



Meeting Minutes

Date: February 18, 2026

Location: KMIS Tech Room

Time: 7:00 PM

Attended

Executive Board Members - Stephanie Pearson, Kristin Collins, Stephanie Marshall, Dan Kurtz, Caroline Angus, Stephanie Andrews, Aly Peacy, Kelly Malone, Joachim Hochwarth, John Bernal

Robotics Committee Members - Jill Arehart

Guests - Dan French

TIME ITEM

OWNER

7:00 Call to order and welcome

Stephanie P

Approval of [Minutes from 10/15/25 Meeting](#).

Motion: Kristin Second: John Vote: Approved

7:05 New Business

- Van Andel Arena Fundraising Dan French
 - Every concession stand is run by a non-profit; Saber runs all of the concessions
 - West Michigan Travel and Club Sports Performers (Dan's non-profit)
 - 2-4 people to work a stand
 - The organization will send two months at a time; Dan sends out a sign up sheet (Google Sheet)
 - Need a "uniform" (ex. Robotics t-shirt); If you serve food you must wear a hat; If you are working, you cannot purchase merchandise and such
 - Have to be there early (ex. Puck drops at 7:00, be there around 4:30);
 - Have to go through alcohol certification (good for 2 years) if you serve alcohol at Van Andel ; Course is online - cost roughly \$30 a person and takes about 4 hours to complete
 - Beer stands = \$100 per person plus tips; Popcorn/DipNDots is about 6% of all sales and tips
 - Kids have to be at least 16 to work the food stands; 21 to serve alcohol
- Spring Open House/Info Night/Registrations - 4/22 or 4/29?
 - [Checklist](#)
 - April 29th, 2026
- STEM Book Fair @ KMIS - 3/12 during conferences (recruit MS teams)
 - Kraft requested if a middle school team could be there to demonstrate
 - Need to find a team
- CCS Best Practices ([Checklist](#))
 - Looking at implementing QuickBooks (was used in the past)
 - Had to have a third party audit conducted (Beth McLean is on board to assist with this)
 - Everything else has been submitted
- CCS Meeting with Camela
 - See how we could bring robotics and drone under CCS
 - Would we get any additional support from the school?
 - Need to set up the meeting

7:20 Old Business

Stephanie P

- [Board](#) Openings

- Shadows: Caledonia EnrichED President, Robotics Communications Director, VEX GO Coord
- RAD Co-Coordinator
- RAD Finance Director
- Robotics Event Coordinator
- Grant Writer
- Tshirts (Jill)
 - Store closes on February 22nd
 - No complaints about the shirts; Company was great to work with
 - Maybe try to do the store earlier to get VexIQ and such; Maybe do two stores so Rad is included
- Background Checks – required (Stephanie P)
 - Still trying to figure this out; Issue is tabled for now
- Calapalooza Raffle Update (Jill/Mallory, Aly/Phil)
 - Have to register with Michigan Gambling (we just have to renew ours)
 - The principal is not a fan of having 50/50 raffles at sporting events; Phil following up. What about Calapalooza?
 - Mallory is not going to be in the CEF role

7:45 Committee Reports

Coordinators

- CALEDONIA ROBOTICS
 - VEX GO
 - Final event report

Jessica
 - VEX IQ
 - State Competition for ES (3/6-3/7 @ Monroe)
 - 4 qualified wins - Cyber Sigmas, Circuit \$istas :), VEX Men, Stack Attack; 1 [anticipated](#) (Blue Bots) + 2 more if nobody registers (Mint Ch & TBD) @ \$175 each
 - West Michigan VEX IQ Tournament of Champions for ES (3/14 @ Grandville) @ \$100
 - Parts room/storage, trophy case

Caroline
 - VEX
 - Kalahari Experience
 - Similar to Worlds type of event
 - Well run event
 - Have to register in October
 - Starts Friday at 8:00 and ends Saturday night
 - Teams from all over (ex. California)
 - MS VEX State Championship (2/20-2/21 @ Grandville)
 - 1 qualified win - Unemployed @ \$300
 - HS VEX State Championship (2/27-2/28 @ Kettering)
 - 2 qualified from skills - MFTLT & Melodic Minors @ \$600
 - Survey suggestions (3 responses)
 - Team size, address coaches helping too much, more help for new teams

Dan Kurtz
Kelly Malone
 - RAD Drone
 - Kettering competitions - 13 awards, 6 Regional Qualifiers
 - Scrimmage on March 7th at Hudsonville Christian
 - Co-Hosting a tournament on March 14th
 - Offering \$100 to teams that qualify for regionals, teams can pay the rest
 - Trophy case would be a request
 - Invite admin to attend a practice and/or Open House

Joachim/John
 - **Worlds**
 - Review updated [World Guidelines](#)
 - Worlds Kick-off Meeting Date - March 10?
 - 2025 dates: HS 4/21-24 | MS 4/25-27 | IQ 4/28-30
- Grants/Fundraising

Carrie/Steph P

- Bosch
 - \$7500 awarded (received 1/26/26)
 - 2024-25 Grant Report submitted
- PMA
 - \$1500 Awarded (not received as of 2/13)
- MDE
 - \$28,650 anticipated
 - Links to [roster](#) & [budget spreadsheet](#)
 - All info has been submitted
 - \$ to spend: HS VEX \$494.09 (States + Parts), MS VEX: \$300 (States), IQ \$2041.33 (could be for States)
 - 1 MS team (97311E) signed up for leagues, but did NOT compete :(Any others?
- Fundraising
 - A Piece of the Pie Company
 - [Summary](#) - \$4966.65 raised, \$993.33 per program. Future?
 - It was a fun day of volunteering.
 - Only 1 pie wasn't picked up
 - On board if we can get a Thanksgiving date

8:05 Review Robotics/RAD Budgets

Kelly/Rachel

- Vote on updates
 - [HS VEX](#)
 - Have \$\$ to spend in parts and laptops – before or after 7/1?
 - \$ to spend on display cabinet
 - Reduce cost by \$50/student for VEX (\$550/\$1100) on next year's budget
 - Voting to approve the overage on the Vex Budgets
 Jill motion to approve Kristin seconds Vote: Approved
 - [MS VEX](#)
 - [RAD](#) Vote to approve changes
 Motion to approve John Second Jill Vote: Approved
- [VEX IQ](#)
- [VEX GO](#)
- [Events](#) - NO CHANGE
 Motion: John Second: Jill Vote: Approved

8:15 Treasury

- OM Update Kristin
 - Beth is in the works for donating the money to Cal Kids' Theater, Cal HS Theater, HS and MS Science Olympiad
- Square account - on hold until we decide on Quickbooks Kristin
 - Kristin would like to put this on hold since we are going to use Quickbooks
- Admin Expenses - \$1,148.57 (\$229.71 per group) for 2025 Kristin
 - Vote to approve using tshirt money for expenses
 - Motion: Jill Second: John Vote: Approved
- Donations to be designated
 - Use the Lego sales to purchase trophy displays
 - Motion: Jill Second: John Vote: Approved
- [Robotics Treasurer Report](#) Kelly
 - Paypal [Balance screenshot](#)
 - Huntington [Balance screenshot](#)
- [RAD Treasurer Report](#) Rachel
 - Last updated 1/12/2026
 - Paypal [Balance Screenshot](#)
 - Huntington [Balance Screenshot](#)

8:25 Q&A

8:30 Adjournment

Actual: 8:50 pm

Stephanie

Next Meeting April 15

Action Items

Item Description	Persons Responsible	Timeline	Notes
Spring Open House Checklist	Stephanie P., Coordinators, Financial Directors	April 29, 2026	Review and complete checklist items prior to Spring Open House
STEM Book Fair	Dan	March 12, 2026	Find MS Vex team willing to demonstrate during the fair
Quickbooks	Kristin	April 15, 2026	Continue exploring
CCS Meeting with Camela	Stephanie P., Joachim, Travis M.	June 5, 2026	Set up meeting prior to end of school year
DLMS/Admin Invitation to Drone & Open House	John, Joachim, Jill	By end of Drone season	Invite DLMS Admin to a practice and a competition/scrimmage & all admin to Open House
Trophy Cases (2)		January 2027	Find and purchase a trophy case for Kraft and DLMS (LEGO sales will be used to purchase cases)
Worlds Kickoff Meeting	Stephanie P., Kristin, Travis	March 10, 2026	Present to teams that qualify for Worlds

Tabled Items

Item Description	Persons Responsible	Timeline	Notes
Van Andel Fundraiser	Stephanie P.	April 15, 2026	Gather more information
Background Checks	Stephanie P.	April 15, 2026	Gather more information