

Encinal High School Athletic Boosters – Board/General Meeting Minutes



Meeting Date/Time: August 27, 2015 7pm

Attendees: Brian Addicott, Ed Canalin, Gladys Kathman, Kris Nelson, Toni Nouri, Seamus Wilmot

1. Welcome

a. Approve Minutes

- Meeting began at 7:10pm
- Toni to get meeting minutes from last meeting (May 2015) to be approved at next meeting

2. Audit – Gladys

- Audit is not yet complete - should be finished by 2nd week of September 2015.
- Beth Netley is doing the audit (parent at Nea)

3. Membership kick-off & bonus structure – Manya/Gladys

Membership and Bonuses

- Current membership fee is \$50, of which \$50 goes to the team, plus team gets a \$500 bonus if 100% team participation (90% paid, 10% scholarship [latter is approved by Mickey Singer]).
- Would like to continue with bonuses, but current bonus system cannot be sustained
- 2015-2016 Bonus System: 100% membership => bonus of \$15 per team member.
 - o Brian: Motion proposed – from \$50 membership, \$40 goes directly to team, \$10 to general account to be used for bonus program, 90%/10% team membership will receive bonus at \$15 per athlete for team
 - Kris: 2nd; Motion passed.
- Need to set a deadline for coaches to provide final team roster (teams must provide final roster along with team parent name in order to qualify for the team bonus).
- Proposal for 2016-2017: Next year's membership to increase to \$75
 - o \$50 goes back to team, \$25 goes to Boosters.
 - o For 100% team participation – pay \$15 bonus per team member, rest stays with Boosters.
- Toni to check the Aug/Sep minutes for outline of bonus structure, write copy to explain bonus structure – send to Board for approval before putting on Boosters website.

Discussion about equitable nature of Boosters funding:

- Athletic dept. providing financial summary of financial flow through each team. Shows exactly what the teams are using the money for (e.g., conference fees), which shows that the money is being distributed equitably.
- Total cost of WACC in 2014-2015 was ~\$25K for all sports (~16 sports). Cannot sustain this contribution amount. This year, cannot pay 100% of WACC dues.
 - o Brian to write letter to Athletic Director explaining this
- Boosters money pays bonuses (for 100% membership participation), scholarships, events, conference fees.
- Budget for 2015-2016
 - o need to increase allocation for bonuses (has been increasing every year)
 - o need to carry over \$12K for Crab Feed
 - o Kris to send 2014-2015 Budget to members

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4. Fundraisers – Gladys

- Gladys has found some great new fundraising opportunities for teams
- Example: Working concession stands at Levi and Giant's stadium
 - o Can earn approx. \$100 per volunteer/person
 - o Gladys has the information, has been forwarding it to interested coaches
- Keep providing opportunities to team for fundraising

5. Snack Shack – Marie

a. Financial distribution, dates and sign up

Financial Distribution

- Need to outline financial distribution of proceeds in Bylaws
 - o Distribution from snack shack – 50% Boosters, 50% Team working snack shack?

Who is manning the snack shack?

- Gladys – follow up with Marie to give dates to Board for Volunteer Opportunities for Snack Shack

Equipment and Inventory

- Shed and Snack shack is separated now
- Need to do inventory – Gladys (include equipment)
- Need to get fridge and BBQs out of the shed
- Marie's husband rebuilding BBQs
- Keep BBQs in snack shack
- Concrete Pad
 - o In front of the Snack Shack
 - o Gladys to ask for donation from concrete supplier Ready Mix? Kris to email contact info for contact person.

6. Board and Chair Job Descriptions

- Board voted on and approved at May 2015 meeting:
 - o President – BRIAN ADDICOTT
 - o VP of Business – SEAMUS WILMOT
 - o VP of Operations – KRIS NELSON
 - o Secretary – TONI NOURI
 - o Treasurer – GLADYS KATHMAN
- Motion: Kris – VPs as per job descriptions included in nomination document (see below). 2nd: Seamus; Motion carried.
 - o President – oversees everything
 - o VP of Business – oversees treasurer, membership, audit, business items such as insurance, non-profit status, contracts, etc.
 - o VP of Operations- oversees Crab Feed, Banquet and Scholarship, helps with merchandise and graphics
 - o Secretary – oversees agenda, meeting minutes, communications (MailChimp, meeting announcements, etc)
 - o Treasurer – all financial transaction (deposits, check writing, processing of membership checks, PayPal, and "starting cash" for events, oversees budget, and accounting... etc, audit)
- [Withdrawn Motion: Brian –Change to more general titles: VP Business, VP Operations]

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- Committee Chairs (assigned by the Board; nonvoting members; not included in Bylaws)
 - o Membership Chair – does all membership processing – MANYA MORRIS
 - o Snack Shack Chair – coordinates Snack Shack inventory, schedule and finances, etc. - MARIE LONG
 - o Website & Graphics Chair – ED CANALIN
 - o Inventory/Storage Shed Control Chairs – JORGE JIMENEZE AND BARBARA ARCHIBEQUE
 - o Team Fundraising Opportunities – GLADYS KATHMAN
 - o Crab Feed Chair – KRIS NELSON

7. By-laws Update

- Toni to update bylaws with Board Member Job Descriptions (outlined above)

8. Filing System – Gladys, Toni

- a. Online/physical
- b. Requirements for audit, etc.
 - Need pdf files for Quick Books – Minutes, Approved By-Laws, etc.
 - Keep files on Google Drive – Toni to get info from Gladys
 - Kris to look at hard copies, purge files
 - Hard Copy Back up – need to find physical space for this

9. New Business

- No new business
- Meeting closed at 9pm

Next meeting: **Wednesday, September 16, 2015 – EHS Media Center**

Brian confirmed meeting schedule with Principal Zazo (3rd Wednesday of every month)