

BOB Board Meeting
May 17, 2019, 9:30 am
WLS Training Room

Submitted by Kathlyn Carroll in advance of June 14th meeting

In attendance: Jonathan Heifetz (EAS), Sarah Prosser (RYE), Pat Brigham (WLS), Suzy Zavarella (OSS), Tara Feretti (SOM), Kathlyn Carroll (WHI)

Participation

- Currently 15 children's teams and 18 teen teams
- Jonathan will continue outreach to coaches that have previously participated but haven't registered for this year

Budget

- Pat is writing the grant again and will ask for money to cover pizza, books, trophies, potentially a new buzzer or two
- Pizza
 - can be paid for in cash
 - Kim has a quote from local pizza place for \$10 per pizza
 - Ordered 105 pizzas last year and will try to do the same this year if the number of teams is equivalent
- Jonathan will work with Kim to make an estimate for the book order in the next two weeks
 - Donated/WLS-sponsored books will be given according to libraries' need
 - Pat will need to know which libraries will receive books to include this information in the grant
- Pat proposed that libraries be given the option to purchase WHUD weather calendars as a fundraiser.
 - This calendar is how the Hope for Youth foundation makes money and would be a good way to show our support for the organization.
 - Libraries could purchase a set of calendars for \$3.50 each and sell for \$8, keeping the profits.
 - Pat will write up something about this option and Jonathan will share with coaches

WLA

- Suzy will attend the WLA conference as a BOB representative, and will be there until 1 pm
- WLA is sponsoring the giveaway item for BOB participants

Donations

- Ideally a person from LAR/MAM can approach local businesses to ask for donations
- Now is the time to begin asking for donations

- We need food, beverages and paper goods for volunteer breakfast, and water and a small snack for lunches
- Ideas of places to ask:
 - Eduscape Associates (Suzy)
 - Wegman's--opening in Harrison April 2020
 - Stop and Shop
 - Mrs. Green's
 - Trader Joe's
 - Starbucks--coffee
 - Longford's ice cream for potential ice cream afterparty (this year or next?)

Buzzers

- Jonathan will ask libraries with buzzer systems whether they will lend their buzzers for Battle Day
- If so, they should confirm that buzzers are working and all pieces are present
- Jonathan will gather information and decide whether to place an order of buzzer parts to replace broken or missing pieces for existing buzzer systems
- Jonathan will determine whether we need to purchase additional buzzer systems for Battle Day
- Pat will find out how much a buzzer system costs

Volunteers

- This year coaches are expected to provide 3 volunteers per team, one of which must be a non-parent, and two of which may be parents or teens
- Parents will be assigned jobs in the opposite age group from the one their child is participating in. If a parent has children in both age groups, they will be assigned a job that does not affect battle rounds, like greeter or lunch helper.
- This year we will try to have more greeters available to help during the day
- We would like to get balloons and/or large outdoor signage to help direct people to Hommocks MS on the day of the Battle.
- Pat will contact local organizations/companies in search of volunteer groups. She will tell them to contact bob.westchester@gmail.com and give them Kathlyn and Suzy's names
- Jonathan will ask coaches to let us know if they have any connections to local groups/companies that would help get volunteers, so Pat can contact them.
- Kathlyn will share folder of marketing materials with Pat for volunteer recruitment
- Sarah will work on sprucing up the volunteer flyer; Sarah and Jonathan will read through and edit volunteer marketing materials
- Jonathan will work with Kim to set up a time to tour the school with Suzy and Kathlyn. This will help determine how many volunteers will be needed. They will also find out where the "holding pen" for overflow team members will be during battle rounds
- In volunteer email, remind people to bring a reusable water bottle (especially emcee's)
- Kevin will volunteer again as Scoremaster; Jonathan will tell him about the scoring structure and the brackets

- We will ask Elizabeth Portillo to include quarterfinal formula calculations in the live scoring spreadsheet to make scoring easier on Battle Day
- Kathlyn and Suzy plan to make a new volunteer training video this summer

Social Media

- This is mostly useful for donations and volunteers rather than publicizing to potential participants
- Jonathan will ask coaches to have their library social media accounts follow and tag the BOB social media accounts. This will be an easy way to share pictures
- Use #wlsbob2019

Questions

- We need more question writers, especially for teen questions
- We will email the YS listserv to ask for help
- On Battle Day, questions for emcee packets should be printed using single-sided printing
- Discussion of whether the Question Coordinators are comfortable being authorities on the Rules as well--Tara will talk to Mallory about this
- Discussion of creating some way to differentiate between answers that need to be given verbatim, and answers where the answer is correct if not said word-for-word as it appears on the paper. The goal is to reduce variation in emcee strictness from room to room. Tara and Mallory will discuss.

To Do:

Jonathan

- Work with Kim about touring Hommocks
- Work with Kim to figure out donated book situation
- Clarify who Hommocks Facilities Manager candidate is
- Approach LAR/MAM librarians about soliciting donations
- Edit marketing materials
- Ask coaches to volunteer to write questions
- Ask coaches for recommendations of volunteer sources--library schools, library organizations, companies
- Send calendar selling info to coaches (from Pat)
- Communicate volunteer requirements to coaches

Sarah

- Edit marketing materials, especially flyer

Kathlyn

- Share marketing materials with Pat (once they're ready)
- Talk to previous teen question writers about writing this year
- Work on volunteer training video
- Begin sending emails to recruit volunteers

Tara

- Talk to Mallory about single-sided printing, being authorities on rules, and differentiate between verbatim and non-verbatim answers