



1120 Harvard Way, El Dorado Hills CA 95762 (916) 933-6980

Oak Ridge Sports Boosters BOD Meeting 2024 1118 Minutes

meeting called to order 7:02pm (x BOD member was attended meeting)

Secretary ORSB Mary Ellen Towne
x Bookkeeper ORSB Andrea Gregor
x Checks ORSB Erica Klomp
x Deposits ORSB Kate Brown
x Check Signer ORSB Heather Sikes
x Check Signer ORSB Thanh Nguyen
x Square Sys Admin ORSB Ashley Molloy
e-transactions ORSB Grace Cha
All Sports Pass ORSB Val Yergenson
x President ORSB Bill Wagner

1) Spring Meeting Minutes were approved online over the summer, minutes are posted on the 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.

Review of budget / financial position:

Item	24/25 Spend thru 11/18/24	24/25 Budget	Comments
Starting Balance (7/1)	\$1027.88	\$1027.08	Balance as of Nov 1, 2024 is \$59,537.78
Banking Fees		-\$300.00	This expense is dependent upon the number of umpqua online user accounts that are used from month to month. No charge for the first 2 accounts, then an additional \$30 / month for 3 or more accounts. BW is estimating more bank fees this year as more new people get involved in administration of the bank accounts.
Accounting / Tax & 1099	-\$1645.00	-\$1575.00	\$1495 paid for 2023 tax prep fee in July, nad estimate ~\$150.00 for preparing the 2024 1099's in January 2025.
Corporate Fees	-\$200.00	-\$200.00	The CA DOJ fee is \$200/yr for nonprofit corporations with \$1M or more income. This was paid 8/6/2024.
Sports Trainer (Reubin Z)	-\$8,525.00	-\$11,750.00	This is dependent upon the number of hours Reubin spends on campus. It tends to be highest for the Fall and Winter sports than Spring. Fall Sports service was invoiced after the meeting and paid on 12/16/2024.
Tech/Website		-\$183.64	This is for Website registration and support. ORSB.ORG Domain Registration is good through 2025.
Scholarships	0	0	BW Recommends dropping this from the General Fund program due to a lack of a selection criteria and leadership to facilitate the processes from the ORSB BOD.
Administrative		-\$300.00	E.g., blank check stock
Team Donations (BOD)		-\$12,000.00	\$1000 per BOD member + \$1000 recognizing significant volunteer effort and support from parent Jessica Womack (AD Admin, not officially on BOD).
Team Donations (All)		-\$24,000.00	\$1000 equal distribution to all 25 teams. Women's Flag Football is a new team that was added since the spring 2024 BOD meeting, not in the original budget. \$500 1st semester in November, \$500 2nd semester (March)
Gifts (misc)		-\$200.00	E.g., donations to Foundation Auction or other gifts
All-Sports Pass Income	\$44,056.50	\$38,848.40	Money's raised through GoFan All-Sports Pass donations. NOTE: Athletic Director is encouraging ORSB to increase the price of Adult All-Sports pass from \$65 to \$70 for the 25/26 school year.
Interest Income	\$12,800.00	\$14,000.00	This is lower than last year because of a lower prime interest rate,
Ending Balance		\$3666.88	Target to be on or ahead of Budget.

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, $25 \times \$500 = \$12,500$ total - **approved by vote**

b) BOD Volunteer Recognition donations (need to confirm teams affiliations), $11 \times \$500 = \$5,500$ total - **approved by vote**

Distribution by Volunteer

- 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

c) ORSB donation to Athletics - \$5,000, to be used as AD sees best for overall program, ORSB recommended priorities include 1) Post Season Expenses 2) Digital Reader-board in Trojan Stadium - **approved by vote**

3) ORSB Back Office Process (Checks/Deposits/Transfers/Bookkeeping/Other) - discussion

- Erica (Check Writer) encouraged anyone who sees or experiences any issues related to check writing to contact her directly via email, text, or call directly. Erica

also shared that she was experiencing computer and printer issues early on and is working through these issues and believes to have them resolved. She does have a question about adding vendor addresses such that they print out on the check in the area lower left of check that is visible in envelope window. Thanh responded after the meeting with a QB pro-tip.

- Andrea (Bookkeeper) requested the people who are working with the Booster Forms, when using post-it notes, to remove the note when issue has been resolved, and to initial&date when a check is put in the mail if applicable. This is very helpful in the final bookkeeping and filing ensuring any/all issues relating to a request are addressed before the request is considered closed. Initial and dating is also very helpful when a coach inquires about the status of a request. For example, when the vendor reports the check has not been received, has the check in fact been mailed? These type of inquiries are most often directed to Andrea, and having the post-it-notes cleared and mailing date notated helps with responding to the coach with confidence regarding the status of the request/check, seeking resolution of outstanding issues, or filing a completed request.

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 Discussion

a) Athletics is looking for a person to lead sponsorship / reader board advertising program. ORSB could consider adding as a position for donation toward team if that would help provide additional motivation, i.e., \$1000 ORSB GF donation to Team. Interested persons should talk with Steve White for more information or to express interest.

b) Spring Meeting - preference was expressed for April 7th, 7 PM (note - Spring Break is April 14-21, Graduation is May 23)

Adjourned 7:34pm

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 with the 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 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 a 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/e-Trans report 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, plus individual 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 finance information. This approach also absolves the need for (25) individual emails each month. Next year, ORSB 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.

After meeting updates to include in the record:

- Mimi Evans (Cheer) volunteered to be the All Sports Pass (ASP) Coordinator. Mimi was recruited by Kate Brown (great job Kate!).
- Renelle Meir (Wrestling) volunteered for the Communications liaison to make short presentations on ORSB at the seasonal parent meetings (Fall, Winter, Spring, Incoming Freshman).
- Melonie Quintell (Football, Wrestling, Dance) volunteered to be a check signer

Bill has subsequently followed up individually with Kate, Renelle, and Melonie, each agreeing on a plan going forward to connect with respective current BOD member (Val for ASP, Mary-Ellen for ORSB Presentations and Check Signer) for shadowing and OJT for respective jobs and to determine most convenient time to connect directly as needed to learn more specifics about the rolls, with an ambition to transition into the rolls by Spring Break.