

## **Meeting #1**

**Date:** December 1, 2018

**Location:** Residence of Maximilian Goetz (President of Robotics for All)

**Attendees:** Maximilian (President), Garrett (Vice President), Cathy (Treasurer), Karina (Secretary), Jaimie (Director of Publicity and Recruitment)

**Absentees:** Sylvana (Board Advisor)

Cathy left after the vote on the Bylaws

Tonghui arrived during the discussion of possible expansion (after the Bylaws vote)

### **Bylaws (estimated time 30 mins):**

Roles of the board:

- Role of the Director of the Curriculum: updating and refining the curriculum
- Director of Publicity and Recruitment: recruits teachers and makes ads, social media campaigns
  - Has two people under them, the photographer and the web designer
- Secretary: take meeting notes and schedule meetings
- Role of the Treasurer: main job is to write grants
  - Update the board with financial situation of the company
- Board Advisor: non-voting member that gives insight

Meeting Procedures:

- Assign jobs at the end of the meeting to be completed by the next board meeting

Discussion:

- Status of the target schools (income of the students)
- Resignation
- Attendance of the meetings:  $\frac{3}{4}$  of the meetings shall be attended
- Simple majority votes
- Definition of forfeiting a position (5.7)
- Confidentiality (5.10.)
- Removal of members by vote (5.11.)  $\frac{2}{3}$  of the members must agree to the removal
- Different kinds of committees

Changes made to the Bylaws

- Grammar
- Optional attending of annual meetings for members and may be canceled by the simple majority of directors (4.1.)

Vote on the bylaws:

- 5/5 of the attendees at the time voted in favor of the Robotics for All Bylaws
  - Aye: Maximilian (President), Garrett (Vice President), Jamie (Director of Publicity), Cathy (Treasurer), and Karina (Secretary)
  - Absent: Tong Hui (Director of Curriculum)

**Discussion of direction of the company (estimated time 30 mins):**

- Why did we want to join the board?
- What will happen when we graduate?

- Autonomous, monthly board meetings will likely not happen, board members will be able to keep their position unless they choose to resign
- What services are we exactly going to provide?
  - Curriculum, when there is clear evidential economic assistance need we will find a way to help fund high schoolers to run the program
  - Possible solutions: ask the school for assistance but already paying the teacher for overtime
  - Realistically not able to fund every single school / possible inquiry to run our program
- Possible places of expansion
  - Sunnyvale (San Miguel Elementary School), a school in Massachusetts

**Discuss Next Generation Nations partnership (approximately 10 minutes)**

- What is Next Generation Nations?
  - Focuses on social, global, and economic issues
  - Finding solutions to solve world problems
- What will they help us do?
  - Publicize us
- What will we have to do in order to receive their assistance?
  - Charter a club at our high school
  - Compete in their competition (April)

**Communication and Digital Access (approximately 5 minutes)**

- Facebook Messenger and email

### **Assignments for next month (approximately 15 minutes)**

- Create a plan for publicity and get the Web Designer started on the website  
**(Jamie)**
- Possible solutions:
  - Contact newspapers to try to get publicity
  - Mercury news (around March after the possible expansion to San Miguel)
  - Ask the Oracle (school newspaper)
  - Maintain a consistent style throughout the website
    - Make sure it is readable
  - Go to webmaster and photographer and have them coordinate and change the website
  - Advertisement: donors (money, lego kits, electronics, etc), volunteers, etc on websites, social media, etc
- Evaluate the curriculum so that is adaptable to all locations **(Tong Hui)**
- Possible solutions:
  - Plan more small activities (race, goal)
  - Make it so that the curriculum is going to be able to be completed during a certain time frame
  - Order more parts bulk buy parts and create packages (look into and standardize cost)
  - Provide alternative activities (ex: car)
- Mail permit for non-profit organizations to lower cost **(Maximilian)**

- Write a grant to use as a template for future ones (**Maximilian**)
- Email the Web designer about redesigning the website (**Maximilian**)
- Prepare laptops and kits for San Miguel (**Garrett and Maximilian**)
- Schedule the next meeting for mid-way between January and publish the board meetings (use when2meet or teamsnap) (**Karina**)
- Shadow Maximilian in writing grants to see how he writes them up / researches them (**Cathy**)

**Other discussions:**

- Price of batteries per session
- Photos for Robotics for all (sometime during the break possibly)
- Suggested collab with Jerry
- Board meetings
- Food at meetings

**Questions:**

- When will the next Monta Loma session be?
- Will there be more more students attending the Marino Castro class?
- Clarification on some tasks

**Total time taken: 1 hour and 34 minutes**