

**Titan Athletic Booster Club  
Minutes for  
November 10, 2015**

- I. Birgit Castleman called the meeting to order at 7:02 p.m. and congratulated Fall sports participants on their successful attainment to CIF. Girl's Golf won CIF and is now going-on to the State competition.
- II. Birgit asked that the minutes from the October 14, 2015 meeting be approved. Patty Castreje motioned to approve the minutes. Chris Cabot second the motion. The minutes were approved.
- III. Business Items:
  - a. SMHS Booster Clubs: Birgit provided clarification indicating that Booster Club Membership is mandatory of all individual sports.
  - b. Facility Use Request: Mr. Jim Fahey, Director of Maintenance and Operations, and Ms. Marissa Berg, Facilities Coordinator, demonstrated use of the new electronic facility format. Ms. Berg distributed a handout of the procedures.

The Booster Club will create an e-mail/password account to be utilized by all individual clubs. Individual clubs will not be permitted to create individual accounts and must use the Booster Club account.

The district will attempt to follow the CIF schedule for submission request dates. High school sports will have priority use of the facilities. Outside agency groups will be required to submit facility use requests six weeks in advance of their event.

The district staff summarized how facility use requests are currently processed: Facility use application is submitted to the APO Secretary then it is reviewed and approved by D.R. Moreland. The application is forwarded to Maintenance and Operations for review of any necessary equipment set-up or use. The district is now in transition and moving to a new electronic format. "Construction" of the new system is still underway.

The district will be responsible for calendaring school sport activities. Booster Club members wishing to utilize a facility for meetings or fundraising events can use the electronic facility use to reserve a time and location. Within the Booster Club membership, priority will be given to the sport in season.

Booster Club members will only be able to see booster club activities and will not be able to see community, SMCAA, Crown City, or other agency events. Only the district will have the ability to see all activities on the calendar.

Weekend use of school facilities will require a fee for custodian time and/or equipment use.

Facility Use web-site can be located at <https://smusd.civicpermits.com>.

Marissa moved forward with an overview of the facility use format (handout).

The handout includes facility use schedule, SMUSD Rules and Expectations, Application Procedures flow-chart and Civic Permits snap shot/overview.

Birgit requested that Marissa return for a second presentation of the same information to our Booster Club.

- c. Concession Stand Update: Dr. Bergman gave an update on the potential use of the student store. Ms. Terri Murphy is the math teacher working with the sophomore class use of the student store. Booster members have the opportunity to use the student store but whatever you take-in you must take-out. There is a refrigerator and cooler in the back of the store. To reserve the store, you must submit a facility use request.

The district is also seeking assistance and partnerships with community organizations to spruce-up the student store. It needs a fresh coat of paint, counter-tops and a new sink.

#### IV. Treasurer:

Patty Castreje provided copies of the fund balance schedule and recommended that each club President or Treasurer review the report for any discrepancies. Sometimes funds are inadvertently deposited from or credited to the wrong sport.

Birgit reminded the group that Patty is referring only to the booster account. ASB funds are handled by the district office and are a separate account from that of the booster funds.

Patty indicated we don't have representatives for swimming, track and field. Birgit indicated that Suzanne Hughes is the representative for swimming and Emelyn Judge is the representative for track and field.

Next Booster Meeting is scheduled for Wednesday, December 9, 2015.

Meeting adjourned at 7:45 p.m.