



From: William Wagner willia.wagner7988@sbcglobal.net
Subject: Reminder: ORSB Board Meeting, Monday November 18, 7pm (Zoom) - AGENDA
Date: November 12, 2024 at 9:32 PM

To: Secretary ORSB Mary Ellen Towne meptowne@gmail.com, Bookkeeper ORSB Andrea Gregor andrealynnva@aol.com, Checks ORSB Erica Klomp eklomp2017@gmail.com, Deposits ORSB Kate Brown kateodb@gmail.com, Check Signer ORSB Heather Sikes hgallardo27@hotmail.com, Check Signer ORSB Thanh Nguyen emailthanhtoday@yahoo.com, Square Sys Admin ORSB Ashley Molloy amolloy@gavden.com, e-transactions ORSB Grace Cha gracecha@gmail.com, All Sports Pass ORSB Val Yergenson yergies@yahoo.com, Women's Lacrosse Pam Gunning gunning02@sbcglobal.net
Cc: Jessica Womack jwomack@eduhd.k12.ca.us, Steve White swhite@eduhd.k12.ca.us

1) Spring Meeting Minutes were approved online over the summer, minutes are posted on the [ORSB.ORG](https://orsb.org) website, see [https://orsb.org/files/ORSBBODMeetingAgenda_Minutes20240410\(2\).pdf](https://orsb.org/files/ORSBBODMeetingAgenda_Minutes20240410(2).pdf), contact Bill directly if you have any questions or comments.

Here is overview of current budget/financial position:

Item	24/25 Update	24/25 Budget	23/24 Actual	23/24 Budget	Comments
Starting Balance July 1	1027.88	1027.08	-2284	-2284	Balance as of Nov 1, \$59,537.78
Banking Fees	-300	0	-30	-600	dependent upon # umpqua online user accounts (2 free), else \$30/month. Estimate bank fees this year
Accounting / Tax Prep & 1099's	-1645	-1575	-1575	-1510	\$1495 paid for 2023 tax prep. fee for 1099 prep in January, estimate ~\$150
Corp Fees	-200	-200	-200	-200	CA DoJ, \$200/yr for income >\$1M, paid 8/6/2024
Sports Trainer (Reubin Z)	-11,750	-11,750	-11750	-10488	dependent upon number of hours, tends to go up in fall and winter as participation in
Tech/Website	-200	-183.64	-183.64	-277	Website support.
Scholarships	0	0	0	0	Recommend dropping from General Fund program due to lack of selection process leadership.
Administrative	-300	-300	-598.68	-400	primarily blank check stock
Team Donations - Volunteer Recognition / BOD Directed	-11,000.00	-12,000.00	-11,000.00	-12,000.00	\$1000 per BOD member + \$1000 for Jessica's support.
Team Donations - All	-25,000.00	-24,000.00	-24,000.00	-24,000.00	\$1000 equal distribution to all 25 teams (new team, Women's Flag Football, added s spring BOD meeting), \$500 1st semester, \$500 2nd semester.
Gifts (misc)	-200	-200	-200	-200	e.g., donation to Foundation Auction, Volunteer Appreciation, etc.
All-Sports Pass	44,056.50	38,848.40	38,848.00	38,794.00	44,056.50 (as of Nov 1) through GoFan for All Sports Pass. Winter Sports kickoff 11 ORSB is being encouraged to increase in price from \$65 to \$70 for 25/26 pass (star Feb 2025 - Spring Sports Parent Meeting or August 2025 - Fall Sports?), unknown i income.
Interest Income	12,800.00	14,000.00	14,000.00	14,000.00	Lower than last year as the Fed Reserve lowers the Prime Interest Rate. \$2171.55 p date on \$300,000 in CD at 4.1%, 9 months, \$125,000 in money market at 3.51% est year total interest earned ~ \$12800
Ending Balance	7289.38	3666.84	1026.68	835	

2) ORSB General Fund donations to teams (based upon All-Sports Pass income to date + planned interest income paid by the bank on current accounts) = \$18,000.00 (1st semester total)

a) All Teams receive \$500 donation from General Fund, 25x\$500 = \$12,500 total

b) BOD Volunteer Recognition donations (need to confirm teams affiliations), 11x\$500=\$5500 total

- Andrea Gregor (Treasurer/Bookkeeping) - Dance
- Erica Klomp (Check Writer/Quickbooks) - Baseball
- Kate Brown (Bank Deposits / Filing) - Cheer & Stunt
- Heather Sikes (Check Signing) - Women's Tennis
- Mary Ellen Towne (Check Signing / Secretary) - TBD
- Thanh Nguyễn (Check Signing alternate) - Women's Tennis
- Ashley Molloy (Square Device Administration / FB SS Cash Counting) - Football
- Val Yergensen (All Sports Pass Coordinator) - Women's Basketball
- Jessica Womack (ORSB/Athletics Coordination) - Football
- Grace Cha - (e-Trans reports) - Cheer & Stunt
- Bill Wagner (President) - Wrestling

3) ORSB Back Office Process (Checks/Deposits/Transfers/Bookkeeping/Other) - any problems, questions or comments ?

4) 2025/2026 BOD

Openings:

- Secretary/Parent Meeting Communications, Check Signer (Mary Ellen Towne)
- Bookkeeper/Quickbooks (Andrea Gregor)
- Check Signer (Heather Sikes)
- All Sports Pass Coordinator / GoFan administrator (Val Yergensen)
- e-Trans reporting (Grace Cha) ?
- President/Small Business Operations (Bill Wagner)

Returning:

- Erica Klomp (Check Writing/Quickbooks)
- Kate Brown (Bank Deposits)
- Thanh Nguyễn (Check Signer)
- Ashley Molloy (Square Device Administration / Football Snack Shack Cash Counting)
- Jessica Womack (ORSB Athletics/ORSB Coordination)

5) Other / Adjourn

Presidents Administrative Business Report:

- Over the summer, our web designer reworked the team services donation page to allow for self administration of adding/deleting/changing teams and fundraisers at a cost of \$200. For example, adding Flag Football and changing multiple team names to be consistent w Athletics Department naming convention. Melanie also updated the website PayPal interface with the latest API software, extending the useful life of the ORSB website for several more years, and avoiding significant cost to upgrade or replace the [ORSB.ORG](https://orsb.org) website.
- ORSB is no longer involved in PTC fee collection or payments to MHO. This was becoming a non-trivial administrative burden each month and financial sink for reconciling participant fees paid versus MHO invoices for training services provided.
- Team Financial Reports are now being published via google sheets. Previously, they were individually generated .PDF reports that were emailed to each head varsity coach at the beginning of each month. This new approach is a huge time savings to the Bookkeeper/ persons and provides all teams with more frequent weekly updates. The google sheet is updated each week with a standard QB report for sub-account balances and transaction ledgers, with team specific filter views for zooming to the specific information of interest, pt PayPal and Square transaction information. All coaches have access to the google sheet and they were notified at the beginning of the year to look there for team financial information. This approach also absolves the need for (25) individual emails each month. Next year needs a person that is familiar with google sheets / spreadsheets to take over the weekly upkeep of the report, ideally the new e-trans report person and/or bookkeeper.