

Oak Ridge Sports Boosters General Meeting Minutes (unapproved)
Monday, September 24, 2007

I. INTRODUCTION OF OFFICERS AND REVIEW OF BOOSTER CLUB PURPOSE

ORSB President Bill Wagner opened the meeting at approximately 7:10pm. He welcomed those in attendance and gave an overview of the Booster Club purpose, how funds are raised, and how monies get redistributed among the 21 sports programs at Oak Ridge. Bill briefly went over the handouts, including the September 20th Finance Report and proposed changes to the ORSB bylaws. He then went on to introduce the 2007-2008 ORSB Board as follows

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President – Bill Wagner
Finance Officer – Susan Spink
Bookkeeping – Julie Clark
Bank Deposits – Kathy Ricks
Secretary – Gayle Nelson
Vice President/Athletics – Mike Hall
Gold Cards – Ralph Clark
Athletic Director – Steve White
CPA – Kent Sluiter

II. SEPTEMBER FINANCE REPORT

Susan Spink addressed the September Finance Report, which showed a General Fund balance at the beginning of the reporting period of ~\$20,000, income of ~\$10,000, and expenses of ~\$1500. An additional \$7500 for unprocessed credit transactions and cash/checks not yet deposited brought the ending balance for the September reporting period to ~\$28,700. Approximately one-half of the monies are from the Gold Card donations.

A few questions followed. Beth Goodwin asked about redistributions from last year. Julie Clark clarified with Beth after the meeting the 2nd semester redistributions were accounted for before close of books in July. Greg Tuttle asked where monies requested by coaches should come from, i.e., the General Fund or the individual team accounts. Bill explained the history of moving away from small team account balances and large general fund balance to more equitable redistribution of General fund monies into the team accounts, and philosophy of Head Coaches having the best insight to team needs and priorities. Finally, a question was raised about the \$95 fee parents pay when a student participates in a sport. Steve White explained that the fee goes to the District for eventual redistribution to all schools in the district and is unrelated to Sports Boosters.

III. PRESENTATION OF 2007-2008 OPERATING PLAN

Bill presented the proposed operating plan for 2007-2008. Six General meetings are on the calendar: **9/24** – approve operating plan, **11/5** – Blue Gold org. kickoff, **1/14** – 1st

semester participation distributions, **2/25** – Blue Gold Auction-approve distribution plan, **4/28** – Blue Gold Auction review & closeout, and **5/19** – 2nd semester participation distributions, and election of new officers. An executive meeting for the transition of signature authority is on the calendar for **6/2**.

After reviewing the meeting schedule, Bill went on to discuss proposed redistribution of monies raised through Gold Card donations. Proposed redistributions:

1. \$250/semester Meeting Attendance; to each sport having a rep in attendance at all meetings, or prorated by the number of meetings attended by a team rep during the semester,
2. \$500/semester Board Directed Team Stipend; each board member designates recipient team(s), e.g., his or her representative sport(s), and Also, this year a \$750 volunteer CPA Directed Stipend was added.
3. \$1000 (max) Team Fundraiser Match; match to a Team Fundraiser coordinated through the AD and deposited with Boosters, pro-rated for less than 70% of team parent Booster Members. Corresponds with Booster Membership, three membership options; \$25 single, \$50 family, and \$100 Gold Card; \$25 credits parent participation to one team of choice, \$50 credits parent participation to two teams of choice (max single participation to any one team), and \$100 (Gold Card) supporting all teams of choice.

[IMPORTANT: Note Added afterward by Bill Wagner for emphasis and clarification; *All Monies go directly into respective Team Booster Accounts for team directed spending. No one is paid to attend Booster Meetings or for being a Board Member.*]

Bill emphasized the membership drive funds all three of these redistribution programs. There was also discussion that helped to clarify how the \$25 and \$50 donation options may provide better participation incentive of parents wishing to support their sports but whom are not attracted by the added gate entrance feature of the Gold Card.

A question was raised as to how to attract parents to make Gold Card donations during spring sports, which do not charge a gate. Bill explained next year's cards are offered for spring donors, i.e., a 2008-2009 Gold Card is issued for spring 2008 donations, credits 2007-2008 Booster member participation. Greg Tuttle asked how Gold Card participation is tracked. Ralph Clark explained that information goes on the form parents fill out when purchasing the card.

IV. CHANGES TO BYLAWS

Next on the agenda was discussion of proposed changes to the ORHSB Bylaws as follows:

- I. Meetings: Executive Meetings – no fewer than 2 per year called by the President or at least 2 other Board members.

General meetings – no fewer that 4 per year.

- II. Dues: \$25 single – recognized for parent participation in 1 sport
\$50 family – recognized for parent participation in 2 sports
\$100 Gold – recognized for full participation in all sports
immediate family supports
- III. Participation – the Athletic Director will recommend target Booster participation to the executive board during the first executive meeting of the year based on team roster size from the previous year.
- IV. Booster Board Positions – 7 key positions to run ORSB identified as
 - 1) President,
 - 2) VP Athletics,
 - 3) VP Finance,
 - 4) Bookkeeper,
 - 5) Bank Deposits,
 - 6) Secretary, and
 - 7) Gold Cards (Membership) Program Chairperson
- V. Special Purpose Funding – **Section 6.02** revised and expanded to provide detailed instructions for the management of special accounts set up for funds in the amount of \$10,000 or more raised by committees for special purposes.

Bill explained how he arrived at the proposed General Fund budget. He based it on 70% membership, 300 Gold and 457 regular memberships.

Open discussion followed. Bill brought forward a motion to accept the proposed 3/8 Blue/Gold Auction date, the proposed redistribution of monies raised from Gold Cards, and the proposed changes to the bylaws. Susan Spink seconded. The motion carried. (note; bylaws require Board Members to bring items forward for vote by motion and second)

Before moving on to the next item on the agenda, Bill showed off the two styles of OR Logo watches that are available for team fundraisers.

V. CALL FOR BLUE AND GOLD CHAIRPERSON

The position of the chairperson for the 2008 Blue and Gold Auction was solicited. Bill explained how funds raised by the auction were distributed, i.e., 60% of the profits to the various sports and 40% to the General Fund for the fundraiser match at the end of the year, of which the chairperson would receive the largest stipend. Since there were no volunteers from those in attendance, Bill suggested team reps solicit parents from their respective teams prior to the next general meeting intended to kickoff organization for the Blue & Gold Auction.

VI. OTHER/NEXT MEETING

Melanie DeMure suggested an Athletic Department Fund be set up, which the Athletic Director would oversee. She also suggested a bonus be given to the Athletic Director, given all the extra time he must put in after the school day.

The next meeting was set for Nov. 5th, 2007.

VII. ADJOURN

The meeting was adjourned at approximately 9:03pm.

End of Minutes

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