

Oak Ridge HS Sports Boosters Club Board of Directors Meeting Agenda, March 28th, 2023

Agenda:

1. Review/Approve January 10, 2023 Meeting Minutes
https://www.orsb.org/agendas_and_minutes.php
2. EOY Distribution, \$750 / team - vote **and \$250 in recognition of Ashley Molloy's efforts to team of her direction.**
3. 23/24 ORSB Roles - confirm
 - Val Yergensen - All Sports Pass Coordinator
 - Ashely Molloy - Square Device/Cashier Administration, FB Deposit Prep
 - Margaret Crannell - Website Administration (meeting documents, fundraisers)
 - Grace Cha - e-Transaction Reporting
 - Andrea Gregor - Bank Deposits
 - *TBD - Check Writer
 - *Heather Sikes - 2nd Signer
 - Terri Young - Treasure / Bookkeeper / Reports
 - *Mary Ellen Town - Secretary / Parent Mtgs / Athletics Point of Contact / alt signer
 - *Bill Wagner - President

*bank signature authority

See President's report for Enhance BOD Structure, 23/24 Meeting Plan, 22/23 Financial Review and 23/24 Proposed Budget

4. Next Meeting
 - Administrative Team
 - ~ April 11th - OJT for new roles
 - ~ May 1st, new board members transitioned into roles
 - ~ June 30th, last day of 22/23 business
 - ~ July - summer break; no checks, deposits, or reports
 - ~ August 1st, 1st day of 23/24 business cycle
 - BOY General Meeting ~ August 29th, 2023
 - EOY General Meeting ~ March 18th, 2024
5. Adjourn

Presidents Report

Enhanced BOD Structure

Administrative BOD - facilitates weekly/monthly business process & cycle of check writing / bank deposits / e-transactions / team reports, Communications, GF Distributions to Teams, Administrative Meetings, run by Treasure and Secretary.

Treasure - Terri Young Bookkeeper & Reports, Administrative Expenses, Business Cycle (weekly/monthly)

- Bank Deposits - Andrea Gregor, Ashley Molloy (FB), Cheer (EP/TBD), Mary Ellen Towne(alt)
- Check Requests - check writer (TBD), Heather Sikes 2nd Signer, Mary Ellen Towne (alt 2nd)
- e-Transaction reporting (PayPal & Square) - Grace Cha

Secretary - Mary Ellen Towne, Communications & Coordination - Seasonal Sports Parent Meetings, Open House, etc, Special Requests, Mail, Primary Point of Contact for all/any issues from Athletic Director, Athletic Administrative Assistant and individual Teams (P-POC), GF Distribution to Teams

- All Sports Pass - Val Yergensen, others (TBD)
- ORSB Website updates - Margaret Crannell - upload meeting minutes/agendas, special fundraisers setup
- Square Cashier / Device Administrator - Ashley Molloy

Executive BOD - Business Administration of non-profit corporation; review of monthly reports, coordinate with accountant for filing annual report and generating 1099's for independent contractors, General Fund Budget, Administration of General Meeting. President (Bill Wagner), Treasure, Secretary

Athletics - Steve White Athletic Director, Jessica Womack Athletics Administrative Assistant, (TBD) Trojan Pride Marketing

Meeting Plan

- **General Meeting** (1/year), BOD + open to coaches and parents, End of Year March/April (before or shortly after Spring Break) to confirm new Administrative BOD and present GF Budget for next year. Run by President.
- **Administrative Meetings** - frequency, time and format as needed to start, maintain and train new volunteers on ORSB purpose, regular business process/cycle, e.g., early August before start of school to restart business cycle, October/November for process review and adjustments, January to kickstart after Christmas Break, April/May to confirm coverage for June/July/August needs. Run by Treasure and/or Secretary, primarily business process review/modification, event/activity coordination, and issues.
- **Executive Meetings** - frequency, time and format as needed, escalation point for issues from Admin meetings as/if needed.

General Fund Budget: 22/23 Review, 23/24 Proposed

Item	22/23 Budget	22/23 Actual	23/24 Target	CommentItem
Starting Balance (7/1)	\$4,170	\$4,170	\$7,793	
Banking Fees	-\$550	-\$1,343	-\$550	\$793 Over Budget. 😞 Sources: Increase in bank fees and expenses from increase in cost of paper products (checks, deposit slips). Steps being taken to reduce costs: 1) Change to printable checks and finance request form as deposit slip (\$2/check to .50 cents/check, \$1/deposit slip to \$0). 2) Reduce number of Umpqua online access accounts from 3 to 2.
Accounting	-\$2,000	-\$1,500		\$500 Under Budget. Less effort required from the accountant thanks to clean books. Great Job everyone!!! 😊
Corp Fees	-\$100	-\$200	-\$200	\$100 Over Budget. Increase in fee CA DOJ structure due to ORSB annual revenues exceeding \$1M 😞
Sports Trainer (Reubin Zeuniga)	-\$9,000	-\$10,238	-\$12,000	\$1238 Over Budget (Projected). More athletes are using Reubin's service for injury triage and rehab. Recommend increasing subsidy for increasing number of athletes who see Reubin 😞
Technology/Website	-\$1,050	-\$240	-\$160	\$810 Under Budget. Hosting Service Fee + Domain name registration (5 yrs). Reduced costs through selfservice of website changes/updates 😞
Scholarships	-\$1,000	0	0	Suspended 22/23 scholarship program due to uncertainty of funding availability from All-Sports Pass, and weakness of selection process 😞
Administrative	-\$736	\$0	-\$500	\$736 Under Budget 😞. No Gold Card printing, Leverage Athletics apparel supply for parting gifts.
Board Directed Team Donations	-\$10,000	-\$9,000	-\$10,000	\$1000 Under Budget. Only 9 Board Members for 22/23 (\$1000 per Board Member) recommend adding new board positions for 23/24 (Square Device Admin, Website Admin) for a total of 10 Board Members
Donation to All Teams	-\$18,000	-\$18,000	-\$24,000	\$750 per team for 22/23, recommend increase to \$1000 per team for 23/24 😞

Item	22/23 Budget	22/23 Actual	23/24 Target	Commentitem
All-Sports Pass	\$44,720	\$44,144	\$46,019	\$576 Under Budget 😞 Initial Negative Impact: unexpected Gold Card refunds of \$1875, low initial acceptance by parents confused with benefits of mobile pass and change to GoFan based tickets.
Ending Balance (6/30)	\$6,454	\$7,793	\$6,402	Long Term Projected Positive Benefit: Parents are recognizing the benefits and economies of mobile pass. FYI: EDUHSD is considering raising adult ticket prices from \$7 to \$10. All-Sports Pass is \$65. There are 5 home football games next year, which would make cost of individual game GoFan tickets ~\$60. For \$5 more, All-Sports Pass provides access to all sports for the full year.

Achievements

Successfully Transitioned 6 new people into ORSB roles: Bookkeeper, Check Writer, 2nd Signer, e-Transactions, Reports Distribution, All-Sports Pass !!!!!
880 Checks Requests
366 Bank Deposits
1500 e-Transactions
276 monthly team finance reports
884 All-Sports Passes
Annual Reports Filed on time to CA FTB with first submission to accountant (QB Reconcile = Umpqua Balance every month), 12 1099's generated
Supported Multiple Spontaneous Philanthropic Fundraisers: Bryce, Torres, Bosch