



Educating Tomorrow's Innovators , TODAY!

Location: Encino Elementary Charter School Auditorium
16941 Addison St, Encino, CA 91316

Time: Tuesday, April 9, 2024 at 6:30 p.m.

Empowering innovation through collaboration, Rally in the Valley competition sparks curiosity and nurtures talent, cultivating the next generation of STEAM leaders.

AGENDA

The Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo welcomes your participation at the meetings of the Board of Directors ("Board"). The purpose of a public meeting of the Board is to conduct the affairs of the Organization in public and encourage continued community interest in our organization.

END OF STATE OF EMERGENCY AND NEW REMOTE PARTICIPATION RULES - Assembly Bill 2449

Governor Newsom announced that the COVID-19 state of emergency ended on February 28, 2023. With the end of the state of emergency, agencies are no longer able to utilize pandemic-era virtual meeting procedures. However, board members may continue to participate remotely by telephone and/or videoconference under traditional Ralph M. Brown Act teleconference rules. Effective January 1, 2023, Assembly Bill 2449 (AB 2449) allows individual board members to participate in meetings remotely during "emergency circumstances" or for "just cause." Specific requirements may be found in the full text of AB2449 (posted on the Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo website: rallyinthevalleyrobotics.org)

All requirements for attendance by the Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo adhered to in accordance with the Ralph M. Brown Act.

Instructions for Presentations to the Board by Citizens

If you wish to make a public comment, please follow these instructions:

1. The public may attend in person. If joining in person, the public may complete a "Request to Address the Board" (on an agenda item or non-agenda item) card which will be available at the door.
2. Speakers will fill in their names and select if they wish to address the board regarding a specific agenda item or a non-agenda item.
3. When it is time for the speaker to address the board, his/her name will be called by the Board Chair and the requesting speaker's microphone will be activated.



I. **PRELIMINARY**

- A. **Call to Order** – Chair of the Board, Oscar Cesar Rios Jr.
- B. **Roll Call** – Secretary of the Board – Jennifer Nishimoto
- C. **Flag Salute** – Oscar Cesar Rios Jr.
- D. **Approval of the Agenda** – Chair of the Board, Oscar Cesar Rios Jr.
- E. **Minutes of the Previous Regular Meeting** - Oscar Cesar Rios, Jr.,

Minutes of the March 12, 2024 Regular Meeting of the Board of Directors presented for approval.

II. **COMMUNICATIONS**

- A. **Presentations from the Public** – Chair, Oscar Cesar Rios Jr.
Any persons present desiring to address the Board of Directors on any proper matter.

Agenda items: No individual presentation shall be for more than five (5) minutes and the total time for this purpose shall not exceed thirty (30) minutes per agenda item.

Non-agenda items: No individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes.

Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction following a presentation.

- B. **Financial Report:** Treasurer, Jon-Michael Rodriguez

Jon-Michael Rodriguez, Treasurer of Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo.

Financial Report

- C. **President's Report** - Chair, Oscar Cesar Rios Jr.

President Report



III. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board's vote on them. The Director recommends approval of all consent agenda items.

There are no consent agenda items.

IV. ITEMS SCHEDULED FOR ACTION

- A. Scoring Sheet Update (*Discussion Item*)
- B. RIV Feedback (*Discussion Item*)
- C. Social Media (*Motion to Approve*)
- D. Resignation of Sergio Millan (*Motion to Approve*)

V. ITEMS SCHEDULED FOR INFORMATION

- A. Roster Update (*Informational Item*)
- B. YouTube & Podcast (*Informational Item*)
- C. Merchandise (*Informational Item*)
- D. Community Support (*Informational Item*)
- E. Volunteering Training (*Informational Item*)

VI. ANNOUNCEMENTS

VII. ADJOURNMENT

The next regular meeting of the Board of Directors of the Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo will be held on Wednesday, May 1, 2024 at Encino Elementary Charter School. Location: 16941 Addison St, Encino, CA 91316



Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications or accommodations, including auxiliary aids or services, in order to participate in the public meeting of the Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo Board of Directors, please contact the President at (818) 378-2997. Notification of 72 hours prior to the meeting will enable Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo Board of Directors to make reasonable arrangements to ensure accommodations and accessibility to this meeting. Upon request, Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo Board of Directors shall also make available this agenda and all other public records associated with this meeting in appropriate alternative formats for persons with disabilities.



FINANCIAL REPORT



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Jon-Michael Rodriguez, Treasurer
Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo

SUBJECT: Financial Report: March 2024

The Financial report as of March 31, 2024 Rally in the Valley Robotics & S.T.E.A.M. Expo is currently achieving a positive net income starting in the month of February. This month's revenue consists of: **\$325.85** in checking and in Savings **\$1,100.56**. RIV is also looking into ways to make some extra income in the forms of Merchandise and Swag which will be launching its day view on May 18th 2024 at the main event.

<https://drive.google.com/file/d/1N8qyaolfF5rultY8mJ-CTxkJJ4xfjtC/view?usp=sharing>



PRESIDENT'S REPORT



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Oscar Rios
President, Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo

SUBJECT: President Report: March 2024

Dear Board Members,

I am very excited to report on the following

Achievements: Several letters have been sent out to invite more dignitaries to our event. Assemblywoman Luz Rivas' office has responded and they are checking her schedule to see if she is available. Also, a representative from Bob Blumenfield's office has returned my email and is checking his schedule too, to see if he is available.

Financial Report: As Jon-Michael Rodriguez stated the total we have in the account. Premier America has donated \$500 to get volunteer t-shirts created by farmhouse graphics. We also had another \$100 dollars donated by LakeView Terrace trucking through Zeffy, our website donation system. Also a donation option has been created on instagram, so far we have \$45 pending on the page.

Challenges and Solutions: One of the main challenges we have had in getting enough donations to help support our cause and making sure we have content posted on Instagram on a daily basis. So far we have been doing better about posting but we are in the negative percentage.

Upcoming Goals and Initiatives: We have many small tasks that we need to complete for the event: food, merch, set up and finalizing registration. We have assigned areas for people to cover and help. Also we have a preliminary podcast date so we can pilot launch in April.

Acknowledgments and Appreciations: Again, very proud of the headway we are making on this business venture.



IV.

ITEMS SCHEDULED FOR ACTION



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Jennifer Nishimoto
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: Scoring Sheet Update (*Discussion Item*)

BACKGROUND

To enhance the efficiency and accuracy of our scoring process, we have updated our scoring sheets to provide clearer identification of the robots being assessed. The team name and school will be prefilled for the judges' convenience, streamlining the evaluation process. Additionally, the scoring sheets will include a reminder detailing the total points awarded, any penalties incurred, as well as the time used and remaining. Clear indications will be provided if a team exceeds the time limit, facilitating quicker decision-making for the judges and ensuring a smooth determination of the winner. These improvements aim to optimize the judging process and uphold fairness and transparency in our competitions.

The judges in the scrimmage also asked for a list to assist schools in locating the correct mats for each competition event.

Recommendation

The board will review the scoring sheets to make sure that there is consistency and clarity for the judges.



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Jennifer Nishimoto
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: RIV Feedback (*Information Item*)

BACKGROUND

We have taken a proactive approach to gather feedback on the event by sending out surveys to coaches, judges and volunteers. Additionally, we've received valuable written feedback immediately following the event. All this input will be carefully considered as we work to enhance future events. By incorporating suggestions and addressing concerns raised by participants, we're committed to continuously improving the event experience for everyone involved.

Suggestion:

Hosting school to have event t shirts to help identify help
More adult bathrooms
Adult bathrooms that are unlocked when someone leaves
Get door stoppers for staff bathrooms
Advertise restrooms in main building too
When parents come after their school has arrived a sign or map of school and event locations
Move SUMO to a location that is more visible - small MPR or center stage
Space people out? Sumo in main mpr and more of a circle style instead of on one side
The competition in the annex MPR - two viewpoints on both sides of the mats.
Possible to move sumo to another space so more can watch?
Runner for teams for SUMO or a reminder to complete events
Projector needs to work
Block off apparatus with cones or caution tape
Put away equipment cart
Signs posted around the school with the agenda
Have eating area clearly labeled



Parents

A place for parents to hang out.

Parents in the rooms with the teams, some teams want them and others said it was too crowded

Need more parent seating areas

Obstacle Measurement Wall

A volunteer to watch to make sure only students are measuring and adults are not assisting in measuring.

Events

3 mats were enough

Timer for attempt should start when wheels move

Record time left or remaining time would be easier to record as times count down

Obstacle: Need timer and a stop watch too hard to keep track of both

Obstacle: Mark where each section is located on all mats so all mats are the same

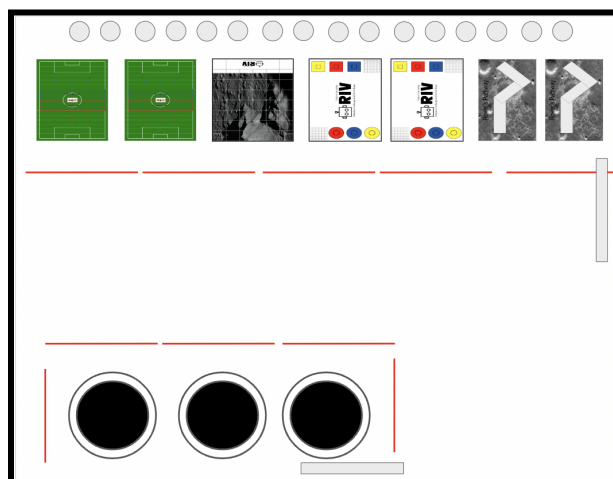
Obstacle: Ipad for 5 minute timer so students see the time remaining

Judges with a list of all schools and assigned mats, so that we can quickly direct students towards the correct mat.

Redo the score sheets

Schools

SMBCCS and Encino need bigger rooms or less parents in the room





Recommendation:

The board will review the list of suggestions and take action accordingly, with a designated member reaching out to Fenton Academies to ensure all the necessary tasks are completed before May 17, 2024.



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Jennifer Nishimoto
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: Social Media (*Motion to Approve*)

BACKGROUND

Our inconsistency in posting three times a day has had a noticeable impact on our engagement and growth. Insights indicate a decrease in follower interaction reach, and overall visibility, highlighting the importance of maintaining a consistent posting schedule to sustain audience interest and momentum.

Insights from February 25-March 25

Accounts reached is 257 which is a decline by 91.8%

Accounts engaged 45 which is a decline by 45.8%

Total followers has increased to 67

We have posted 49 times

To boost our activity on Instagram, we've developed a comprehensive strategy to engage our audience. We'll continue to schedule content three times a day to keep our followers informed and entertained, utilizing the Canva platform to enhance our designs. In addition to static posts, we'll incorporate more videos and reels to add dynamic flair to our feed. A key initiative will be hosting a contest aimed at reaching our goal of 100 followers. This seven-day contest will require participants to follow us, like the post, and comment on the type of merchandise they'd like to see in our online store, aiding us in product planning. Winners will be announced in April ___ using a spinning wheel for transparency. Furthermore, we'll link our Instagram account to Facebook to expand our reach and garner more followers, likes and recognition.

Recommendations

The board will select a date to begin, end and announce the winner. A designated member of the board will be in charge of gathering the names and selecting the spinner.



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Oscar Rios
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: Resignation of Sergio Millan (*Motion to Approve*)

BACKGROUND

Sergio Millan has made the decision to resign from the board due to personal reasons and a need to focus on addressing some personal issues. Sergio has graciously agreed to step down to priority self-care and address his mental well-being. He intends to return to support the organization when he feels ready, but for now his primary focus is on taking the necessary steps to restore his mental health.

Recommendations

The board acknowledges Sergio Millan's resignation and accepts it with understanding. We appreciate his contributions to the organization and anticipate his return when he feels prepared to resume his volunteer work on a committee.



V.

ITEMS SCHEDULED FOR INFORMATION



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Jennifer Nishimoto
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: Roster Update (*Informational Item*)

BACKGROUND

The Rally in the Valley Event will be held on May 18, 2024 at the Fenton Academies. All participating schools were emailed along with a spreadsheet to update their rosters with their team names accordingly. The deadline for roster updates is **April 18, 2024**. After this date any school who has not updated their roster will be contacted directly to ensure their teams are properly listed. Additionally, they were reminded of the maximum number of teams allowed in each event.



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Jon-Michael Rodriguez
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: YouTube & Podcast (Informational Item)

BACKGROUND

We are getting ready to launch a new YouTube channel dedicated to Rally in the Valley. Our channel will feature an engaging intro video introducing viewers the essence of Rally in the Valley. Following this we will release a pilot video into the intricacies of the games, providing insight into gameplay and strategies. We will also have a video dedicated to providing easy access to the rules. Additionally, we will share tips on how to effectively highlight games, giving shoutout to our valued sponsors along the way. For added visual appeal, we will incorporate footage of different games as the background. Moreover, the same content will be repurposed for an exciting podcast experience, ensuring our audience can engage with Rally in the Valley in various formats. Stay tuned for updates and subscribe to our channel for all the latest and greatest.



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Oscar Rios
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: Merchandise *(Informational Item)*

BACKGROUND

We've been hard at work curating merchandise for Rally in the Valley, with a diverse range including keychains, hats, stickers, earrings, bags and buttons. These items will serve as a litmus test to gauge popularity, supplemented by valuable input from our Instagram followers on what they'd like to see. By leveraging this feedback, we aim to fine-tune our merchandise selection and lay the groundwork for our online store, slated for launch this summer.



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Oscar Rios
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: Community Support (*Informational Item*)

BACKGROUND

Oscar Rios has been actively engaging with council members and the CSUN to secure speakers for our event. Additionally, he has been proactively reaching out to companies for sponsorship and donations, aiming to enhance the event's offerings and garner support. These efforts are poised to elevate our event's profile, increasing recognition and fostering valuable partnerships for its success.



TO: Rally in the Valley Robotics Challenge & S.T.E.A.M. Expo
Board of Directors

FROM: Jennifer Nishimoto
Rally in the Valley Robotics Challenge and S.T.E.A.M. Expo

SUBJECT: Volunteering Training (*Informational Item*)

BACKGROUND

Following our last scrimmage event, we are thrilled to announce that we have gained additional volunteers for our upcoming main event on May 18, 2024. In order to streamline our coordination efforts, we will be reaching out via email with a form to gather volunteer availability and preferences. For those in need of a refresher, we'll provide updated rules and training materials, offering both Zoom and in person sessions to accommodate different learning preferences. We're grateful for our growing team of dedicated volunteers and look forward to working together to make our next event more impactful.

Jon-Michael Rodriguez will contact Encino's principal for dates so we can use the campus for in-person training at the end of April/beginning of May. The date will be posted on the website once the RIV Team selects the date according to their availability.