



## Board meeting minutes

November 10, 2014

In attendance: Heather Cooper-Kim, Daniel Ossa, Michelle Renfrew, Amy Croff, Tanya Dean, Wade Cutler, Lisa DuVuernay, Dave Al -Ashari, Suzanne Maurer, Melanie Snyder

### **Old Business:**

Approve Minutes: October minutes approved without changes.

**VP update:** Wade Cutler – Registrations coming in, not at same numbers as last year however there is still time. Awards/medals are ordered, John approved medals.

Carrie finalizing meet committees. She will notify committee chairs if other members are added to committees.

**Dave Alashari** – Scoreboard – Our equipment is old, at least 10-12 years old; the company we bought equipment from does not sell what we currently have. The equipment is failing which causes delays at our meet. He would like to improve and update our equipment to make it more functional and user friendly. We need new PDAs and transmitters for the scoreboards. The boards are in good shape, the laptops, PDAs are old and cannot be repaired any longer.

Dave suggested the board place money in the budget each year to upgrade our equipment as necessary. If we update scoring system we would be able to have a leader board which other meets do have. It may be possible to charge more for meet entries if the gym were able to offer better scoring.

It is too late to order new scoring systems for this year's meet. It may be possible to have new equipment for the state meet. Dave can make the current equipment work but the board needs to vote on this.

**Fundraising – Daniel Ossa** – Jason has resigned. Wendy’s fundraiser will be next weekend, Yankee Candle will end this Friday. Suggested we host Wendy’s fundraiser and Arby’s during meet weekends. Daniel is looking at having a fundraiser at Buffalo Wild Wings. Discussed concessions, Booster club not allowed to bring in food, if we did, Summit would receive 100% of profit – it is in contract.

**Special Events – Amy Croff** Picture day went well using the room upstairs. Optional pictures were taken downstairs as group in the gym. Next year the upper levels may have photos on equipment prior to practice. Lori Belcher is agreeable to doing the photos on equipment for the optionals. Photos will be delivered at Holiday party. College Night went well, not enough info for boys. Rachel will be signing this Wednesday.

Holiday party: Mittens for admittance, will decorate a tree at Radisson with the mittens, we will try to get a photo and send it to USAG. For each pair of mittens, scarf, and hat you will get a token for a drawing such as a day off conditioning. Leo sale went well made over \$2000.00. Suggestion to advertise to rec parents.

**Membership Update** – Tanya Dean - 142 families, 128 paying families. Some families still need to turn in agreements.

**Secretary – Michelle Renfrew** – Directory info sent to parents, about 80 families have responded, second notice will go out next week.

**Publicity** – Heather publicity sponsorship \$2700 for invitational, last year it was about \$9000.00. More families are interested in participating since they will receive a 50% credit. Press release for Rachel Cutler’s signing went out.

December 12 is when ads are due.

**Treasurer: Melanie Snyder** – new bank accounts set up, all deposits are in. Moving info over to MSUFCU, will happen over next month waiting for checks to clear before closing accounts. Melanie had difficulty with PNC for 6-8 months with getting information such as bank statements and account information.

Melanie setting up travel statements. Lisa is willing to make deposits of travel money, she will work this out with Melanie. Travel statements need to be separate from booster club statements.

John – were taxes filed? Melanie will email Peggy to determine if taxes were filed for last year. Taxes for this year are due in 3 days, we need to file an extension.

Budget – John changes competitive team budget expenses in budget yearly. Will need to have a budget meeting next Monday. This budget accounts for every family in club this season - 128 families.

Kristin Moore cautioned to having multiple people making deposits if a deposit comes up missing, bank statements not reconciling. Kristin recommended the treasurer make all deposits. If one person is designated to write out deposits and place in box in office and treasurer makes deposit once a week. Kristin recommended all chairs get checks deposited weekly and not wait for outstanding checks to be received.

Wade - Will table budget for next Monday.

John – **explained basic recurring expenses to board on budget as an estimate:**

Air/Car rental – Level 4 Tampa \$30725 – air fare 50% of 13 kids 2600 is airfare rest of expense is rental car expenses.

Coaches' fees \$75 session meals \$25 day

Coaches - Hotel \$120/night

Mileage if driving .44/mile for coaches – coaches do carpool as much as possible

Entry fee estimated at \$100 for optional/\$80 for compulsory

Out of state meets coaches are paid per day not session

In state meets coaches are paid per session, coaches are not paid more than 3 sessions/day

Discussed chaperones paying for additional insurance on rental car. Booster Club

does not pay for extra insurance. Discussed developing policy for chaperone and additional rental car insurance. Advise chaperones to not get fuel option, chaperones need to be informed of travel policies.

John stated if chaperones violate chaperone guidelines, they are required to pay for the trip (this is in the chaperone guidelines).

John would like to have families bring a gift and mittens to the holiday party. Michelle and Amy discussed having big sister groups make themed baskets. John agreeable to this idea. John will begin big brothers so boy's team can participate.

John advised Melanie the finance committee needs to review the budget prior to being presented to board for a vote. John will meet with treasurer and finance committee prior to meeting next Monday, November 17, 2014.

Kristin explained roles of finance committee to assist treasurer.

Melanie brought up purchasing an additional computer for booster club. Many people need to use the computer, treasurer, registration, membership. Melanie would like to make a motion to approve the purchase of a computer.

Wade made a motion to purchase a computer for the booster club office.

Lisa DuVernay seconded motion. Motion approved. Michelle R. confirmed amount to be spent for computer - Melanie would like \$700 to purchase a new computer. Wade stated if the cost is \$750 or higher Melanie needs to come back to board.

**Lisa DuVernay – Travel** – Level 5's declining Tampa trip. Lisa will review numbers of girls traveling with John this week.

Lisa will give him the list of chaperones. Team dinner for Tampa is a dinner cruise, boys and girls are going.

Lisa recommended using an accountant to complete the booster club tax returns, the BC should pay for this service. The board agreed this would benefit the BC to oversee our books as a 501C3 organization. The board will look into having board member positions bonded and finding a CPA.

Meeting next Monday November 17 is at 6:00pm.

Meeting adjourned at 7:36pm.

Meeting minutes submitted by Michelle Renfew.