



Board of Directors Meeting

Tuesday, October 4, 2016 – 7:00 PM

Call-in: 1-415-655-001 | Access Code: 198 112 371

<https://meetings.webex.com/collabs/meetings/join?uuid=M8ZTAO42F34MOMBORS0C1XE80M-LHLL>

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|-----|---|---|
| 1.0 | Welcome
Roll Call / Determination of Quorum
Approval of Previous Meeting Minutes | 7:00
Carol Perrotto
Carol Perrotto |
| 2.0 | Financial Report
Update on Financial Position
Update on Development Opportunities | 7:10
Joe Giardina
Jim Carr / Gene O'Brien |
| 3.0 | Old Business
Status of Conflict of Interest Forms
MAR Off-Season Presentation Update
Audit Status
Regional Operating Committee
Membership Ad-Hoc Committee
MAR Consent & Release Form Update | 7:30
Carol Perrotto
Brian Sherman
Joe Giardina
Brian Sherman
Kevin Dieterle
Brian Sherman |
| 4.0 | New Business
Sponsorship Levels and Recognition
Strategic Plan
FIRST Use of MAR Field for SWE Event | 7:40
Jim Carr
Brian Sherman
Brian Sherman |
| 5.0 | Committee Reports
Executive Committee Report
Outreach Committee – Request for Survey Questions
Questions on Committee Reports | 7:50
Brian Sherman
Jessi Kaestle / Nikki Stout |
| 6.0 | Final Discussion & Commentary
Questions & Comments from Participating Membership
Next Board of Directors Meeting is <u>November 1, 2016</u> at 7PM | 8:10 |
| 7.0 | Targeted Adjournment to Board of Directors Closed Meeting | 8:15 |

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

Draft 2.0 – 10/4/16

Financial Status

October 4, 2016

Bank Balances:

Account List ?				
▼ Deposit Accounts				
	Account Type	Account Number	Balance ⓘ	Available ⓘ
Non-Profit Checking	Checking	XXXXXX5905	\$255,463.24	\$253,687.24
Business Checking Plus	Checking	XXXXXX8957	\$7,132.63	\$7,132.63
Deposit Account Totals:			\$262,595.87	\$260,819.87

Outstanding Accounts Payable:

The situation with PODS is our only outstanding bill. We are waiting for PODS to send the promised final accounting.

Audit Status:

We are compiling the audit information as requested by the CPA and will have this delivered to them in time for the 11/15/16 filing date.

Submitted 10/4/16

Joe Giardina

Treasurer



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Executive Committee Report October 4, 2016

Opening Commentary

On September 2, 2016, John Giardina, Chairman of Mid-Atlantic Robotics, resigned as chairman for personal reasons. We thank him for his services in preparing for the season. John will serve the remainder of his term as a regular board member.

On September 6, 2016, The BOD met for an Emergency Re-Org meeting to define the new officers. Brian Sherman was elected as Chairman, Bill Garfield as Vice Chair, and Priscilla Zawislak as Director-at-Large. No other business was conducted at this meeting.

After the regular Board of Director Meeting on August 23, 2016, the BOD convened into a Closed Board of Director Meeting to discuss personnel matters. The BOD voted to enter an Executive Work Session of the BOD and not adjourn the meeting. The Work Session continued on September 6 & September 15. At the September 15 session, the BOD voted to end the Executive Work Session and approved a Resolution to Create Two Support Contractors: Development Director and Program Director. Jim Carr was asked to fill the duties of Development Director and the Program Director was advertised to the membership on September 16.

The applicants for Program Director were received by the Chairman and distributed to the Program Director Search Committee. The Search Committee met on October 2 to review the applicants. No further update at this time.

The Executive Committee met September 29, summary of discussions below.

Old Business

Pennsylvania Act 153 Update: The clearance information was emailed to all MAR members and PA volunteers from last year. A Q&A was set up on the website for repeat questions. We collected clearances at the first off-season, HAVOC, on Sept 24, which went well. We will collect again at Girl Power on Oct. 8.

Debit Card Status: The debit card holders will be the approved signatories: Brian Sherman, Joe Giardina, John Giardina, & Bill Garfield. Joe G. is awaiting approval of a new mailing address to resubmit to PNC for new debit cards

Audit: Joe G. is continuing to work on audit.

Off-Season MAR Presentation: MAR will present at each off-season event. There will be an informative session and Q&A. Brian Sherman will coordinate the presentation.

Bylaws Review: The Bylaws Review will be placed on hold until after the Strategic Plan is created to ensure any updates to the Bylaws align with the Strategic Plan

Regional Operating Committee: At the August BOD meeting, the Outreach Committee was tasked with organizing a discussion about how MAR can better help the affiliates for the other FIRST programs within the territory. This discussion will be placed on hold until after the Strategic Plan is created.

Pro Bono Attorney: Our contact at McCarter & English has retired and cannot provide the pro bono services at this time. Brian S. is working with a new service (Pro Bono Partner) for providing pro bono legal aid. There is a meeting later this week with Pro Bono Partner to discuss our needs. Brian S. and Bill G. will participate.

MAR Consent & Release Form: FIRST initially indicated that the MAR Consent and Release Form can be collected electronically on the FIRST website this year and we reported this at the last BOD meeting. FIRST has informed us that they had to devote their IT resources to other items and electronic submissions will not be available for 2017 Season.

New Business

Sponsorship Levels & Recognition: A new version of the sponsorship levels has been approved by the Executive Committee. For the latest copy and inquiries, contact Jim Carr, Development Director.

Conferencing Services: Our subscription for Webex expires at the end of October. We will be switching to Join.me as it provides the same service for a smaller fee.

CRM Software: Bill G. will lead efforts to implement CRM technology across all committees. The development committee will start implementation for testing. Bill G. to survey committee chairs for their potential uses.

Mailing Address: Joe G. will look further into establishing a mailing address that forwards mail to the appropriate party. There have been issues in the past with rotating treasurers and other officers. The intention is to avoid issues of losing mail. We will use a NJ mailing address.

Virtual Phone Number: Joe G. will look into services that provide a phone number that automatically forwards calls to appropriate parties in MAR. Pricing and further information will be available for the following ExComm Meeting. The hope is to get this service up and running by the end of the month.

Strategic Plan: The ExComm discussed creating a formal strategic plan. We would like to have all board members gather face-to-face in late November or early December to discuss ideas. We will task the Planning Committee to do research on strategic plans and come up with a one-page questionnaire to educate the BOD members on what they should be thinking about and expectations going into the meeting.

Standard Contracts: Joe G. is working on a new standard contract that we will use with all support contractors (Development, Program, etc.) and the contract scope of work will be attached as an addendum.

Tasks to Committees

Finance: Create Audit Committee Description to form standing Audit Committee per Bylaws.

Tellers: Create a Policy for Elections of Board of Directors.

Planning: Research Strategic Plans and create a questionnaire for distribution to the BOD.

Outreach: Create a Policy for to define how MAR should approve and Local Kickoff requests.

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

Membership: Create a Policy to Define Membership.



Competition / IT: Define the process of what material needs to be brought to pit admin at district events and update on the website accordingly

Executive: MAR Local Kickoff Video. For the second year, MAR will create a kickoff video to be aired at the local kickoffs. The script shall be created and reviewed by the ExComm. Team 708 has agreed to produce the video again.

Venue Selection: 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
10/2/16 – Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Finance Committee Report October 4, 2016

Goals & Purpose of Committee

Manage all financial aspects of MAR and to advise the Chair on business-related matter, where applicable.

Old Business

Working towards completing the financial audits by compiling the necessary data for the CPA

Continuing work on the transitional handbook to allow an orderly transition to a new treasurer when applicable.

New Business

None

Proposed Motions

None

Next Committee Meeting

TBD

Respectfully Submitted,
Joseph Giardina
Treasurer



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

Development Committee Report
for October 4, 2016 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

Nothing to report

New Business

The committee held its first meeting on September 13 and addressed these topics:

- Engage team members to assist in designing premium(s) to be available for event donations
- Evaluate card processing services with intention to replace current vendor
- Improve ease of donating via the MAR website
- Identify specific need(s) that can serve as basis for end-of-year campaign(s) for member gifts

As a result of negotiations by Executive Director Carr with TE Connectivity to increase its support level from Event Sponsor (minimum \$25K) to Strategic Sponsor (minimum \$50K), a revised matrix for MAR Sponsorship Levels and Recognitions has been submitted to the Executive Committee for approval whereby Strategic Sponsors will be afforded premium exhibit space at the District Championship in addition to Title Sponsors (minimum \$100K).

Proposed Motions

None for this meeting

Next Committee Meeting

October 11, 2016 via telecom at 7:00 pm

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



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Grant Committee Report October 4, 2016

Goals & Purpose of Committee

To administer the awarding of rookie, emergency, district championship and world championship grants to teams in need.

Old Business

None

New Business

Grant webpage updated to list the deadline for submitting both the district championship and world championship grant requests.

Proposed Motions

None

Next Committee Meeting

None will be done by emails

Respectfully Submitted,
Randy Gutentag
Grant Chairperson
9/20/16 – Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Outreach Committee Report October 4, 2016

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

NJ STEM advocacy conference is October 22. while we can't be there because we did not receive the information in time, we will do a shoutout in coordination with IT in some manner.

Still have not received any questions that committees want ask our general members but we should be sending a pre-competition survey in a few months

Was told to wait before having the meeting about reaching out to FTC and FLL. Waiting on the okay before setting a date up so everyone can tell us their ideas.

New Business

Helping Team 25 start an alumni meet up that will happen during Brunswick Eruption on November 12, 2016. Will be advertising it on social media and newsletter

Proposed Motions

None

Next Committee Meeting

October X, 2016 - Not defined yet

Respectfully Submitted,
Nikki Stout & Jessi Kaestle
Outreach Committee Co Chair
9/27/16 – Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Retention, Recruitment, and Reclamation (RRR) Committee Report October 4, 2016

Goals & Purpose of Committee

- The RRR committee's purpose is to maintain relationships with each existing FRC team, identify high schools and other entities that are prospects to form new FRC teams, and identify inactive FRC teams that can be rejuvenated.
- This committee is comprised of a Board of Director member from both Pennsylvania and New Jersey, *FIRST* Senior Mentors within the region, and other interested members of MAR.

Old Business

- No old business
- Kickoff meeting was held Oct 3, 2016

New Business

- Review of Committee Goals and Structure
 - There is general agreement in the committee to return to maintaining contact with each FRC team
 - Each RRR member will be set up as a POC for a group of teams that have registered for an FRC within the past 5 years, including teams with which the RRR member has a current affiliation
 - Each RRR POC will contact their teams and assess their current health and ask if any specific assistance will be needed for the 2017 season
 - Gene and Jim Carr will continue to be POCs for the pre-Rookie teams with which they currently have contact.
 - The committee will take on a strategic objective to develop approaches to rejuvenate inactive teams.
 - The committee is comfortable with maintaining a single Chairperson for the current term versus establishing two Co-chairs
- Discussion on how the Committee has functioned in the past (led by prior members) and ideas for the future
 - most recently RRR has focused their attention on determining teams in need of assistance by listing teams in RIMS that had not registered.
 - this committee will attempt to be more proactive by establishing RRR POCs for each team who will maintain contact during offseason and prior to registration to assess each team's health and issues that may impact their ability to register and compete
 - this committee will accept a strategic objective to develop a process for assisting inactive teams to reactivate themselves

- Review of team interview comments from the 2016 MAR championship
 - Questions asked in the interview:
 - Will you come back in 2017?
 - What can MAR do to help you return in 2017?
 - What can be done to bring new or dormant teams in in 2017?
 - Are there any organizations that may be interested in joining MAR in 2017?
 - Issues related to Retention and Reclamation
 - Primary issue is availability of Mentors
 - the committee will look into ways to help teams obtain mentors
 - Secondary issue is Organizational commitment
 - The committee has ongoing initiatives to meet with community organizations and schools to encourage participation in FRC
 - Tertiary issue is funding
 - as a strategic objective the committee will attempt to identify processes and procedures with which teams can obtain mentorship and sponsorship from such organizations as Comcast, Boeing, GSK, and Dowell
 - Discussion of Team Map and Team assignments including potential new teams and reclaimed teams
 - Update the RRR map to include: competition sites, current rookie prospects, and kickoff sites
 - Create a separate RRR map showing the MAR RRR POC and only the number of the team for which they are the contact. Consider putting a link to this map on MAR website

Proposed Motions

None

Next Committee Meeting

Week of Oct 17, 2016

Respectfully Submitted,
Thom Galie
RRR Committee Chair
10/4/16– Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Information Technology Committee Report October 4, 2016

Goals & Purpose of Committee

- Development of a communication policy
- Development of personnel system to track volunteer clearance for Act 153

Old Business

None

New Business

none

Proposed Motions

None

Next Committee Meeting

None scheduled currently

Respectfully Submitted,
Rich Gerdes
IT Committee Chair
9/26/16 – Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Competition Committee Report October 4, 2016

Goals & Purpose of Committee

Purpose: The Competition Committee's purpose is to ensure the successful completion of District Qualifying and Championship Events. The Committee's perspective is to ensure that our participating students, mentors and volunteers have a safe and exciting atmosphere in which to compete.

Goals:

- 1) Ensure that the students that we serve receive a World-Class Competition Experience
- 2) Ensure that the organization provides a safe competition setting for all teams.
- 3) Develop documentation and schematics for events
- 4) Ensure the events are conducted in a fiscally responsible manner

Old Business

None

New Business

Initial Event Registration

Initial team registration will begin on October 5th at 12:00 pm EST. A notification has been sent to teams on behalf of the competition committee to remind team Primary and Alternate contacts that Initial Event Registration will begin on October 5th and remind Primary and Alternate contacts of the Youth Protection Policy requirement. The Board of Directors has been copied on this email.

Additionally, we will be holding on admitting teams from the Waitlist until the initial event capacity has been reached for all events. This has been communicated to teams. It is important that we strive to keep the Delta between the registered number of teams attending within a close margin. More teams, equals a significantly longer event, and one of the feedback points from last season was the length of some of our events.

Team Registration

There are currently 14 teams that have started a "New" Registration. Two of which have cleared two coaches as YPP Screened. Some of these teams appear to be duplicates of existing teams. An email has been sent to the contacts regarding their uncompleted registrations asking them to contact teamsupport@midatlanticrobotics.org should they require assistance with registration.

There are 15 teams with no “Confirmed Data this Season” and that have not met the minimum number of mentors who must complete the required YPP screening. A list of these teams with contact information is being compiled and will be sent to the Chair of Recruitment, Retention and Reclamation Committee for follow-up along with the newly registered teams.

Initial District Event Planning Meeting

The Competition Committee will be taking a different approach to meetings this year. Rather than Bi-Weekly or Monthly phone calls we will be looking to reduce the overall number of meetings. We will conduct a face-to-face meeting on October 29th to review budgets and venue requirements. All venues and LECs have hosted FIRST Robotics Competition District Events, which should reduce the overall need for meetings. We will review the appropriate comments from the survey that FIRST conducted to ensure that we can address issues where appropriate.

An outcome from the October 29th meeting will be the submission of event Expenditure Budgets to the finance committee for review. Additionally, we will begin locking in the Event Schedules for the 2017 season so that teams may begin planning their trips and travel.

The District Championship will be segmented into its own committee to better address the needs of that event and ensure maximum efficiency for both the District Events and the District Championship. We are looking to connect with team local to Lehigh to assist with Set-up and Breakdown of the event, and will be reaching out soon.

Event Schedule and Capacities

Week (Date)	Location	Initial Event Capacity	Listed Event Capacity	Maximum Capacity (Not preferred)
Week 1 (March 3-5)	Hatboro-Horsham High School Horsham, PA	33	38	40
Week 2 (March 10-12)	Mount Olive High School Flanders, NJ	33	38	40
Week 2 (March 10-12)	Westtown School West Chester, PA	33	38	40
Week 3 (March 17-19)	Bridgewater-Raritan High School Bridgewater, NJ	33	38	40
Week 3 (March 17-19)	Springside Chestnut Hill Academy Philadelphia, PA	29	34	36
Week 4 (March 24-26)	Seneca High School Tabernacle, NJ	33	38	40
Week 5 (March 31-April 2)	Montgomery Event Skillman, NJ	31	36	38
Week 6 (April 5-8)	FIRST Mid-Atlantic District Championship Lehigh University's Stabler Arena Bethlehem, PA		60	

Proposed Motions

None

Next Committee Meeting

First meeting of committee will be on October 29th and Montgomery HS. It will be a joint meeting of Volunteer and Competition.

Respectfully Submitted,
Eric Zygmunt
Competition Committee Chair
9/20/16 – Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Equipment Committee Report October 4, 2016

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

Field was Cleaned and Prepared for Off-Season Events. Off Season Events for this year include:

- Midnight Mayhem
- HAVOC
- Girl Power
- Duel on the Delaware
- Ramp Riot
- Brunswick Eruption

Equipment Protocol Update: On hold pending a few FRC demonstrations to further study how the policy of FRC demos should be enforced.

Field was approved for Use at SCTE Expo at the PA Convention Center on 9/27. Event went well. The field was inventoried by the committee for any loss or damage. The field is in good shape and ready for Girl Power on October 8.

New Business

FIRST asked to borrow MAR's field for an SWE conference at the PA Convention Center. AndyMark will pick up the field at Hatboro-Horsham HS and return it prior to the next Off-Season Event. Liz Smith (FTA) will oversee the event. Liz is a MAR alumni and previous MAR FTA. Liz was named an MER by the committee as she is familiar with our equipment and process. They will not use or borrow the field electronics. FIRST / AndyMark are the LEC.

Proposed Motions

Approve Use of Field for SWE Event.

Next Committee Meeting

None; Meet and discuss as needed



Respectfully Submitted,
Brian Sherman
Equipment Committee Chair
9/20/16 – Rev 0



Mid-Atlantic Robotics, A NJ Non-Profit Corporation

Volunteer Committee Report October 4, 2016

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

None

New Business

All VCs have been identified and submitted to FIRST HQ

Volunteers can begin signing up in VIMS for events; e-mail was sent to all of last years volunteers

Competition and Volunteer Committee Meeting to be held on October 29th with all VCs, Event Coordinators and Key Volunteer Coordinators

Proposed Motions

None

Next Committee Meeting

October 29, 2016

Respectfully Submitted,
Ali Marinari
Volunteer Committee Chair
9/27/16 – Rev 0