

Item	Notes	Action	Owner
Budget	<p>Jeff – has an executive summary of expenses</p> <p>Add a line to the budget that includes the First budget and the school budget</p>	Diane Botsford will provide numbers to Jeff	Diane
Grants	<p>\$5000 from Mr. Scott’s business right to the First account</p> <p>Get him the names of the parents that work at Bell Labs/Verizon etc.</p>		Jeff
Clean up	Finished – will get \$500		
Concessions	<p>Made \$</p> <p>Had enough volunteers</p> <p>Ran out of water</p> <p>Plenty of soda for the future</p> <p>Ran out of hot dogs</p> <p>There are food warmers and Jeff will put Diane in touch with the cafeteria people to understand what they can or can not use.</p> <p>There will be a cafeteria person available at MAR</p> <p>Diane will set up a meeting with Miles to discuss Marjorie’s book with him. Set up 2 hours.</p> <p>Need plenty of time to set up.</p> <p>Lorraine said there is \$ in the bank to be used for the event.</p> <p>Mt. Olive worked with 3 pizza places and arranged pies for \$8.50/pie and then they charged \$17 per pie or \$2.50 a slice.</p>		Diane

	<p>Get a pizza runner to pick up the pizza as it goes.</p> <p>Consider using a Intuit (pay) type of thing to prepay for pizza</p>		
Team Captain	<p>\$240.00/year for adobe suite – photo shop and in design. She will look into the specifics of licenses.</p> <p>A chairman’s presentation class on how to speak and present</p> <p>Christine – will contact Dr. Morrell He needs to submit his budget in January.</p> <p>They asked for \$4000 dollars and multiple advisors.</p> <p>Team303 needs to have the website updated. Could have some kids from the programming side to update the website. (Matt is working on this)</p>		Christine Cai
Digital Media	<p>Nothing new</p> <p>Discussion of helping find someone to update the team 303 website</p>		
Travel	<p>Thursday, March 19<sup>th</sup> - Saturday trip – should hear back on Dec. 9<sup>th</sup> if we are going to RPI. NY Tech Valley – Troy, NY</p> <p>Regional Event</p>		

	Plan for 50 people going to travel to St. Louis.		
Procurement	About to buy \$5000 of stuff with the school money. Materials and parts for the season. School gives us \$8000 for stuff \$8000 for registration		Tyler
Event Calendar	<p><b>December 14<sup>th</sup></b> FTC event – in Livingston</p> <p>Week from today – RAMP meeting December 15<sup>th</sup> – Monday – general RAMP meeting</p> <p><b>January 3<sup>rd</sup></b> Kick Off at Montgomery</p> <p>January 27<sup>th</sup> – general</p>		
Team Captains	<b>Tyler</b> Waiting to hear from NY Tech.		
CPR Training	Francine & Ed & Owen Francine will ride bus to on Wednesday.		

Meal planning	Magesh Kumar Maybe put on sign-up genius to view what people are making		
Succession planning	Who will do what?  Need board members and committee chairs		
Marketing advertising representative	Develop programs around grants		
<b>New Business</b>	Going to have a full parent meeting in January Need to know by then what deposits will need to be made at that time. (Tyler)		