

LeRoy

From: laroboticsboard@googlegroups.com on behalf of Terry Wells <terbos@usa.net>
Sent: Tuesday, November 5, 2019 19:59
To: LeRoy; laroboticsboard@googlegroups.com
Subject: Re: Fall LA Robotics Board Meeting

2019-11-05 LA Robotics Board Meeting

Attendees:

- Terry Wells
- LeRoy Nelson
- Joe Petito
- Dave Brinza
- Tarek Shraibati
- Tony Ayad

A quorum was not present (5 board members in attendance vs 6 required for quorum)

The board meeting was not convened due to a lack of quorum.

In order to address pressing issues the executive committee convened. Results of items addressed in this meeting are marked [\[in purple\]](#).

[Executive committee convened at 7:28pm](#)

Agenda:

1. Review and approve [Minutes of May 5, 2019 LA Robotics Board meeting](#).
2. Review Board Roster (attached). For internal use only.
3. Committee Reports – Activities for previous 6 months and plans for next 6 months:
 - a. Audit: Financial Reports and Records for FY 2018 reviewed by Tarek on October 11 and 23
 - b. Nelson Team Grants:
2019: 49 new schools, 86 new teams, 34 teams matched by REC Foundation, 6 teams withdrew; 2 new leagues, 4 league hosts replaced, 1 league cancelled; 9 coach workshops
2020 goal: 2 new State Championships; 60 new schools, 90 new teams; 3 new leagues, 1 revived league; 12 coach workshops
 - c. SCRRF:
2019: Fall Classic

2020: Kit-Bot Build, Scrimmage, Field
 - d. Special Projects
 - e. Website
4. Treasurer Reports

- a. Review and approve [Financial Reports for FY 2018 through 06/30/19](#).
- b. Review [Federal tax return](#) and [State tax return](#) for FY 2018, which are due November 15, 2019. Check the board member hours per week on page 2 of IRS Form 990-EZ.
- c. We are getting close to needing to file as a **Private Foundation** instead of a **Public Charity** because my donations represent more than two-thirds of our total revenues.
- d. I just noticed an error in a May 1 transaction that needs to be corrected to avoid overpaying CA use tax by \$405. \$405 was erroneously withheld for use tax that was later billed and paid as \$375 in sales tax. This correction will affect many financial reports and both tax returns. Some year-end balances will change by \$40. These small changes will not affect your ability to review the posted documents, but it will take me a couple hours to save that \$405. Ugh!
- e. Key balances as of 10/31/18:
 Checking=\$24,741, PayPal=\$1,000, Credit Card= -\$9,665
 Invoices: 200 (Fall Classic), Receivable=\$6,500 (NTG donations)
 Payable=-\$645 (Use Tax) – This is where I noticed the \$405 error. The CA tax return said \$950. Oops.
 Total=\$22,131
 NTG=\$1,972 SCRRF=\$17,945, Other=\$2,215 (Insurance, Website)

[Tarek and LeRoy went through the books and matched and cleaned everything in a very thorough audit. Tarek officially approves the books in their current state.

The executive committee concurs and accepts the books, financial reports, and tax returns as presented.]

5. Review and Approve SCRRF Team Scholarships/Grant proposal for 2020.
6. Program Reports – Activities for previous 6 months and plans for next 6 months:
 - a. FLL: Tony Ayad needs a new FLL Affiliate Partner to replace Girls Scouts of Greater LA for two years beginning May 1, 2020.
 - b. FTC
 - c. VEX Programs: Of 485 VEX IQ teams in LA County, 432 are at LAUSD schools and 391 are at schools sponsored by Nelson Team Grants.
7. New Business:
 - a. Approve hosting two new VEX IQ State Championships May 7-8, 2020 to support our LAUSD VEXIQ teams. Last year, 12 elementary teams had to rent a bus to go to San Diego. Other teams went to Northern CA. Hold at Augustus Hawkins High School, which hosts a VEX IQ League. 42 elementary teams on May 7. 36 middle school teams on May 8. LeRoy will be the Event Partner. VEX IQ State will be a new category in the NTG division. These events will increase LARobotics revenue by about \$20K. This additional revenue could preserve our status as a Public Charity. We should have a surplus after all expenses are paid.

[Approved by consensus]

- b. Review and approve proposal for LA Robotics to be the FLL Affiliate Partner beginning May 1, 2020. FLL will be an active division of LA Robotics again, with revenue of about \$90K per year

This additional revenue would preserve our status as a Public Charity

Separate bank account and PayPal account

Accounting and financial reporting for FLL to be reviewed and approved by Audit Committee

Provide Certificates of Insurance for about 20 events. This could increase our cost of insurance by a couple hundred dollars

Tony requests a \$6,000 stipend to cover his personal expenses including airline travel so that he does not need to report actual expenses

Tony proposes to pay LARobotics a flat fee of \$6,000 instead of 5% of revenues plus a share of insurance costs.

Since I will be doing the extra accounting work and the FLL Affiliate Partner work, I propose to allocate the FLL fee as follows:

- \$1,000 to LARobotics Other for insurance, administrative expenses, etc.
- \$5,000 to NTG

[Approved by consensus]

c. If FLL proposal is approved, re-elect Tony Ayad to the Board

[Proposal that Tony will replace the next board member that resigns.

Approved by consensus.]

d. Approve setting up a new checking account for FLL with signature authority for Tony Ayad, LeRoy Nelson, and Terry Wells

[Approved by consensus]

e. Approve setting up a new PayPal account for FLL connected to the new checking account.

[Approved by consensus]

Executive meeting committee adjourned at 7:52pm

These minutes submitted by Terry Wells

Please submit revisions to terbos@usa.net

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