

# Athletic Boosters – Board Meeting

## Meeting Minutes- Draft

June 17, 2020 6:30pm - Online Zoom Meeting



**Board Attending:** Lani Molina, Kevin Gorham, Helene Onaga, Andrea Hoy, Suzanne Vinson, Sasha Aninipot, Yenju Chen, Amos White, Todd Roloff, Vince San Nicolas, Doug Waite CPA, Brad Whalen, Connie Taylor, Deanna Huie, (Man from Texas?)

→ 6:40 Meeting Called to order

**Minutes from 5/13/2020 Zoom Meeting approved.**

### → ATHLETIC DIRECTOR'S REPORT

- ◆ Lani and Kevin are working with the District on how Sports will look next year.
- ◆ July 1st is the traditional date to start sports physicals and July 20th for the official "start" date, but Lani thinks they will bump this back further- Aug 20th or later?
- ◆ Kevin is on the AUSD task force deciding the next steps..
- ◆ Family ID registration on hold for now. School will send out info soon about what to do.
- ◆ Lani, Kevin and Vicki Sedlack from AEF are meeting to discuss plans with AEF.
- ◆ District looking at getting Zoom for all coaches to start "virtual" practices w/teams.
- ◆ All ideas for sports next year will need to go through the AUSD board and will be uniform across all schools. Kevin asks that anyone with ideas or complaints to discuss with him or Lani first before using social media to suggest, because the ideas may have already been addressed and the task force is working hard and trying to make best case plans that affect everyone. He knows some of the plans will be unpopular, but they must follow Alameda County mandates and we need to avoid liabilities.

### → STUDENT ATHLETE AWARDS

- ◆ Suzanne has set the video for the awards to premiere on You Tube at midnight June 18th (Video was made by Sean Daniels) Everyone please look at it and share on social media!
- ◆ We will need to put the link on our Booster website and Kevin would like to put the link together with the Class of 2020 graduation video, Senior awards video, and Music awards video so all the senior end of year videos will be in one place. Get the link to Diana Kenney to do this. *(I didn't hear which Booster will be doing this..Suzanne? Amos?.)*

### → NEXT YEAR'S 2020-21 BOOSTER BOARD VOTE

- ◆ We had 13 people vote in next years board. **Unanimous vote for the new board.**
- ◆ Next year's Booster Board will be:
  - **Helene Onaga - President**
  - **Todd Roloff- VP, Business/Operations**
  - **Connie Taylor- Secretary**
  - **Brad Whalen- Treasurer**
  - **Yenju Chen- VP, Membership**
  - **Andrea Hoy- VP, Events**
  - **Amos White- VP, Marketing**

Non-Voting positions:

Student Rep #1: Sasha Vinson-Aninipot

Student Rep #2: TBD

Historian: TBD

- ◆ Suzanne & Helene will need to make the changes at the bank as soon as she has the minutes from this meeting . Helene has a key to the mailbox. We will need the other one from Vince. The Gmail account will need to have the changes made as well (security/access)
- ◆ Brad will be able to work with Vince to transition the Quickbooks. Andrea will show Connie how to use the drive for Secretary stuff.
- ◆ Everything should be kept in the Google Drive going forward- All financial and Board business should be housed there.

#### → TREASURER'S REPORT

- ◆ Suzanne got the QB report from Doug. The numbers there don't quite match the report from Vince on the Agenda. There is \$50,000 in uncategorized expenses on the QBs. Brad will need to make categories in the QB to sort this out. According to QB we have roughly \$62,000 in our account.
- ◆ A few months ago we had voted to give \$15,000 to the AD for purchase of another van for EHS, but Lani says this is unneeded as she has money in her budget to get the van due to Football helmets order postponed.
- ◆ Class of 2020 has not given Boosters it's money to hold yet. Kevin still working with class officers to determine the amount. Hopefully they can do this before the end of the FY.
- ◆ Doug Waite says the 2015,2017, 2018 tax returns are done and ready to be sent and we are up to date in QB as of May 31st, 2020. He will have the application for 501c3 status finished by the end of this week and will send to State of CA. He will start on our 2019 tax return as soon as he gets the reinstatement (he says 2019 should be able to be done quickly as QB will make it easier.
- ◆ FTB is swamped at the moment, and we may not get an answer quickly. Helene asked to be cc'd on communications between Brad and Doug so she can be knowledgeable about our finances & status.
- ◆ Doug submitted his invoice for the above mentioned work. Total is \$3,990 and he also added the \$265 for the QB software. New total to be paid to Doug Waite, CPA is \$4,255. Doug will re-submit a corrected Invoice to Boosters.

**VOTE: Unanimous to write a check to Doug for the amount of \$4,255.**

#### OTHER DISCUSSION

We had a discussion about making our Zoom meetings public. If information is put on social media about zoom meetings and anyone anywhere (such as the man from Texas who joined us) can get on, is this okay and safe? Amos mentioned we are a public (but with private membership) entity, and meetings should be public. Idea was floated about requiring people to have their video on to participate. Yenju mentioned sometimes you don't want people to see you (if you are eating dinner...) Suzanne said someone would have to be designated to monitor who comes on. Discussion shelved for the July 22nd meeting.

Meeting Adjourned 7:54

**Next School Year's First Meeting: July 22nd at Online Zoom Meeting**





## QUOTE

Encinal High School Athletic Boosters  
Attention: EHS Athletic Boosters  
210 Central Ave  
ALAMEDA CA 94501  
USA

**Date**  
Jun 17, 2020

**Expiry**  
Jun 4, 2020

**Quote Number**  
QU-0006

Kevin Douglas Waite, CPA dba  
LexTax  
Attention: Doug Waite  
1150 Ballena Blvd  
Suite 102  
ALAMEDA CA 94501  
USA

Description	Quantity	Unit Price	Amount USD
Set up organization with Quickbooks Online account and update Chart of Accounts to the needs of the Organization	1.00	85.00	85.00
Prepare accounting for the Fiscal Years of 2016, 2017, 2018 and 2019 (YTD) at estimate of 4 hours per full FY and 2 hours for 2019 FY	14.00	85.00	1,190.00
Prepare Federal Form 990-EZ, State of California Form 199 and Attorney General of California Form RRF-1 for the Fiscal Years of 2016, 2017 and 2018 at estimate of 3 hours per FY	9.00	135.00	1,215.00
Prepare Franchise Tax Board Form 3500 Exemption Application along with all supporting documents and with the assistance of the Board of the organization at an estimate of 8 hours	8.00	135.00	1,080.00
Monthly charge for Quickbooks Online	12.00	35.00	420.00
Annual Intuit ProSeries tax processing fees (\$81 for 2016, \$89 for 2017 and \$95 for 2018)	1.00	265.00	265.00
		Subtotal	4,255.00
		<b>TOTAL USD</b>	<b>4,255.00</b>

### Terms

This fee proposal has been prepared based on a review of the current financial and tax matters prior to being engaged. The review included a number of meetings with the Treasurer of the organization to determine which tax years are outstanding, the status of the organization with the Internal Revenue Service, Franchise Tax Board and the Attorney General of California Registry of Charitable Trusts and the state of accounting of the organization.

Registered Office: Attention: Doug Waite, 1150 Ballena Blvd, Suite 102, Alameda, CA, 94501, USA.

This engagement is intended to bring to an updated and reconciled status a proper accounting of the organization using the Quickbooks Online general ledger accounting system. Ensure the current Treasurer, and any future Treasurers, are able to maintain a current accounting of the organizations activity. Additionally, this engagement will help to restore the tax-exempt status of the organization with the Franchise Tax Board by filing all unfiled tax returns stated in the quote above and assist with the filing of the application to restore the organizations tax-exempt status with the Franchise Tax Board.

The time needed to complete this engagement is an estimate based on prior inquiry with the organization. I will do my best to maintain the estimated hours and will inquire of the organization if additional time is needed to complete the engagement.

This fee proposal is valid for 30 days from the date of the proposal. Upon acceptance of the proposal terms, you will receive an engagement letter that will specify the responsibilities of both parties to the engagement along with period of time covered by the engagement and the fee to be paid for the services performed.

