

Board of Directors Meeting

2/25/24

14780 SW Carolwood DR, 97007 Beaverton, OR

14:00 - 15:30

Special Session

President Yoder has called a meeting today 2/25/24, at 14:00 at 14780 SW Carolwood DR, 97007 Beaverton, OR.

Present: Ruben Yoder, Herman Muir, Xandur G.M, Rayden James Lara

Absent: None

Proceedings:

President Report - Charitable Solicitation Paperwork:

- Yoder explained that Hawkbot1cs must be registered in the Oregon Department of Justice database that regulates the financial behavior of nonprofit organizations in Oregon.
- The board discussed that all information regarding financial, legal documentation of board members, assigned roles, by-laws, signatures, must be due before the end of today's meeting.
- When accessing the entity on the Oregon Business Registry it did not show on the website. It was found that although it was currently listed as active, it was not accessible. An email will be sent to the Secretary Office because it was found that the business is legally not needing to be renewed. Document (Articles of Incorporation) must be attached to Charitable Activities Section filing.

President Report - Change of Secretary Status:

Trevor Chung was no longer interested in serving the board, finding an alternative candidate to replace Chung, being Rayden James Lara.

MOTION by President Ruben - Rayden James Lara to be new secretary:

- Unanimous

President Report - Hawkbot1cs By-Laws:

- The bylaws were reviewed before they were signed by Secretary Lara. Some important details reviewed included:
 - Only under this name shall it be named for business
 - Only for charitable or educational purposes

- Only for STEM education purposes
- No membership classes, zero affiliates but can be approved
- Board directors must be 4
- Xandur G.M is the vice president of Hawkbot1cs Non-Profit
- Rayden James Lara, Secretary - writes Meeting Minutes (As of current)
- Herman Muir, Treasure - Financial Recorder/Transactions-
- Consider Quarterly Financial Reports to provide to the public and businesses interested in sponsoring our program-
- Reaffirmed Fiscal Year is May 31st

MOTION by President Ruben - Ratify By-Laws

- Unanimous

Committee Report - Charitable Activities Section

- Tax Exempt Status put as (Not Applied)
- NOT Raising Funds on Behalf of another organization

Board Directors Sign Documentation

Composing Notes for Department of Justice regarding missing documents which includes but not limited to Articles of Incorporation, and IRS termination letter.

Adjourned Meeting: 15:45

Minutes Submitted by Secretary, Rayden James Lara

Board of Directors Meeting

3/3/24

14780 SW Carolwood DR, 97007 Beaverton, OR

14:00 - 15:30

General Session

President Yoder has called a meeting today 3/03/24, at 14:00 at 14780 SW Carolwood DR, 97007 Beaverton, OR.

Present: Ruben Yoder, Herman Muir, Rayden James Lara

Absent: Xandur G.M

Proceedings:

Last meeting's minutes were reviewed and approved.

President's Report:

Deadline for 501(c)(3), for the use of sponsorships and tax deductible for these sponsorships.

Preferable Deadline - March 17th

Set Deadline - March 24th

MOTION by President Yoder - Deadline for 501(c)(3) status

Unanimous

Board Report:

Form 1023-EZ Worksheet, reviewed and completed.

No was checked on all available points.

Board Report: Reviewing User Fees

- Necessary payment to submit form - \$275
- FORM 990-N - Must be filed yearly, in accordance with section 501(c)(3) notice. Required regardless of application status. No exceptions. All paperwork will be posted on Hawkbot1cs website.
- Further research on State Charity Officials. Must write major specific activities, these were already written within the By-Laws of Hawkbot1cs. Other information will be reviewed deeply at a later date.

President's Report:

Delegating Roles for 501(c)(3) application.

Herman: Read Part 4 - Foundation Application

Rayden James: Begin Management Training Slideshow for Team.

Ruben: Create Account and Begin Application.

Xandur: Begin Construction of Robot for Science Fair as Team Manager.

Meeting Adjourned - 15:13

Minutes Submitted by Secretary Rayden James Lara

Board of Directors Meeting

6/8/24

6854 SW Thoroughbred Pl

11:30 - 13:00

General Session

Rayden James Lara has called for a meeting 6/8/24, at 11:30 at 6854 SW Thoroughbred Pl

Present: Ruben Yoder, Rayden James Lara, Herman Muir

Absent: Xandur G.M

Proceedings:

Board Report: Hawkbot1cs Club Scheduling and Planning

- Time for club meetings has been moved to Tuesdays and Thursdays from 2:30 - 4 to 3:30 to 5, must be a club majority vote decided during the meeting.
- 7 weeks between kickoff date and league meet zero for silicone forest league
- 4 total club meetings before kickoff within school year
- Bi-weekly weekend meetings, i.e. 2 per month to ensure steady progress

Week Number	Meeting Dates:
35	8-27, 8-29
36	9-3, 9-5, 9-7
37	9-10, 9-12
38	9-17, 9-19, 9-21
39	9-24, 9-26
40	10-1, 10-3, 10-5
41	10-8, 10-10
42	10-15, 10-17, 10-19

- Likely to be rescheduled, but estimated League Meet 0 date is the 19th of October

Board Report: Banking and Sponsorship Outreach

MOTION by Herman Muir - To open a checking account at a local credit union or bank within the next 3 months (before 8/31).

Unanimous

MOTION by Herman Muir - To appoint assistants, Secretary Rayden James Lara & President Ruben Yoder, in accordance with section 6.07 of the Hawkbotles Bylaws, endowing upon them the authority to jointly make decisions under his direction in order to assist in the performance of the Treasurer's duties.

Unanimous

Treasurer Report: Fiscal Year End Report

- Nothing to report due to lack of a bank account
- Filing for a 990-N, filing deadline of October 15th, 2024

Board Report: Potential Banking Accounts

- First Tech - Simple Business Checking: \$6 monthly w/ average balance of \$1000 or less
- OnPoint - Business Checking: 0% API, \$0 per month w/ average balance of \$0 or more, minimum opening balance is \$100
- UMPQUA Bank - Community Business Checking: \$10 per month, \$7 paperless statements
- Key Bank - Basic Business Checking: \$5 monthly w/ average balance of \$1000 or less
- U.S Bank - Non-profit Checking Account: \$0 monthly, catered towards Non-Profits, requires, personal address & phone number, EIN, SSN, ITIN
- Bank of America:
- PNC
- As of now the board acknowledges that the most favorable option is OnPoint CU's Business Checking account, but the Finance Committee headed by Treasurer Muir will make final determination at their upcoming meeting

Board Report: Summer Plan Redesign

- Redesign Club logo, put on t-shirts, hoodies, and main robot



- Non-Profit, Meeting Minutes, Charitable Solicitation of ODOJ, 501(c)(3) from IRS, put all information regarding these forms online on our public website for documentation and legitimization.

Board Report: Committee Meeting

- Finance Committee run by Treasurer, Herman Muir, will meet next Thursday, June 13th, 2024, to discuss meeting plans for opening up potential bank accounts

Meeting Adjourned - 13:02

Minutes Submitted by Secretary, Rayden James Lara