

**MINUTES FOR TITAN ATHLETIC BOOSTER CLUBS MEETING-**  
**May 13, 2015**

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I Call to order

Tom called the meeting to order at 7:05 PM.

II Roll call

Present at the meeting were: Alison McCrary, Tom Carter, Mary Johnson, Sharon Takeyama, Brian Gelt, Patty Castreje, Mary Daves, Tracy Edmonds, Laura Doerges, Emelyn Judge, Birgit Castleman, Annie Chen, Patricia Thvedt, Yvette Nikoui-Smith, Janis Wong, Winnie Huang, Ana Azer, Adrian Sanchez, Stephanie Perry and Gail Rolfe

III Approval of April Meeting Minutes

Adrian moved to approve the minutes with this clarification. Ana seconded. Motion carried.

IV Business Items to be discussed:

Booster Parties - Gail & Tom booster party (i.e., post games) expense limit. Brian said set at \$500 no alcohol reimbursements set by SMCAA. Sufficient for everything except maybe football. Gail thinks the limit should reflect size of program and number of athletes. % of budget used as a guideline? Booster parties should not be central to the participation of the sport. However, limit should be reviewed. Banquets are separate. Not included in this policy. Still no alcohol.

First Day Packet Booster Contributions – Stephanie in charge of registration day in the fall and spoke about this process for booster contributions online in the First Day InfoSnap. Outside organizations can be added to Info Snap just need to be designated into separate accounts – Titan Athletic Booster Clubs. Drop down list to choose sport for booster contributions. Levels can be set (similar to the way football is handled). Stephanie to make sure multiple sports can be donated to. Or general athletic donations may be made available. Only available on registration day through the first day pack. Will close two weeks after school starts – Aug. 3 thru

Aug. 28. Short window. But going forward could be initiated a booster club website. – CIF rule book also owed from Tom for each booster group. District Rules available also for those that still need them. Let Tom know.

June 1<sup>st</sup> Stephanie needs to be alerted for donation amounts (levels, etc.) 501C3 donation letter must be sent by each booster club for donations - \$250 minimum for letter but can be done for less, if club so chooses. Bob Houston or Tom can share a blank template if one is needed. Stephanie asked how to determine which sports to call out. Bob Houston to be alerted for Infosnap donations. Leadership needs to be in place before booster monies can be donated through first day pack. Girl's Softball has not moved money into the SMCAA account. Maurice needs to do this asap.

Sharon shared the deposit advice information shared at the meeting. Excel spreadsheet was e-mailed as well by Tom, so it can be filled in softcopy.

Gail asked about incoming freshman into a sport. A short written piece might be helpful for this group. No recruitment is allowed – 8<sup>th</sup> grade, outside district. Best to be cautious in order to keep all sport programs safe at the school. Flag football players playing at football half time have been deemed as recruitment.

Tom to send e-mail to the group with Stephanie's e-mail – clubs need to be communicated with if levels (and perks) are available these need to be provided before June 1<sup>st</sup>.

Birgit asked about sponsor banners and donation items labeled with booster club and year. Donated items must be approved by the School Board. Information about size & appearance needs to go to Julie Boucher at the District. Businesses handled differently than parent sponsors.

## V Burning Issues?

Brian brought up idea of bringing financial information up in Quickbooks so that booster clubs can easily access their finances hands on. Brian spoke with Bob about this and love the concept for viewing online. Will need expert in setting this up. Currently statements are sent to Brian from Bob then onto the booster club chair once they get Brian's approval.

This will be streamlined. Quickbooks access will need to be worked through details of data and personal information which are

## VI Conclusion

Tom reiterated need to make sure the clubs have succession plans in place. Meetings will take place monthly during the school year. Will need to elect new Board at our next meeting. Won't meet in July. Then meeting before school starts in August. Brian shared his encouragement of this athletic booster effort – trailblazers. Force for good in the school and though we don't always have answers as we're going through this for the first time. Discussing booster donations with parents Stephanie encouraged the chairs to be transparent about what the funds will be used for

Meeting adjourned at 8:00 PM.

NEXT MEETING: Wednesday, June 10<sup>th</sup> at 7pm in Room 15, SMHS.

Minutes respectfully submitted by,

Alison McCrary