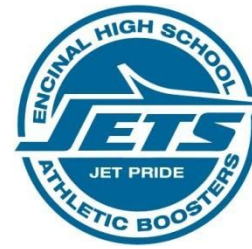


# Athletic Boosters – Board Meeting

## Meeting Minutes- Draft

July 22, 2020 6:30pm - Online Zoom Meeting



**Board Attending:** Lani Molina, Kevin Gorham, Helene Onaga, Andrea Hoy, Brad Whalen, Connie Taylor, Amos White, Todd Roloff, Yenju Chen

**Guests Attending:** Sarah Olaes, Deanna Huey

- 6:33 Meeting Called to order
- **Presidents Welcome**
  - ◆ New Board Members were introduced
  - ◆ Other attendees were welcomed
  - ◆ Yenju Chen announced as attendance taker and would follow up with attendees
  
- **Minutes from 6/17/2020 Zoom Meeting approved**
  - ◆ **Andrea Hoy moved to approve**
  - ◆ **Amos White seconded**
  - ◆ **Motion was approved**
  
- **ATHLETIC DIRECTOR'S REPORT**
  - ◆ On 7/20 announcement made from CIF that Sports activity resumes Monday December 14th, 2020
  - ◆ AUSD moved the 1st Day of School to August 27th, 2020. Students will distance learn until the County is off the State watchlist for 14 straight days.
  - ◆ Lani and the Task Force working on the Phase-in plan and preliminary plan was presented. Plan needs review and approval by the district before sharing with the school and boosters community. Approved plans will be shared via the web once available. Expect approval on or around July 27th, 2020.
  - ◆ District wide town hall scheduled for August 4th, 2020. Subject to change.
  - ◆ Lani and Kevin have a goal to setup Family ID asap and have coaches setup with Zoom accounts before Sports activities are started on Dec 14th, 2020
  
- **Treasurer's Report**
  - ◆ Current Accounting Books are still under development. Board is aware they need more work/time before presentation for review.
  - ◆ Board committed to do a more thorough job with accounting review and publishing.
  - ◆ President suggested a sub-committee to help the Treasurer and asked the Treasurer to identify what areas of support are needed.
  - ◆ Currently the Board does not have a budget plan for 2021 as it is unclear how the Athletic programs will proceed this year.
    - Current Balance is \$55,000 with a \$5000 uncleared check for Crab Feed D.J. services.
    - \$4700 of expenses listed are uncategorized and need to be clarified
  - ◆ Boosters Check Book currently missing and unknown if there are additional outstanding uncleared checks
    - President to reach out to past board members for help locating checkbook
  - ◆ Attendee Sarah Olaes recommended/commented that the Board should review the Boosters By-Laws to clarify Treasurer responsibilities. Sarah didn't realize our by-laws do have board member responsibilities and were recently reviewed.

- ◆ President stated a CPA was hired in Fall 2019 to organize finances and prepare for reinstatement of Non-Profit status.
  - Appears CPA services are paid, but Non-Profit status is incomplete
- ◆ Treasurer states moving forward he will adhere to what the budget dictates and will enforce rules of allocation and spending \.
- ◆ As of next month's Board meeting, Treasurer's report will be attached as a separate item to these meeting notes.
- ◆ Budget Committee discussion tabled to a later date.

→ **NEW Business**

- ◆ **President recommends use of G-Suite Account for Board activities related to communications.**
  - **G-Suite has a free service for nonprofits and reasonable monthly fees for enhanced features if the Board decides to move forward with it.**
- ◆ **Recommended that only President and Secretary have access to the gmail account and folders on drive**
  - **President and Secretary to work together to review and cleanup drive, user access and passwords**
- ◆ **All Boosters to cc Boosters Email address when using personal email systems for Boosters correspondence**
- ◆ **Discussion held to determine which day of the week is best for future Booster Board Meetings**
  - **2nd Monday of each month was determined to best**
  - **Andrea Hoy motions to move meeting day to 2nd Monday of each month. Amos White seconded the motion. Motion was approved.**
  - **Secretary was requested to provide a list of the dates for the year to finalize dates of meetings**
- ◆ **President requested Yenju Chen to secure the availability of Kevin Gorham's classroom for potential in-person meetings in the future.**
- ◆ **President has 2 P.O. Box keys, will keep 1 and provide 2nd key to Treasurer.**
  - **Mail to be checked for 2x monthly**
- ◆ **President plans to draft and post Booster Board Meeting Agenda to the board 3 weeks in advance to give time for review and edit before publishing**
- ◆ **Secretary to send meeting minutes out twice. First draft within 7 days of meeting to board members and attendees only. Second re-issue the day of the following meeting.**
  - **Meeting Minutes to be posted to Boosters website after approval**
- ◆ **Board would like to overhaul the current website.**
  - **Update verbiage to make it more clear, relevant, meaningful and inclusive.**
  - **Suggestion to use the term "Seasonal Sports Participation Fee" in place of "Membership Fee"**
- ◆ **President would like to focus efforts this year on Community outreach.**
  - **Requests Board to generate creative ideas on connecting, fundraising, and sponsorships. Safely distanced Turkey Trot for Thanksgiving morning was one recommendation as a FUNraising idea.**
  - **Requested Athletic Director and team to provide Boosters with a list of needs**
  - **Kevin Gorham believes sports will be back this year and suggests that money raised this year will have more of an impact on 2021-22 school year**
- ◆ **The discussion was raised on potential support for distance training and conditioning for athletes, perhaps through Zoom classes.**
- ◆ **Discussion occurred on how to reach incoming Freshman about sports as there will be no Back to School packet sent out this year.**

- There will be an online orientation, but the board is concerned about how to reach beyond online connected student families to the broader community that may have limited access. More discussion to be had in future meetings.

→ Meeting Adjournment

- ◆ Motion to Adjourn by Andrea Hoy
- ◆ Motion Approved
- ◆ Meeting Adjourned at 8:00pm.

***Next School Year's First Meeting: August 10th, 2020 at Online Zoom Meeting***