

MINUTES FOR TITAN ATHLETIC BOOSTER CLUBS MEETING -
August 19, 2015

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I Call to order

Tom called the meeting to order at 7:05 PM and asked for quick introductions. Brian spoke about the founding of the TAB as an offshoot of SMCAA. Tom introduced Julie Boucher, Asst. Superintendent of Finance for the SMUSD.

II Roll call

Present at the meeting were: Tom Carter, D.R. Moreland, Julie Boucher, Brian Gelt, Stephanie Perry, Sharon Takeyama, Alison McCrary, Chris Cabot, Ruben Garcia, Miranda Wang, Patty Castreje, Eric Bergmann, Norm Doerges, Birgit Castleman, Emelyn Judge, Yvette Nikoui Smith, Adrian Sanchez, Mary Daves, Angela Liang, Annie Chen and Patricia Thvedt.

III Approval of May & June Meeting Minutes

Alison moved to approve the minutes. Chris Cabot seconded. Motion carried.

IV Business Items to be discussed:

Julie Boucher delivered a presentation to the group regarding the booster program and purpose for such which is focused around fundraising. Booster clubs cannot pay for coaches or long term contract employees. The Booster Club Handbook is being worked on now. Guest coaches can be paid for by Boosters but must be clear of the 21 day rule of clearance in the summer. Basic supplies & equipment should be ordered and paid through the district. Funding for transportation is never enough, state/federal funding plus donations from school family registration. Student fees were discussed as well as the Ed code specifics. Booster funds should include “scholarship monies” to cover those expenses athletes are not able to pay on their own. Julie reviewed suggested language for outside donations. ACLU is keeping watch on communities to make sure that wording for

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solicitation is very clearly stated as VOLUNTARY and not required for participation. Coaching assignments are paid through a stipend schedule (through Schedule B from the district). Coaches do not have the authority to hire assistants. Must go through the proper channels beginning at the school site and going up to the school board and district. Even if previously identified (and paid for through the Booster program) the hiring process must still be adhered to going through the formal process. There are penalties in place for compliance with the proper process. Paying out of pocket, hiring outside the district, etc. School sponsored trips must be organized through the school by the coach. Prior approval for trips is about 2 months, unless extenuating circumstances. Sooner the notice the better. Forms for chaperone drivers should be turned in to the APO to have on file. Overnight stays require more time. Official functions should be using buses, if optional, individual drivers should be in place. Capital projects must go through district, in particular to assure that the contractors are properly registered with the Bureau of Industrial Relations.

Eric shared thoughts about Booster programs speaking on behalf of fundraising, and activities. Details about nuts and bolts of the athletic program should be left to the coaches.

D.R. spoke a little bit about branding for the school and insuring that our look for sports, jerseys, all printed materials are in the same font, same color, etc. Uniforms must be pre-approved by the school administration.

Compliance was discussed in order to understand why it is so important to our entire school sports program. One violation for a program calls into question the whole school system. Need to work cohesively and not autonomously. No envelopes of cash to coaches at the end of sporting year banquet.

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Stephanie shared the results of the first day InfoSnap registration. Each sport received donations. A total of \$50,000 was raised. Online registration will be open until August 28th.

Tom spoke about the importance of succession plans in each Booster clubs. It is helpful if you have more than one booster attend each meeting to insure proper passing on of information.

Brian spoke about Bob Houston, Booster accountant/bookkeeper, who keeps the books for the Booster Board and does so on a volunteer basis.

Board positions were presented for the coming year for the TAB. They are President, Treasurer and Secretary positions. Mandatory 501C-3 rules require these three positions. Tom made the motion to approve the slate as follows: Birgit Castleman President, Yvette Nikoui Smith Secretary, Treasurer Patty Castreje. Patricia Thvedt seconded. Motion carried.

VI Conclusion

Brian thanked everyone for being here. The formation of this group has been a big deal and is important in moving programs forward. Tom to send out the following to the Board: a copy of Julie's presentation, the CIF Blue (rule) Book, the Booster handbook and a tax letter template to be used by each sport for donor recognition.

Meeting adjourned at 8:10 PM.

NEXT MEETING: Second Wednesday of each month, next meeting September 9th at 7pm in the Career Center at SMHS.

Minutes respectfully submitted by,

Alison McCrary