

Oak Ridge HS Sports Boosters Club Board of Directors Meeting Minutes, April 10, 2024, 10am via Zoom

Agenda/Minutes :

Attendees:

- Y Bill Wagner
- Y Terri Young
  - Mary Ellen Towne
- Y Andrea Gregor
- Y Heather Sikes
  - Grace Cha
- Y Ashley Molloy
- Y Val Yergensen
  - Margaret Crannel
- Y Kate Brown

Old Business See [https://www.orsb.org/agendas\\_and\\_minutes.php](https://www.orsb.org/agendas_and_minutes.php) for previous meeting minutes.

New Business

1. Budget Review

Item	23/24 Budget	23/24 Actual	24/25 Budget	Comment
Starting Balance 7/1/2023	-2284	-2284	1027.08	
Banking Fees	-\$600	-\$30	\$0	reduced number of umpqua user accounts to 2
Accounting	-1510	-1575	-1575	more 1099's than expected, requiring additional time to complete
Corp Fees	-\$200	-\$200	-\$200	CA DoJ, \$200/yr for income >\$1M
Sports Trainer (Reubin Z)	-\$10,488	-\$11,750	-\$11,750	increase in number of hours required for fall and winter sports
Tech/Website	-\$277	-183.64	-183.64	lower fees with new hosting service NameHero
Scholarships	\$0	\$0	\$0	need a selection process!
Administrative	-\$400	-\$598.68	-\$300	blank checks, writing checks from QB has significantly reduced number of errors and cost of writing checks. Bought large volume of checks, which should last longer
Board Directed Team Dona	-\$12,000	-\$11,000	-\$12,000	(recommend recruiting at least 1 more volunteer (check writer + bookkeeper)
Donation to All Teams	-\$24,000	-\$24,000	-\$24,000	
Gifts	-\$200	-\$200	-\$200	e.g., Fondation Gala auction basket, 2 allsports passes + OR swag
All-sports Pass	\$38,794	\$38,848.40	\$38,848.40	parents are figuring it out! no change in fee recommended for 24/25. Review each year: price = # of home football games / adult ticket price. Available July 1, 2024, reinvest \$300,000 in 12 month CD for 24/25, interest rate TBD
CD Interest Income	\$14,000	\$14,000	\$14,000	
Ending Balance	835	1027.08	3666.84	

2. **Approved** 2nd Semester BOD directed team donations and confirm teams (\$6000, \$500 per Board Member / Volunteer)
  - \$500 to Wrestling, President - Bill Wagner
  - \$500 to Women's Volleyball - Secretary - Mary Ellen Town
  - \$500 to Track & Field - Treasurer / Bookkeeper/CheckWriter - Terri Young
  - \$500 to Dance - Bank Deposits - Andrea Gregor
  - \$500 to Women's Tennis - 1st check signer - Heather Sikes
  - \$500 to Cheer & Stunt - e-Trans Reports - Grace Cha
  - \$500 to Football - Square Cashier Administrator - Ashley Molloy
  - \$500 to Women's Basketball - All Sports Pass - Val Yergensen
  - \$500 to Women's Basketball - Corporate Donations Liaison - Margaret Crannel
  - \$500 to Baseball - Volunteer Recognition, Athletics Coordination - Jessica Womack,
  - \$500 to Cheer & Stunt - Volunteer Recognition, Bank Deposits Trainee for 2024/2025 - Kate Brown
  - \$500 to Baseball - Volunteer Recognition, Check Writing Trainee for 2024/2025 - Erica Klomp
  
3. **Approved** GF donations to all teams, 2 parts: 1st installment of \$450 immediate, 2nd installment of \$550 on July 1 after current CD interest payout
4. **Approved** renewing deposit of \$300K in 12 month CD for 2024/2025, starting July 1, interest rate TBD (@4.1%=\$12,300), and converting security checking account to an interest earning savings account (@4% = \$1000/yr), liquid availability, minimum deposit limit of \$1000 to avoid fees.
5. **Approved** 24/25 BOD
  - President, alternate check signer - Bill Wagner, signature authority on all ORSB Umpqua bank accounts and credit account, and online administrator access.
  - Secretary, 2nd check signer - Mary Ellen Town, signature authority on all ORSB Umpqua bank accounts and credit account.
  - Treasurer / Bookkeeper - Andrea Gregor, authorized to call in for information on all ORSB Umpqua bank accounts and credit account, and online access to transaction information.
  - Check Writer - Erica Klomp
  - 1st check signer - Heather Sikes, signature authority on all ORSB Umpqua bank accounts.
  - Bank Deposits - Kate Brown
  - e-Trans Reports - Grace Cha
  - Square Cashier Administrator, FB Snackshack cash counter lead, Bank Deposit Backup - Ashley Molloy
  - All Sports Pass - Val Yergensen
  - Corporate Donations Liaison / assistant to the AD Admin - Margaret Crannel
  
  - Athletics Coordination / AD Admin - Jessica Womack

**\*\*\* Of Special and Significant noteworthiness: Graduating - Terri Young (HUGE THANKYOU!!!) \*\*\***
6. Transition Training & Handoff (ASAP), Summer Schedule Athletics Office? - Closes ~ June 14, startup ~ August 5, interim support (deposits and checks, no reports)?
7. Other Discussion

- a. Graduation Seats for ORSB BOD - Bill to inquire with AD on logistics. BOD members with seniors: Terri Young, Ashley Molloy, Grace Cha.
  - b. Upcoming PayPal Security Changes will require ORSB.ORG Website refresh for new online payment interface, estimate of ~\$1500 to \$4000 to webdesigner Melanie Edman-Osmer. Good opportunity to review other e-payment options with lower fees, e.g., Umpqua Bank direct. Also look at Umpqua options for credit card processing vs. Square to improve security and streamline e-transaction reporting, or, BoosterHub all-in-one. Will include / closely coordinate these decisions/activities with Ashley, Grace, Athletics. Anticipate ~6 months to complete, work old and new in parallel until new is proven to work.
  - c. PTC:
    - i. payment tracking/reporting - Kyle Petersen is asking for weekly PTC payment report to improve program financial management.
    - ii. Need based scholarship - recommendation for ORSB/Athletics/MHOP to establish funds to support need based PTC scholarships, administrated by Athletic Director (ORSB subsidy recommendation of \$2000/year = 40 participant months)
8. Adjourned 10:40am, next meeting mid to late October / before Thanksgiving 2024.
- Please connect with Bill directly with any questions/comments/recommendations about Sports Booster operations or purpose. Thank you all for your time and effort investing in the futures of our student athletes!