# Board Meeting #25
4 October 2020
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| Attendees | | Table of Contents |
|---|---|---|
| **Maximilian:** (President) **Garrett:** (Vice President) **Karina:** (Secretary) **William:** (Treasurer) **Kenneth:** (Director of Curriculum) | **Brooke:** (Director of Publicity) **Tong Hui:** (Board Member) **Edmund:** (Board Member) **Victoria:** (CFC) **Aarushi:** (MFA) | Part One<br>1. Announcements<br>2. Vote on Amendment XIV<br>3. Vote on Board Members<br>4. Off Topic<br>Part Two<br>1. Updates<br>2. Mission Statement Revision<br>3. Trademarking and Legal Filing<br>4. Amendment XV<br>5. "HR" Representative<br>6. Summer Class Report<br>7. Service Award Discussion |

**Absentees:**
1. **Jaimie:** (Board Member), **Amari:** (TFA)

**Additional Notes:**
1. Part One was a closed session available to the Board only, with Part Two open to the public
2. The discussion portion of Part One is not disclosed within these meeting notes
3. Board took a 10 minute break at 2:50, meeting resumed at 3:04 to allow time for people to join
4. After the closed session, since board members were added, the number of votes increased

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Part One

Announcements
1. Board member conferences sometime within the next week
    a. Need to realign the board members
    b. Eventually want to revamp and re-establish the roles of the officers and positions
        i. To try and increase efficiency
    c. Board members need to schedule their meetings

Vote on Amendment XIV
1. Amend Article V(5.2)
    a. Suggestion: to make the Bylaws more expandable in the future, it is better to make it more adaptable by allowing each brand / branch to have a member on the Board rather than individually naming the organizations
    b. Agree: 6
    c. Disagree: none

  d. Abstain: 1

  e. Absent: 2

2. Amend Article V and add (6.8), (6.9), and (6.10)

  a. This addition will add the positions of Mentorship Service President, Tutoring Service President, and Crafts for Charity Representative

Vote on New Board Members

1. Mentorship Service President and Crafts for Charity Representative both have one applicant

  a. Crafts for Charity had their own vote within their organization to nominate the applicant

2. Aarushi as Mentorship Service President

  a. Agree: 6

  b. Disagree: none

  c. Abstain: 2

  d. Absent: 1

3. Victoria as Crafts for Charity Representative

  a. Agree: 6

  b. Disagree: none

  c. Abstain: 2

  d. Absent: 1

4. Vote on the Tutoring Service President

  a. Majority nomination: Amari

  b. Voting

    i. Agree: 6

    ii. Disagree: none

    iii. Abstain: 1

    iv. Absent: 1

Off Topic

1. Next month there is a release of a new lego kit

  a. Might purchase one kit to test it out and see if it works with Robotics For All's curriculum

  b. Could consider switching to if in-person classes return

2. One of the first tasks for all of the branches of Robotics For All (Mentoring Service and Tutoring Service) could be choosing the name

3. Look into linking spreadsheets to organize the company data

  a. Shared drive

Part Two

Updates

1. Classes

  a. Started the September classes (14th)

  b. Tomorrow will be the start of the October class

  c. Exceeded the 1000 student mark

2. Many people have been helping with the application processes and teaching
3. Just voted in three new members of the Board

## Mission Statement Revision

1. As the organization has diversified, Robotics For All have decided to change the mission statement
   a. Will be supported by sub-mission statements for each branch of the organization
   b. Is more broad and allows Robotics For All to encompass a more diverse pool of students
2. Voting
   a. Agree: 8
   b. Disagree: none
   c. Abstain: 2
   d. Absent: 2

## Trademarking and Legal Filing

1. Should assign someone to find the logistics about trademarking the organization
   a. Outside of the meeting Robotics For All will choose some to delegate this task to
2. Planning on registering to all 50 states
   a. Robotics For All is currently a national organization
   b. Have the resources to register to all of the states
   c. Would make it easier than individually selecting each state

## Amendment XV

1. Change the meeting schedule
   a. Increase the amount of board meetings
   b. Currently have been calling "special" board meetings to allow for extra meetings
   c. Bi-monthly meetings
   d. Attendance requirement is changed due to the increase in meetings per year
   e. Board meetings will be canceled on a case-by-case basis
2. Voting
   a. Agree: 9
   b. Disagree: none
   c. Abstain: 1
   d. Absent: 2

## "HR" Representative

1. Help verify volunteer hours, handle volunteer complaints and issues, and signing off hours
2. Aid if community members need help
3. Discussion
   a. Question: would the HR Representative gain a Board member position?
      i. Answer: it might go to the Secretary role or to someone who is interested
   b. Possibility: train the Board and interested volunteers how to handle certain situations
      i. Would need to budget some funds
   c. Opinion: might not want to designate this task to one person

        i.     Possible solution: sub-officer position to help someone on the Board deal with issues

        ii.    Opinion: one head person to be able to have easy communication but can delegate the task to another

    d.   Suggestion: Robotics For All can have a survey or a complaint form to help funnel and sort the issues

    e.   Opinion: should not give the position to a Board member so they do not have to deal with day-to-day operations

    f.   Opinion: it should be a Board member if they have to sign off on volunteer hours and there might be problems that needs the Board's attention

    g.   Suggestion: executive staff

4. Need to revisit this topic in the next meeting

## Summer Class and Current Session Report

1. Robotics For All wishes to run data analysis on our classes
   a. Ex: which social classes are we reaching?
      i. Are we reaching our desired target?
      ii. What age groups are we dealing with?
      iii. Geographic data - where has Robotics For All expanded their outreach?
   b. During the Summer there was a similar report created, but since there are more classes and data available, it seems about time to do another
   c. Helps to show the impact of donor funds and to apply for grants
   d. Suggestion: standardized survey
   e. Question: should there be a data analysis position (statistician)?
      i. Waste of time and resources if the data collected is not used
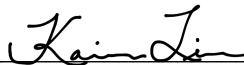   f. Could help analyze what price point is optimal

## Service Award Discussion

1. Great way to recognize Robotics For All's volunteers but is pricy
2. Can not make the volunteers pay
3. Discussion
   a. Suggestion: have a minimum amount of time having worked with Robotics For All
   b. Suggestion: have a minimum amount of hours having worked with Robotics For All
      i. Tentative number: 50 hours
      ii. Can apply without 50, but whether or not it is certified is up to Robotics For All

Total time taken: 1 hour and 50 minutes

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Maximilian Gotez, President - Robotics for All, Inc.

_(signature)_

Garrett Tieng, Vice President - Robotics for All, Inc.

_(signature)_

Karina Liu, Secretary - Robotics for All, Inc.