

The Robot Group Agenda for Dec 14, 2006



- Meeting Structure Proposal:
 - 7:30p-8:00p -- Arrival and social
 - 8:00p-8:15p -- Business Discussions
 - 8:15p-8:30p -- Committee reports
 - 8:30p-9:00p -- Presentations, Show & Tell, Current Projects
- Web site restructuring/consolidation/administration
- Creation of Associate Members (kids) ID cards & shirts
- Committee Formation Proposals

The Robot Group Renaissance

I want to take this opportunity thank everyone for their continued interest and support of The Robot Group. I recently accepted the role of President of this group because I think a Renaissance is not only overdue, but clearly underway. I look forward to working with everyone to come up with new ideas on how the group can sustain and increase the momentum we've developed thus far.

I prepared this document as a “take away” for your consideration and would welcome feedback. Feel free to send your comments directly to me (vern@txis.com) or through the robot group mailing list. Thanks! :)

Vern “El Presedente” Graner

Proposed Committees

Many of these proposed committees will have overlapping and complimentary duties. The purpose of putting formal committees together is to create a structure whereby the goals of the group can be advanced in parallel and progress may be tracked. The committees envisioned thus far are:

Parts Committee- Nominees:

Promotion Committee- Nominees:

Fund Drive Committee- Nominees:

Membership Drive Committee- Nominees:

Associate Members Committee- Nominees:

Notes:

Parts Committee

The Parts Committee is in charge of inventory and maintenance of non-monetary robot group assets. The basic mission of the committee is to:

- Keep an inventory of Robot Group owned parts (i.e. donations)

We have had corporate and personal donations of various things in the past, and many have been lost to the sands of time. The committee will keep an inventory of all parts and equipment and maintain that inventory on a page on the robot group's web site. This way MEMBERS of the group can look through the parts and see if something they need is available.

- Evaluate "grant requests" from members

Members of the robot group will be able to petition the committee for parts for projects. Robot Group members will submit proposals that include a description of what they intend to make and when the project is expected to be completed. The proposal should also include a description on how the resulting device could be used to help the robot group and further it's mission. The committee will have the right to evaluate proposals from group members and provide parts from the inventory.

- Track the progress of projects

The committee will track the progress of the projects where parts have been allocated. The committee will coordinate the monitoring of the project, updating the web site to reflect the disposition of parts. If a project, in the view of the committee, has been completed, the committee can dub the project "complete" and the parts will be permanently allocated to the robot group member (i.e. ownership passes to the member). As part of the proposal, it is understood that, though ownership is transferred, the funded project should be available to benefit robot group functions.

- Recover the assets from discontinued projects

If the project has failed to come to fruition, the committee will recover the parts and return them to inventory so other members may use otherwise idle components.

- Sell excess components

If a member would like to purchase a part for personal use, the committee will evaluate the request and determine its suitability for sale. The committee has the power to sell the assets so as to increase the available funds for the group.

Notes:

Promotion Committee

The Promotion committee is chiefly responsible for identifying opportunities to raise awareness of The Robot Group. The committee will be responsible for creating promotional materials, press releases, flyers, membership applications and other group collateral materials. They will handle public relations and seek out opportunities where The Robot Group may be featured in media or events. Raising the group's profile helps to

- Draw new members.

Making people aware that the group exists is the first step to building the membership of the group. A larger membership results in more people to participate in projects. A larger membership base means there is more talent, skill and experience to draw upon.

- Secure grants

The Promotion Committee will assist the fund raising committee by providing collateral material and contact information to advance fund raising opportunities.

- Maintain the “BLOG” on ROBOTGROUP.NET web site

The Promotion committee will be responsible for collecting materials such as photographs and notes about events and placing them on the robot group web site.

- Assist the group in fulfilling it/s mission.

Please see the mission statement for details :)

Notes:

Membership Drive Committee

The Membership Drive committee will be primarily responsible for inventing ways to gather new members for The Robot Group. Outreach programs for schools, flyers that can be made available at events (see example attached). This committee will work closely with the promotions committee to create and maintain materials for recruitment.

Notes:
