



EnrichED

Caledonia Community Schools

Meeting Agenda

Date February 20, 2018 | **Location:** Caledonia Administration

Times: 12:00 pm - 1:00 pm

Invitees:

Board Members - Stephanie Pearson, Beth McLean, Kelly Clark

Advisory Members - Wendy Cammet, Christine Flodin, Kathy Sebel, Kris Vydareny

Item

Call to order and welcome

The meeting was called to order at 12:06 pm.

Old Business

- Approval of Minutes from last meeting
 - Beth motioned to approve the minutes as is and Kelly seconded the motion.

New Business

- Add Special March Meeting to vote on:
 - [Roles and Responsibilities document](#)
 - This document was presented and briefly reviewed. The group felt it best to have each coordinator inspect the draft and add comments or suggestions to the Google Document to assist in creating a refined version that would be voted at the next meeting.
 - [Proposed ByLaw revisions](#) (14 day notification)
 - It was decided that the Caledonia EnrichED ByLaws were in need of review and revision to better suit our organization, as the current document was created before any programs were established.
 - A new draft was presented, and will be available on Google Drive for each coordinator to review and make suggestions. These proposed changes will be discussed via email and comments in the document with the goal of completing a refined version to be voted on at the next meeting.
 - The list below are the major areas to review.
 - Mission Statement & Purpose
 - Defining Quorum
 - Election Meeting Dat
 - Terms of Service
 - Committee Functions
 - Proposed decrease to Special Purchase Allowance from \$150, and to exempt Program Registrations from vote.
 - It was discussed that the \$150 allowance would remain in

tact, but that a section will be added listing items that will be exempt from special purchases, such as registrations approved in budgets submitted to EnrichED. This needs to be modified in the corresponding documents.

- May Elections
 - May Meeting - Open to members due to voting
 - Our ByLaws state that membership elections will be held during a March Meeting. Currently EnrichED only meets four times a year and one of those meetings is not in March.
 - It was decided we would hold a Special Board meeting to review the ByLaw changes and adoption of new ByLaws to allow for a May Election.
 - This meeting will take place on March 26, 2018 at 12:00 in the BoardRoom of the Administration Building.
 - Kelly will add this special meeting to the Website.
 - The Roles & Responsibilities will be discussed at this time as well.
 - Advertising open positions
 - After the March Special Meeting each Committee Chairperson will work to advertise and email parents of EnrichED families about any board or Committee open positions. All vacancies will be announced after the March meeting.
- Discuss adding monthly check-in meeting (phone, email, Skype)
 - OM asked that the board consider implementing a monthly check in meeting with each Committee Chairperson. The board agreed this was a great idea and will work to add this to the President's roles and responsibilities.
- Requiring payment at time of registration and adding payment to registration forms
 - This past year both JR FLL and OM had to spend a lot of time following up with parents to get registration fees.
 - VEX Robotics will share their registration form with OM & JR FLL that has a link sending parents directly to the Paypal Website to collect payment after they submit the form.
 - Registration forms will be reviewed before they are sent out this year. Our goal would be to have a District Photo Release on each form that is the same for all Committees and gather all the same information for each Committee.
- Program year-end tasks
 - Coach and volunteer thank-you's (rules on what can be purchased)
 - Since EnrichED is separate from Caledonia Community Schools each Coordinator can decide if they would like to do a thank you to each coach. If coordinators would like to do this they are allowed, and just need to budget for this at the beginning of the year.
 - Coach/parent surveys and/or meeting(s)?
 - Proposing OM meeting with parents & coaches to make up for the one we didn't hold last year to explain move to EnrichED and introduce changes for 2018, positions, etc.
 - It was decided we should send out a survey to all OM coaches and parents to get feedback on how the year went.
 - At the beginning of next year OM will work to have EnrichED at the kickoff meeting to share a little about EnrichED, how it came to be in existence and why OM was brought under their umbrella.

Committee Reports

- Cal Robotics
 - Jr FLL

- **2017 Season Final Notes Shared by Wendy Cammet:**

- Wrapped up the 2017 season Nov 18 with the Expo at Kraft – will stick with the local only event going forward, much easier logistically and provided a very similar experience for the participants
- All equipment has been collected except for one team who is returning this week
- The two Kettle Lake teams demonstrated their projects at the recent Kettle Lake Science Night on Jan 18. The Cal Robotics room was very popular and packed all night. Some of our Middle School VEX students played Jenga with their robots. It was excellent publicity for our programs and I highly recommend we participate in the Elementary school Science Nights when we can.

- **2018 Season Planning:**

- Info Night planned for May 2, being held in conjunction with FLL
- Will want to remember to advertise our May Info Night to our incoming 2nd and 3rd graders to bridge current age gap in our participation levels (send home individual flyers). Many of our participants last year are aging up to FLL next year.
- Jr FLL Expo target date is Friday, Nov 16, 2018 from 5:30-8:00 pm

- **Financial Report (updated 2/13/18):**

- Updated budget attached
- FYI - Never received a bill from Cal Facilities for the Expo.

- FLL

- Two teams(DE1 & PRE1) competed at the 11/18 Grandville Regional Tournament.
- Two Other teams(KLE1 & KLE2) attended the 11/18 Allendale Regional Tournament. KLE1 took 2nd place in the Great 8 Bracket & KLE2 took home the Champion's Award (1st place overall)!
- At the 12/02 GR Regional Tournament, CE1 attended & ELE1 walked away with the Champion's Award (1st place overall)!
- Two teams attended the State Tournament on 01/20 (KLE1 & ELE1)
- On 05/02/18 FLL will hold their Information Night with Jr FLL.

- VEX

- VEX hosted a successful League and Skills events this year for the first time.
- VEX students/mentors have been helping TK/Other Schools with robot design and Coding. It feels great to give back to others after Grandville has helped us so much.
- The MS VEX teams held their end of year party in February and disassembled all the robots but 3.
- Five VEX Teams qualified for the State on 2/25. This is up from two teams last year.
- Two Online Challenges were submitted by Middle School VEX students. Even though no awards were received, Cal VEX Robotics now has a new

website created by the students. Check it out at <https://caledoniavexrobotics.weebly.com/>.

- New V5 "brains" will be available to buy later this spring. We are looking into Fundraising and Grants to help fund these new "Brains". Current technology is at least 8 years old and it would be beneficial to upgrade before next season if possible.
- Odyssey of the Mind
 - Regionals run-down
 - EnrichED name was confusing
 - OM will look into other Color or Name options for Shirts for next year and/or additional team spirit items such as flags.
 - Want individual school names on t-shirts
 - Next year OM will look at the best way to troubleshoot names on team shirts. It's not an easy answer because some teams have several schools participating on one team. Ideas suggested included listing all schools on the back or looking at using different colors for different schools. Another option to consider is using flags to distinguish the different teams but have one color t-shirt.
 - Need more spontaneous training
 - Spontaneous Night was cancelled because of a snow day. Next year OM will work to get teams more training.
 - On 03/17 2 Kettle Lake teams, 1 KMMS, 1 CHS will attend the State tournament.
 - Next year OM will add payment and media release information to the registration form.
 - A Digital volunteer/background check form was discussed. Currently EnrichED follows the guidelines of what Caledonia Community Schools does for volunteer/background checks.
 - It was suggested that this be discussed further at the March meeting and look into having this done by the schools and/or principal rep instead of an EnrichED board member.
 - It was also suggested we look into turning all background checks directly to the school or administration for processing.

Treasurer's Report

- Current treasurer's report
 - The current treasurer's report was handed out and reviewed. None of the committees had any questions regarding this.
 - Coach Discount Payment Procedure - Simplify
 - It was decided this will be discussed at the March meeting.
 - Offer to all Caledonia EnrichED coaches?
 - It was decided this will be discussed at the March meeting.
 - JR FLL Payment Link/2017 Lots of late payments
 - All committees will work to make this process smoother for next year.
- Vote on any proposed purchases
 - VEX State Registration Fees 1 HS/2MS teams @\$205 each
 - There was a motion by Beth and a second by Kelly to approve payment for the 3 teams to go to VEX state tournament. These fees were accounted for in the budget.

- End of year Taxes - filed 2/15/2017
 - Beth filed our taxes for the year
- Review proposed budget for 2018
 - It was decided this will be discussed at the March meeting.
- Review committee budgets
 - It was decided this will be discussed at the March meeting.

Q&A

Adjournment

The meeting was adjourned at 1:44 pm. The next meeting is March 26 at 12:00 pm at Caledonia Administration.