented a summary of the 2022 off-Season events that were supported by FMA and which off-season events will be supported in fall of 2023. A summary of the 2023 FRC season was presented and the 2024 schedule was presented to the membership. With the challenge of Week 5 being Easter, a decision was made not to have events over Easter weekend. Unfortunately, the schedule did not allow for Robbinsville to return this year, but hope to return there in the future.

4.1.1 FRC Volunteer Update

A.Marinari presented the FRC Volunteer Update and thanked all of FMA's over 450 volunteers for their time and dedication this year. A breakdown on the number of volunteers by event and a year over year comparison was presented.

4.1.2 FRC Program Committee Update

B.Sherman presented the FRC Program Committee updated, discussing the members of the committee, an update on FMA's Warehouse, the future of the FMA District Championship, Equipment Upgrades in 2023 and planned enhancements.

4.2 *FLL Annual Update

F.Larkin presented the FLL Program update. FMA-FLL is expecting a 15% growth for the 2023-2024 season.

F.Larkin is looking for feedback on his thoughts to do a 2-day PA-East FLL Championship event and for volunteers for his committee.

5.0 Organizational Status Reports

L.Sheffield presented the status of Corporation updates, presenting our mission and vision, and presenting a comparison of the 2021 membership versus the FY 2022-2023 membership classes.

5.1 *Development and Advocacy Annual Update

L.Sheffield presented the Donation Summary, showing that in some areas we came in significantly under budget, but had donations coming in thru Johnson & Johnson and other *FIRST* corporate sponsors.

5.2 *Financial Status of the Corporation Annual Update

E.Zygmunt presented the Corporation's financial position and budget. We are showing an increase in next year's budget versus this year's actual spend.

L.Sheffield confirmed that the Johnson & Johnson income is not reflected in the FY22-23 year, it is reflected in the FY21-22 year due to financial reporting purposes, but recognize them as a FY22-23 sponsor.

5.3 *Audit Committee Report

J.Hobin presented the Audit Committee Report, discussing what was completed in 2023, the internal audit findings and recommendations for FY 2023-2024. We are still 3 years behind on the audits, but the goal is to be up-to-date on audits by the end of this year.

J.Hobin recommended that we empower the bookkeeper to help reconcile Quickbooks. E.Zygmont confirmed that the bank reconciliation was completed this afternoon.

J.Catteau applauded the Audit Committee led by Jim, and the Treasurer, Eric Zygmont for their hard work on the amount of time and effort getting through the books took.

5.4 *22-23 Board of Directors Goals Report

J.Catteau presented on the 2022-2023 Board Goals that were set at last years Board Annual Retreat.

5.4.1 Goals

1. Increase Active Membership Engagement from 22% to 30%. Reach 30% participation in 2023 election
2. Increase recognition of the distinct MAR brand
3. Increase member engagement on committees to 5% of corporation membership (excluding directors/staff)
 - a. The goal of 20 members on committees has been achieved, but we are always looking for others to get involved.
4. Establish Board Member Communication Policy
 - a. J.Catteau confirmed that we did establish a Communication Policy in October but are always looking for ways to improve.

5.4.2 Action Items

J.Catteau presented action items for the Board and highlighted where there is room for improvement and where the membership can provide feedback.

L.Sheffield indicated that we worked aggressively to fill the Development Director role. Dr. Shanetta Lillard was hired in January of 2023, but unfortunately had to resign for personal reasons last month. We have reposted the position and have a strong candidate that we are hoping to bring onboard in July. L.Sheffield thanked all of the members of the Interview panel for their time and review.

6.0 General Membership Q&A

None

7.0 2023 Board of Directors Election Results

L.Sheffield presented the results of the Board of Directors election, which concluded at 7:36pm. Two (2) seats were open to be filled and 6 candidates were on the ballot provided to members on June 21, 2023.

148 members, 20.02%, of the Corporation voted, electing C.Lester and D.Biery to the Board of Directors.

The Corporation thanks N.Stout, I.Keilar, O.Busler, and K.McKay for their interest in serving on the Board of Directors.

L.Sheffield thanked G.Dicken, A.Marinari, E.Petrillo, and N.Stout for their service to the Board, as their terms are now complete.

8.0 Adjourn

There being no further business, the meeting was adjourned at 8:15 PM.

Submitted by Ali Marinari.

Approved: