



Board of Directors Meeting
Thursday, January 19, 2017 – 7:00 PM
Join the Meeting: <https://join.me/MidAtlanticRobotics>
Or Call: 1.646.307.1990 | Access Code: 660-816-643

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|-----|---|----------------|
| 1.0 | Call to Order | 7:00 |
| | Roll Call / Determination of Quorum | Carol Perrotto |
| 2.0 | Financial Report | 7:08 |
| | Review of Budget | Joe Giardina |
| 3.0 | Old Business | 7:30 |
| | Audit Status | Joe Giardina |
| | Virtual Mailing Address | Joe Giardina |
| | GMS Committee Update | Joe Troy |
| | Annual Meeting Location | |
| 4.0 | Committee Reports | 7:40 |
| | Executive Committee Report | Brian Sherman |
| | Development Committee – Premium Offerings | Gene O'Brien |
| | Additional Action Items from Committee Reports - TBD | |
| | Questions of Committee Reports | |
| 5.0 | Final Discussion & Commentary | 7:55 |
| | Comments from Attending Membership | |
| | Next Executive Committee Meeting is <u>February 2, 2017</u> at 7PM | |
| | Next regular Board of Directors Meeting has been moved to <u>February 23, 2017</u> at 7PM | |
| 6.0 | Targeted Adjournment | 8:00 |

Thanks! Have a great night and remember, it's a game for high school students ☺

Draft 2.0 – 1/19/17



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Executive Committee Report January 19, 2016

Opening Commentary

The ExComm met on December 19th. Summary of discussions below.

The main agenda item on the next board meeting on 12/27 is to review the budget prior to the competition season. At this point, FIRST has not provided the normal information for us to prepare for the competition (in terms of ordering material, consumables, etc.) and there are some uncertainties about new expenses because of the game. We want to be able to review this information and adjust the budget accordingly so we will move the next BOD meeting to 1/19/17.

There was no other meetings of the ExComm.

Old Business

Pennsylvania Act 153 Update: no update. Waiting comments from attorney to confirm process. Volunteering Committee is continuing to collect clearances.

Debit Card Status: Joe G. is awaiting final selection of the new mailing address to resubmit to PNC for new debit cards.

Audit: Joe G. and bookkeeper, Christine Johnson, are continuing to work on the audit. The final audit will be sent to the board for informational purposes once completed.

Bylaws Review: no update

Regional Operating Committee: This discussion will be placed on hold until after the Strategic Plan is created.

Pro Bono Attorney: Pro Bono Partnership has re-aligned us with McCarter & English. There are 3 topics and various representatives from MAR will coordinate with the attorney.

- Standard Support Contract Template – Joe G. – no update
- Review of Bylaws – Carol P. – no update
- Act 153 Review – Brian S. – no update

Mailing Address: Joe G. has looked into a few options for the service after comments from the BOD to compare prices and vendors. Joe will provide an update over email to the ExComm prior to selecting the vendor.

Virtual Phone Number: No update

Strategic Plan: No update

Standard Contracts: Joe G. is working on the template for Support Contractors. No update on draft copy. Bill G. to draft MOU for Program Director in interim.

Team Registration Update: Joe T. reviewed the current team registrations. We have 120 teams with 2 rookies. The waitlist will be cleared. Emails were sent to FIRST, however Joe T. believes we will not see action from FIRST until after the holiday. Joe T. will contact teams if they will be placed into events. Montgomery is at maximum capacity and no additional teams will be admitted.

MAR Kickoff Video: The MAR kickoff filming was successful and played at all kickoffs. It is posted on MAR's YouTube account.

Corporate Policies: The below corporate policies will be developed. Bill G. provided a draft of the political / lobbying policy. We agreed to hold off on any review of the policies from a board level until after the competition season so that we can focus on the policies. There are also some policies that are to be reviewed from various committees.

- Gift Policy – Joe G.
- Political / Lobbying Policy – Bill G.
- Document Retention Policy – Carol P.
- Whistleblower Policy – Priscilla Z.
- Corporate Document Policy & Nomenclature – Brian S.

Nominating Committee: Brian S. appointed Bill G. as the Chair of the Nominating Committee. Brian S. and Bill G. will work on appointing members to the committee. The intention is to form a committee of mostly non board members to provide outside opinions. No update during this meeting.

Brian S. proposed an updated structure for committees within MAR in an effort to spread out the workload and better manage all business of the organization. This was shown at the last BOD meeting. Brian S. would also like to better define the difference between a board issue vs. a committee issue.

Carol P. will provide all minutes for approval at the 1/19 BOD meeting – update: Brian S. is extending this to after build season to keep the 1/19 meeting short.

Carol P. will email the BOD about having 100% BOD donation. This percentage is important for filling out grants. There is not a minimum dollar amount, but we'd like to have 100% of the BOD donate a nominal amount.

FIRST Senior Mentor: Joe T. is working with FIRST to add a Pennsylvania FSM for 2017-2018. Jim C. will reach out to NJ FSM, Lou Orkent to seek participation in MAR.

Event Manager Compensation: All district Event Managers will have compensation of \$1000 and MAR Champs Event Manager will have a compensation of \$1500. All EMs will receive a 1099 from MAR. Joe G. will research if a 1099 is required if the EM requests a donation to their team. There are 2 EMs who have requested this.

Some venues require increased power due to the field requirements of this year's game. The cost of the venue improvements are included in the event budgets submitted by Eric Z. to the finance committee.

MAR Region-Specific Award: Brian S. has proposed we add a MAR-specific mentor award to allow more recognition of mentors since we only get one Woodie Flowers Finalist per year. Brian drafted an award description and sent to FIRST for approval. Frank Merrick approved the community award. Bill G. and Joe T. are finalizing the criteria to be posted to the website.

New Business

None

Tasks to Committees

Finance (Joe. G.): Create Audit Committee Description to form standing Audit Committee per Bylaws.

Tellers (Eric Z.): Create a Policy for Elections of Board of Directors.

Planning (Trey E.): Research Strategic Plans and create a questionnaire for distribution to the BOD.

Outreach (Jessi K. / Nikki S.): Create a Policy to define how MAR should approve Local Kickoff requests.

IT (Rich G.): Update Communication Policy and include standards for social media, emails to membership, etc.

IT (Sara R.): Develop new Letterhead to reflect imagery update.

Membership (Kevin D.): Create a Policy to Define Membership.

Venue Selection (Chris L.): Prepare message to team leads about hosting events in 2018. The Survey was updated for the 2018 dates. The note should go out in mid-October. Also determine if we should increase to 8 district events for 2018 or remain at 7.

Respectfully Submitted,
Brian Sherman
Mid-Atlantic Robotics Chairman
1/19/17 – Rev 0



Mid-Atlantic Robotics, a NJ Non-Profit Corporation
d/b/a *FIRST* MID-ATLANTIC

Development Committee Report
for January 19, 2017 Board Meeting

Goals & Purpose of Committee

PURPOSE (per 6/28/11 Resolution): "Identify and solicit donations from individuals and entities, the latter including businesses, foundations, other charitable organizations, and any other potential donor; and identify and solicit in-kind support from potential donors to further the Purpose of the Corporation"

GOALS for FY 2016-17:

- Achieve Budget Line 1100 cumulative amount of \$370,000
- Expand number of Event Sponsors (minimum donation of \$25K)
- Implement measures to engage MAR members and event attendees for personal donations
- Expand the base of business donors

Old Business

- The committee agreed to pursue two premiums for use with the donation kiosk at the 2017 events. One would be a T-shirt similar to the design used in 2016; the other would be a phone charger with the logo imprinted.
- For the Direct Marketing campaign to expand our corporate donor base, one quotation for \$1,044 was received for production of 1,000 mail pieces. This was considered excessive; alternate vendors are being pursued.

New Business

- The committee held its third meeting on December 13 and in addition to the items above it was agreed to pursue an end-of-year solicitation of membership. This was deployed on December 23.
- Picatinny Arsenal has verbally committed to Development Director Carr a sponsorship for three 2017 events (\$75K).

Proposed Motions

Clarification is sought from the Board concerning Committee plans to offer a T-shirt as one of two premiums at our events. The intention is show the event schedule – as was done last season – as a one-time commemorative memento. The kiosk campaign supports Goal #3 above.

Next Committee Meeting

February 14, 2017 via telecom at 7:00 pm

Respectfully Submitted,
Gene R. O'Brien, PE, Chairman



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Volunteer Committee Report January 19, 2017

Goals & Purpose of Committee

Purpose: responsible for all interactions with volunteers within the region and is the primary contact with *FIRST*'s FRC Volunteer Resources Coordinator.

Goal: Ensure volunteers are trained and events have the appropriate volunteers to ensure successful events

Old Business

Request for e-mail to mentors/Team Leads to have a mentor (or two!) sign up as Robot Inspectors

Additional E-mail needed to be sent to all of MAR Membership to recruit for volunteers and get volunteers to submit Act 153 clearances

New Business

Volunteer Concerns – don't get to see the "action" up-close. Proposed motion to reserve the first row of bleachers at all events for volunteers to use. Robot Inspectors, Pit staff, etc. can use these seats to watch matches instead of overcrowding the field. LRI is only RI to be allowed by the field.

- Special stickers can be used to designate "field access"

Will be keeping an eye on volunteer recruitment to ensure coverage across all events. E-mail blasts as events get closer may be needed to request additional volunteers

Proposed Motions

1. Reserve first row of bleachers for volunteers at all events.

Next Committee Meeting

TBD

Respectfully Submitted,
Ali Marinari
Volunteer Committee Chair
1/9/2017 – Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Information Technology Committee Report January 19, 2016

Goals & Purpose of Committee

- Maintenance of IT infrastructure for Mid-Atlantic Robotics.
- Preparation of IT requirements for the 2017 Season.

Old Business

- Communication Policy Draft finished in December and Submitted to Brian and Joe. It will be reviewed at the end of competition season with the other outstanding policy changes.
- Sample draft versions of updated Letterhead have been given to Brian and Joe.
-

New Business

- IT will be assisting the Competition committee in maintaining and administrating GMS for the MAR District Events During the 2017 Competition Season.
- Preparation for redesign of the organization website based on MAR community survey feedback.
- Software updated and imaging of MAR Competition Laptops will start in February before the pods are shipped for the 2017 season.
- Created Social Media (Facebook) Events to promote our competition events and gauge attendance.
- Setup of CSA flashdrives for Event CSAs

Proposed Motions

None

Next Committee Meeting

Week of February 20th. Exact date yet to be decided.

Respectfully Submitted,
Rich Gerdes
IT Committee Chair
10/23/16 – Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Outreach Committee Report January 19, 2017

Goals & Purpose of Committee

Work with current and potential members, mentors, & volunteers to make FIRST Mid-Atlantic a hospitable organization while keeping the end customer, the students', needs as a top priority.

Old Business

None

New Business

Survey Results Compiled - Please see separate Survey Results document

Volunteer/Alumni pins tabled till 2018 season - lead time and budget were both a concern

Proposed Motions

None

Next Committee Meeting

Respectfully Submitted,
Nikki Stout & Jessi Kaestle
Outreach Committee Co Chair

12 “Good Jobs”

6 “Thank Yous”

1 “You’re cool”

General Notes:

- Expressed feelings of MAR Playing favorites (7 complaints total)
 - If one team can have extra booths/do special stuff everyone should be able too at events
- 8 People were unsure what production value ment while another 3 assumed better production Meant the price of events would go up.
- 3 suggested more help for teams to keep them around
- More respect from volunteers
 - One person said she was upset a volunteer assumed she was a Mom
 - Volunteers need to be less smug
 - Same teams win everything
- Worry about the same volunteers wearing thin

District Championship Idea:

- Conferences at DCMF
- IRI Live!/ FiM style sports desk at DCMF
- Photo Booth?
- More signage
- Conduct survey of teams spending
- Make it more like a regional
- Brighter Springs

Overall Competitions Ideas:

- Better/healthier food
- Multiple suggestions for more event options
- Pit Crowd Control
- More time for students to interact with each other
- Corndogs for Mentors
- Get state funding for teams (FRC 503’s Chairmans)
- Oversight of schedules (Stick to them)
 - One complaint of match shuffling for suspicious reasons.
- Communicate what a volunteer role entails before the competition

Web Ideas:

- Team Highlight Page
- How to get help from MAR sponsors/who to talk too
- Keep Updated meeting info/minutes (8 total complaints)
- Team Resources
 - “MAR Bulletin Board”
 - Game Info
 - Mentors who will help
 - Event maps
 - Team Location Map
- Easier Nav
- Scholarship Info
- “Cool Moments in MAR History”
- More Videos



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Equipment Committee Report January 19, 2017

Goals & Purpose of Committee

The equipment committee's purpose is to oversee MAR's equipment and tangible assets. It also works with FIRST HQ to prepare for each year's game. The equipment committee is the primary point of contact for all MAR-sponsored off-season competitions.

Old Business

Off Season Events dates for 2017 are starting to be scheduled.

- Midnight Mayhem
- HAVOC
- Girl Power
- Duel on the Delaware – Oct 21, 2017
- Ramp Riot – November 4, 2017
- Brunswick Eruption – November 11, 2017

Equipment Protocol Update: On hold to further study allowing non-off-season usage of the field.

New Business

Waiting on details from FIRST on new game element delivery. All PODS and equipment will be shipped directly to Hatboro-Horsham HS to be sorted and organized for events. The Equipment Reps will aid in sorting components this year.

Proposed Motions

None

Next Committee Meeting

None; Meet and discuss as needed. The committee will receive the new field elements for the 2017 game at Hatboro-Horsham and organize for official events.

Respectfully Submitted,
Brian Sherman
Equipment Committee Chair
1/19/17 – Rev 0

GMS Committee (Ad-Hoc)

1 message

Joe Troy <jtroy@midatlanticrobotics.org>
To: Brian Sherman <bsherman@midatlanticrobotics.org>

Wed, Jan 18, 2017 at 11:25 PM

The following individuals have been asked to be part of the GMS Support group:

- Frank Larkin,
- Kevin West
- Brian Lucas
- Raj Pejaver
- Roger Green
- Allan Dunster
- Rich Gerdes

New GMS Procedures and Training for 2017 FRC Events

New this year are the following changes:

- All equipment and materials related to GMS will be traveling with the PODS to each event.
- All event sites are being asked to allow all GMS devices access to the internet via their in-house network, to provide:
 - Improved tablet performance
 - Allowing reliable communication with the GMS cloud server
- MAR will be responsible for the maintenance of the GMS tablets both physical and logical.
- Rich Gerdes has agreed to help support MAR's efforts to make use of IT resources for GMS consistent across event sites.

Raj has agreed to provide training to the MAR group of GMS Support volunteers that will provide installation, testing and troubleshooting of GMS at our district event sites.

While many of these "changes" may already exist at some event sites, it is imperative that all event sites have the same reliable and dependable access to the features of GMS.

Having said all of that...I am asking everyone to help us better manage and support GMS by attending the training session for GMS (date TBD) and to help us develop additional GMS support volunteers. I you know someone that could help us with the GMS install and support at events, please forward their information to me.

Our first step is to establish whether training should be in-person or virtual and to set a date/time for Raj's training session.

Joseph Troy
Program Director
FIRST Mid-Atlantic
Mid-Atlantic Robotics 501(c)(3)

jtroy@midatlanticrobotics.org

