

### **Meeting #3**

**Date:** February 17, 2019

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

**Attendees:** Maximilian (President), Garrett (Vice President), Cathy (Treasurer), Tong Hui (Director of Curriculum), Karina (Secretary), Jaimie (Director of Publicity and Recruitment), Yao Zou (Chairman)

**Absentees:** Sylvana (Board Advisor)

#### **Vote on Amendment III (estimated time 5 minutes)**

- Vote on creating a new position (Graphic Designer) under the Publicity Committee  
- 6 aye, 0 nay, 1 absentee
- Approving Melissa Ding as new Graphic Designer - 6 aye, 0 nay, 1 absentee
- Add a section to Article VII Section 3
  - “The Publicity Committee shall consist of a Photographer, a Webmaster, and a Graphic Designer, headed by the Director of Publicity and Recruitment.”
- Add the following to Section 7.3. Publicity Committee

#### Graphic Designer

The duties shall be:

1. Develop advertisements, posters, and other Robotics for All publicity materials.

2. Work closely with the Director of Publicity and Recruitment and other members of the Publicity Committee.

**Updates since the Last Meeting (estimated time 10 minutes)**

Maximilian (President)

- Prepared for the upcoming BEAM event

Jaimie (Director of Publicity and Recruitment)

- Need a graphic designer (publicity committee)
- Possible logos - need a logo by March 14th for an event

Tong hui (Director of the Curriculum)

- Created a map for the new location
- Issue with sharing the documents for Massachusetts school (resolved)

Cathy (Treasurer)

- Access to the Paypal
  - Gives donation receipts

Garrett (Vice President)

- Worked on a solution to the lack of volunteers
  - Goal is to make recruitment papers for Homestead
  - Probably not going to the school in San Miguel
  - Maybe through the PTA
- 58 people signed up for the building class at Mariano Castro

Karina (Secretary)

- Created a calendar system for both the board and the teachers

**Short Term Goals: 2019 (estimated time 10 minutes)**

- San Miguel Elementary School, Sunnyvale
  - Funds needed
  - System is more complicated than the Lakewood location
- Lakewood Elementary School, Sunnyvale (Priority)
  - Funds needed (about \$1,000)
  - Sent a request for a grant to Think Fund grant
  - Need to find more volunteers to help out Carl (lead instructor)

**Upcoming Events (estimated time 10 minutes)**

- BEAM Event - 03/14/2019
  - Max will be attending the event as a key speaker
- STEAM on the Square - 04/21/2019
  - Co-sponsoring the event
  - Important publicity event
  - Volunteers needed at our booth (12pm-5pm)
    - Includes clean up and set up time

**Robotics for All Term Goals (estimated time 10 minutes)**

- Not going to be as autonomous as desired
  - Still needs a level of scrutiny from the board members to be leaders and teachers
- Need more funds for Lakewood

- New website should go live soon
  - Weebly
- Scouting for schools in East Palo Alto - closer than some of the
- Expansion to San Antonio (Texas)

**Fundraising Goals for 2019 (estimated time 5 minutes)**

- \$50,000 by the end of 2019

**Assignments and Tasks for Next Month (estimated time 10 minutes)**

- Publicity committee: Create advertisements for marketing
  - Paper handouts
    - For volunteers at Lakewood Elementary School, Sunnyvale
    - For people of all ages interested in the cooperation (for events / presentations)
  - Post on instagram to look for volunteers in areas near participating schools
  - Posters to hang up around schools
- Curriculum committee: Compile curriculum assets and create distribution-ready folders
  - Wants to teach more creative automation
  - Wants to be more focused on challenges
  - More time to do more challenges and needs new challenges
- Possibilities of new kits but need more funding if we want to expand more

**Total time taken: 49 mins**