

Los Angeles Robotics Annual Board of Directors Meeting and Elections, May 14, 2020

From: laroboticsboard@googlegroups.com **On Behalf Of** Terry Wells
Sent: Friday, May 15, 2020 17:09
To: LeRoy E Nelson <leroyenelson@gmail.com>; laroboticsboard@googlegroups.com
Cc: tony.ayad@gmail.com; craig.sipes@lausd.net
Subject: RE: LARobotics Annual Board Meeting and Elections

I'm probably one of the directors that's heavily involved in FLL. I can be on that committee.

Terry

----- Original Message -----

Received: 03:48 PM PDT, 05/15/2020
From: "LeRoy E Nelson" <leroyenelson@gmail.com>
To: "Terry Wells" <terbos@usa.net>, <laroboticsboard@googlegroups.com>
Cc: <tony.ayad@gmail.com>, <craig.sipes@lausd.net>
Subject: RE: LARobotics Annual Board Meeting and Elections

I just noticed that I should be added to the new FLL Committee.
Would anyone else like to be on the new FLL Committee?
LeRoy

From: Terry Wells <terbos@usa.net>
Sent: Thursday, May 14, 2020 19:19
To: LeRoy E Nelson <leroyenelson@gmail.com>; laroboticsboard@googlegroups.com
Cc: tony.ayad@gmail.com; craig.sipes@lausd.net
Subject: Re: LARobotics Annual Board Meeting and Elections

Minutes from board meeting. Meetings notes included at the top. Additional background in the original email included below.

Respectfully submitted by Terry Wells

2020-5-14 LA Robotics Board meeting

Attendees:

- LeRoy Nelson
- Eileen Kahn
- Joe Petito
- Tony Ayad
- Yesenia Karamanos
- Chris Husmann
- Amanda Sullivan
- Terry Wells
- David Brinza

A quorum was present

Convene at 6:05pm

Review and approve minutes of previous meetings (May and November)

- Minutes approved by consensus

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Review and approve liability insurance renewal

- LeRoy will renew insurance. He will also ask for a discount if possible. Approved by consensus.

Review interim financial reports for the fiscal year, which ends June 30

- David Brinza reviewed the SCRRF portion of the reports and found no issues.

Elect directors

- LeRoy moved to renew the 6 expiring directors to continue for another 2-year term. Approved by consensus.
- Tony Ayad will come onboard as a director (1-year term) in support of FLL. Approved by consensus.

Elect officers: President, Vice President, Secretary, Treasurer

- Joe will accept the presidency, but is looking for ideas in support of the continuing health and development of the organization.
- David, Terry, and LeRoy accepted their roles again.
- Slate of officers approved by consensus.

Review committees and select committee chairs

- audit - Tarek
- FLL - Tony
- NTG - LeRoy
- SCRRF - Joe
- Special Projects - Eileen
- Website - LeRoy

Assign committee members

- See grids below for details

Committee reports: Audit, FLL, NTG, SCRRF, Special Projects, Website

Activities during the last year

- Audit - Tarek reviewed the books twice within the last year.
- SCRRF - scrimmage at DaVinci was successful.

Plans for the next year

- FLL - cutting expenses, virtual events, expecting half the teams
 - Tony can support the 2020 virtual season, but cannot support finding venues for 2021. Tony will not stick LA Robotics with the role when he leaves. Will transfer to FIRST California.
- NTG - may not have a Vex season due to LAUSD restrictions. We'll see how the situation evolves.
- Special Projects - if and when an FRC season can happen, many teams may have money issues. Perhaps we can offer grants to help teams get registered.
- Website - Maintaining. If anyone wants updates, send them to LeRoy.
- SCRRF
 - § In a period of transition. We may be more of a support role than outright host.
 - § Word from other teams is that supported work sessions are very valuable, perhaps moreso than simply a scrimmage. Example is the open weekend sessions at DaVinci.
 - § Workshops are needed. We should look into leveraging opportunities.
 - § LA Community Slack has FRC focus. Joe will send details.
 - § Possibility of design competition (e.g. CAD-a-thon)
 - § Discussion to continue as more information becomes available

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Schedule next meeting(s)

- Early November for next board meeting
- Joe would like a monthly meeting for SCRRF committee, dates will be emailed.

Meeting adjourned at 7:08pm

----- Original Message -----

Received: 02:48 AM PDT, 05/11/2020

From: "LeRoy E Nelson" <leroyenelson@gmail.com>

To: <laroboticsboard@googlegroups.com>

Cc: <tony.ayad@gmail.com>, <craig.sipes@lausd.net>

Subject: LARobotics Annual Board Meeting and Elections

Dear Los Angeles Robotics Board of Directors:

LA Robotics is supposed to hold a two-hour regular Board Meeting and Elections in early May and a one-hour regular Board Meeting in early November each year. These meetings are held via teleconference. Preparing for and attending these two meetings are the main responsibilities of Directors. We need six Directors for a quorum, but all Directors who wish to be reelected and all prospective Directors should attend the May meeting. Guests are also welcome.

The four Officers and the SCRRF Committee Chair are available to meet in the evenings on **Thursday May 14** and **Friday May 15, 2020**. We need at least one more Director for a quorum.

Please **Reply to All** if you have not yet confirmed your availability on **Thursday May 14** and **Friday May 15** at **6:00-9:00 PM**. I added an extra hour because we may need more time this year for the discussion of the challenges confronting our programs, especially SCRRF, but we can leave the in-depth discussions to the end of the meeting for those who are interested. The Friday meeting is a backup in case we decide to continue the discussion of programs or in case we fail to achieve a quorum on Thursday.

Please also let us know if you would like to change positions or committee assignments, add agenda items, resign from the Board, or nominate new Directors.

President Joe Petito can confirm the meeting date after one or more Directors respond with their availability to achieve a quorum. We can use my local PowWowNow teleconference dial-in numbers unless everyone attending is willing to use Skype or Zoom:

[1-213-289-3444](tel:1-213-289-3444), PIN: 902666

Here are the standard agenda items for the annual May Board meeting:

- Review and approve minutes of previous meeting
- Review and approve liability insurance renewal
- Review interim financial reports for the fiscal year, which ends June 30
- Elect directors
- Elect officers: President, Vice President, Secretary, Treasurer
- Review committees and select committee chairs
- Assign committee members
- Committee reports: Audit, FLL, NTG, SCRRF, Special Projects, Website
 - Activities during the last year
 - Plans for the next year
- Schedule next meeting(s)

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COVID-19 is presenting unprecedented challenges to our robotics programs. Many *FIRST* and VEX Robotics Regional and World championships had to be cancelled in March and April. The VEX IQ State Championships on March 7 and 8 were among the last events held in California. Public Health restrictions may not allow schools to hold robotics events until an effective treatment and/or vaccine is widely available. The entire 2020-21 robotics season is at risk for all programs.

- SCRRF
 - We probably won't be allowed to hold Fall Classic this year.
 - Does SCRRF still have a worthwhile role to play?
 - This discussion could take longer than we can fit in a two-hour meeting.
- VEX IQ Challenge / Nelson Team Grants
 - New game announced April 25 with larger field (\$137 per team, \$547-\$1,093 per league).
 - REC Foundation has not announced a backup plan in case schools can't hold events in the Fall.
 - Grants, team registrations, and leagues on hold until we can confidently schedule events in LAUSD.
 - LAUSD schools are scheduled to reopen on August 14, 2020, so we should know more by then.
 - If we can't confidently schedule leagues to start by November, we could:
 - Hold tournaments in January or early February instead.
 - Hold LAUSD-only leagues and championships in February - May.
 - Hold LAUSD-only tournaments and championships in April and May.
- FLL
 - LARobotics became LA FLL Affiliate Partner as of May 1, replacing Girl Scouts of Greater LA.
 - The host school district for multiple events announced that events will not be allowed in the Fall.
 - *FIRST* is developing a backup plan in case schools can't hold tournaments in the Fall.
 - The backup plan could significantly of our role and revenue as Affiliate Partner.
 - Tony Ayad suggested delaying this discussion until *FIRST* officially announces its backup plan or decides it is not needed.

Agenda Item Background Information

Minutes for the **Board Meeting** held on May 8, 2019 and the **Executive Committee Meeting** held on November 5, 2019 are attached. We did not have a quorum for the November Board meeting, but all officers were present, so we held an Executive Committee Meeting instead to address the time-sensitive issues.

Liability Insurance. We need General Liability coverage to get Directors & Officers Liability coverage. LAUSD requires us to provide expanded coverage to host robotics events on their campuses. I secured expanded coverage for the VEX IQ State Championship in March. However, I subsequently had to find a new school site, which elected to host the event itself along with Local District East, so the expanded coverage was not actually needed. The expanded coverage would still be required if we could hold FLL tournaments on LAUSD campuses again this Fall. Although LAUSD is the only school district that currently requires the extended coverage, it makes good sense to have it if we are hosting events for youth or renting trucks. We could drop the extended coverage if we are certain that we will not host any events this year. I recommend that we keep the extended coverage, because continuing it is easy, but adding it is difficult. The insurance policies are available here in case anyone would like to review them:

[General Liability Policy](#)

[Directors & Officers Policy](#)

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Here is a summary of the annual premiums for our policies:

Coverage	2019	2020
Commercial General Liability	\$1,324.00	\$1,324.00
Commercial Auto Liability		250.00
Improper Sexual Conduct and Physical Abuse		1000.00
Directors & Officers Liability	660.00	660.00
Total	\$1,984.00	\$3,234.00

Financial Reports. The one-page **Financial Report Summary** for the first 10 months of Fiscal Year 2019 (from July 1, 2019 through April 30, 2020) is attached. This provides an overview of revenue and expenses by program for FY 2017, 2018, and 2019 to date. The Summary and the complete 50-page **Financial Reports** are posted online at: <http://larobotics.org/FinancialReports.html>

Each section of the full Financial Reports begins with a large program name (**LARobotics, FLL, NTG, Other, SCRRF**) at the bottom of the account balances page. The officers and Audit Committee members are invited to review the full Financial Reports and let me know if they notice any problems or have any questions. Noteworthy items in the financial reports:

- SCRRF: Our expenses were minimal in FY 2019. No scholarships were awarded in FY 2018 or FY 2019.
- FLL: It is unknown when or if Girl Scouts of Greater LA will transfer any remaining FLL Account Balance to LARobotics. LARobotics transferred the remaining FLL Account Balance of \$21,348.25 to GSGLA in June 2014. Tony Ayad advanced (loaned) \$5,000 to LARobotics for FLL to cover expenses until a transfer from GSGLS or event registration fees are received. If we do not receive event registration fees as planned, we will need to renegotiate the agreement with Tony that the Executive Committee approved at the November 5, 2019 meeting. See the minutes for details.
- NTG: Pending income and expenses from the VEX IQ State Championships are posted as NTG Receivables (\$11,700 for registrations) and NTG Payables (\$1,920 for custodial overtime), respectively. Expense reports have not yet been received for food expenses for volunteers. LeRoy spent an additional \$4,830 on equipment and supplies that he ordered on Amazon, for which he received a 5% discount and a tax deduction and LARobotics received a 0.5% rebate. LARobotics now has three 4k-5K lumen projectors and 9’x12’ screens, eight 24” monitors, and four wide angle HD USB field cameras mounted on microphone stands plus supporting cables and electronics available for events. Blue table skirts, 6’ tall blue and white pipe and drape, and stanchions purchased by LARobotics for the State Championship are also available for other events. You can see this equipment in use [here](#).

Directors. The two-year terms of the following Directors expire after the May elections, so they will need to be re-elected as Directors if they wish to continue on the Board. Here are their current positions and committee assignments:

Director Name	Office	Chair / Program	Committees
Joe Petito	President		SCRRF
Terry Wells	Secretary		SCRRF
LeRoy Nelson	Treasurer	Nelson Team Grants, Website	NTG, SCRRF, Website
Eileen Kahn	Director	Special Projects	SCRRF, SP
Greg Vallone	Director	Audit	Audit, NTG, SP
Yesenia Karamanos	Director		Audit, NTG, SP

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The directors whose two-year terms have one year remaining are:

Director Name	Office	Chair / Program	Committees
David Brinza	VP		Audit, SCRRF
Chris Husmann	Director	SCRRF	SCRRF
Tarek Shraibati	Director	VEX Programs	Audit, NTG
Amanda Sullivan	Director	FTC Program	SP

At the previous meeting, we resolved to elect Tony Ayad as a Director and FLL Committee Chair. He may need to be elected for a one-year term as Director to better balance one-year and two-year terms.

Director Name	Office	Chair / Program	Committees
Tony Ayad	Director	FLL, FLL Program	Audit, FLL

Elect Officers: President, Vice President, Secretary, Treasurer.

Review Committees (Audit, FLL, NTG, SCRRF, Special Projects, Website) and select Committee Chairs.

Assign Directors to Committees.

Committee reports: Audit, FLL, NTG, SCRRF, Special Projects, Website
Activities during the previous year
Plans for the next year

Schedule next meeting(s).

Respectfully,
LeRoy

LeRoy E. Nelson
Treasurer, Los Angeles Robotics
LeRoy@LARobotics.org
<http://LARobotics.org/NelsonTeamGrants.html>
1457 3rd Street
Manhattan Beach CA 90266
310-529-4637 (cell)
310-937-7226 (home office)

- > -----
- > Attachment: LA_Robotics_Minutes_2019-05-08.pdf
- > Attachment: LA_Robotics_Minutes_2019-11-05.pdf
- > Attachment: LARobotics_Financial_Report_Summary_04-30-2020.pdf
- > -----

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