

**Battlefield High School
Athletic Booster Club
Meeting Minutes
Tuesday, September 21st, 2010**

I. Welcome and Introductions

Ron Fairbanks, President, called the meeting to order. A meeting Agenda was passed out to all in attendance. It was discussed that all attending would sign in at all meetings. Meetings will be held the 3rd Tuesday of the month.

1. New Officers

The new board officers for FY 2010-2011 are as follows:

President: Ron Fairbanks

Vice President: Matt Britton

Secretary: Susan Coxson

Treasurer: Jennifer Fowler (Returning Treasurer)

2. Membership, Spirit Wear, Concessions, Golf Tournament:

Chairman for the positions listed above are as follows:

Membership Lead: John Brosnahan

Spirit Wear: Marinda Beach

Concessions Lead: Michele Curry

Golf Tournament Lead: Tina Fairbanks

3. Announcements:

a. Mr. Stutler spoke about the new postings for Coaches for our Wrestling, Baseball, Swimming and Girls indoor and outdoor track. These positions are vacant at this time due to resignations and have been posted both in the HS and countywide. These positions have been posted and will remain so for 2 weeks. He hopes to have these positions filled by the 1st week of October.

b. Buses to the extra-season events are approximately \$35K/yr. The schools only receive \$27.5K per year. The school often offsets this difference by approval from Ms. Ethridge-Conti. The extra money given by Ms. Ethridge-Conti does come at a price to the other programs at the school for it takes money from other department budgets. At some point the booster club may look at setting up a bus fund to help defer these costs.

c. Next year Battlefield HS is going to loose athletes due to the opening of Patriot HS in Bristow. We are going to figure out via our coaches/team representatives what percentage of athletes' are going to be leaving due to this change. Battlefield HS does loose a percentage of their budget due to this change. There is a possibility that a percentage of the booster club funds will have to go with those athletes to Patriot to start their booster club. Ms. Ethridge-Conti is looking into this to see if the booster club indeed has to do this as well as the school.

II. Last Meeting Minutes

The minutes for the last meeting were passed out to those present at the meeting and are posted on the website www.battlefieldboosters.org. Please contact Susan Coxson, Secretary if you have any questions.

II. Treasurers Report

a. Financial Status

Jennifer Fowler (Treasurer) presented the treasurers report. There is approximately \$101,000 in the booster club account at this time. This amount has decreased from last month due to an increase in expenses for August (uniforms, supplies etc.) This is normal occurrence and an increase in this amount will be seen next month.

b. Returned check fees

It was also brought to our attention that when we receive a check and it is returned that the booster club is being charged a returned check fee of \$10. Different options were presented to fix this problem. The bank was approached and agreed to waive the fee on the first return but if it was returned again the fee jumped significantly. After much discussion, the final motion (made by Tina Fairbanks and seconded by Wes Kyzer and approved by all in attendance) was that any returned checks would be given back to the coach of the team that the returned check was received by. The coach will then attempt to recoup the check amount and the additional \$10 fee for the returned check. If the coach is unable to recoup the returned check fee, then the teams restricted fund will be charged for the \$10 returned check fee.

c. Change of Fiscal Year

It was requested by the Treasurer, Jennifer Fowler that the ABC fiscal year be changed to June 30th instead of May 31st to allow the fiscal year to coincide with the school year. This motion was seconded and approved by the members present at the meeting.

III. Issues/Updates

1. Date for Golf Tournament and Status Report

The golf tournament is set for October 25th, 2010 at Evergreen Country Club. This is our largest fundraiser of the year. There will be an unlimited beverage cart, lunch and dinner included. This is an all day event. We will need 144 golfers (18 sets of 4 golfers) for this event. The cost is \$150 per golfer and \$550 for a foursome.

- a. Sponsors are needed. The goal is 10 \$2,000 sponsors. Sponsors will get lots of free stuff depending on the level of sponsorship they pledge. We have brochures to pass out with the levels of sponsorship and the perks associated with each level. We also have lower cost sponsor possibilities such as hole sponsors that are still available as well. Dicks Sporting Goods and Modells are already being spoken with about sponsoring. Donna McCain is in charge of this area. Volunteers are needed to help.
- b. There is a need for door prizes/goody bags. Some items have been donated but we are having a very hard time getting enough things for these bags and it will have to come out of the proceeds if we cannot get these donated. Please ask around to your local clubs and friends to see if they would be willing to donate towards these. Some items that would be great to have would be golf club covers, free rounds of golf, golf tees or balls to give away. Karen Klump is in charge of this area.
- c. Advertising- So far we have an ad running in the Gainesville Times, the Bull Run Observer and Bull Run Middle School has it posted on their school website. Some of the Elementary school websites are pending to place the ad on their sites. Anyone who has any contacts

- please contact Sue Shaunessy. Please see any business you frequent and ask them to help us out. This will help decrease our costs.
- d. Registration – Karen Klump is in charge of registration for the tournament. Flyers will be sent out to previous golfers. There are plenty of fliers available – please see Tina Fairbanks if you would like some flyers to pass out.
 - e. There are many needs for help with the tournament. Please volunteer if possible.

2. Membership

John Brosnahan spoke about membership, renewals and levels of membership:

- a. Please be aware that memberships must be renewed yearly. This is based on a school year renewal (September renewal for current school year.)
- b. Annual membership can run as low as \$25 (per family not per person.) There are also additional sponsor levels and corporate sponsors are always great to have. Any monies paid for memberships is split so that 50% of the amount pledged goes into that dedicated sports individual fund and 50% goes to the general fund.
- c. We are always looking for new members. There are many benefits to being a member of the booster club. Being a member helps to support all of the teams at Battlefield HS. Membership fees help to pay for travel, uniforms, buses etc. It also carries a vote on additional funds to be given to teams in need. Gifts are also given for joining which vary at the different membership levels. Membership applications are available or you can join on the website and pay via PayPal. All the information for joining is available on the website.
- d. Corporate sponsors are also needed. Their names will be published in our program (as long as they sponsor before it goes to print). They receive banners and announcements if too late for program. They can also write off their donations as an advertising expense.
- e. There will be a membership table set up at all home games to increase our membership. We need volunteers at this table.

3. Website

Our new website is up and running!! www.BattlefieldBoosters.org. Michele Curry and Jennifer Fowler will be doing any updates/changes to the website to keep our costs down. Please email Michele Curry if you have anything you want posted on the website.

4. Other reports/notes/actions from Membership, Spirit Wear and Concessions.

Volunteers are still needed to help in the Spirit Shack and Concessions. Teams will put in requests to work at the games. Each team will receive \$200 for working concessions at the home games. A satellite concession stand has also opened this year as of the last game and is available to volunteer in as well.

IV. Other Business

a. Spirit Wear from teams at ABC Sales Events:

There have been some teams that have had leftover merchandise. These teams have requested that they be able to sell this merchandise at the Spirit Shack at home games. This was discussed at length at the meeting. The problem with selling the leftover merchandise at the games is that it can decrease the sales of booster club spirit wear, requires additional help to sell the merchandise, and that separation of incoming funds can be difficult/extra work for the spirit shack volunteers. The final motion that was made was that any teams leftover merchandise has the ability to be posted on the Battlefield Boosters website. This will be listed as clearance merchandise. The team wishing to sell their merchandise is responsible for submitting the information, a picture and contact information to Michele Curry to post on the website. This is also being discussed with Marinda Beach (Spirit wear Lead). The motion was made and seconded then approved by all members in attendance.

b. Vendors at BHS events (Snow Cones)

It was discussed by all and decided that we are not going to allow outside vendors at Football games at this time. This situation isn't really profitable and opens the door to us having to allow many vendors to come in. This issue may be approached again at a later point in time.

c. Fund Raisers: Team-wise vs. ABC Coordinated

This will be discussed at the next meeting.

d. Significant ABC Events (Committee needed)

This will be discussed at the next meeting.

e. Long term goals funds (Committee needed)

Some goals were discussed and will need to be prioritized into long term and short term. Some of these goals were as presented by Mr. Stutler:

1. New football turf field
2. Portable fence for softball field
3. Structure for the press box (football field)
4. Storage sheds for the football field
5. Track – needs markings re-painted and holes patched.
6. Track – pit runways need to be repaired

These goals are going to be reviewed as well as others most likely added to this list. The committee will discuss which needs are immediate and which can be long-term planning goals. This committee will report back to the board.

The committee will help to prioritize spending on the above and additional goals that are identified. The planning committee will consist of the following members:

1. Kristen Chambers
2. John Chambers
3. Wess Kyzer
4. Nancy Brosnahan
5. Chris Brady

If anyone else wishes to join this committee please see one of the board members.

f. Scholarship Fund

It's not too early to start thinking about the scholarship fund. Every year the ABC awards \$2000 to one male and \$2000 to one female athlete. Most of the applications we receive are in the spring. There is a need to form a committee to figure out how we are going to get the fall sports involved in this and increase awareness of the scholarship program. This will be discussed at the October meeting.

g. Financial request from Mr. Ben Stutler

Mr. Ben Stutler, Athletic director for BHS requested a reimbursement in the amount of \$475 for 20 yards of topsoil that was used to fill in holes and problems with the athletic fields. The board and members approved this request and reimbursement will be made to Mr. Stutler.

V. Review of Action Items

The following items were put in place during this meeting:

- a. Check return policy/return fee reimbursement (see above)
- b. Sales by teams of leftover fundraising items to be placed on web site (see above)
- c. Formation of committee to start long term planning for ABC funds
- d. Reimbursement for Mr. Ben Stutler to repair fields with soil
- e. Motion to end fiscal year on June 30th instead of May 31st to coincide with school year

VI. Next meeting

The next meeting will be on Tuesday, October 19th at 6:30 pm at the Lion and the Bull Restaurant in Haymarket

VII. Adjourn