

**Battlefield High School  
Athletic Booster Club  
Meeting Minutes  
Tuesday, April 26, 2011**

**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

**1. Announcements:**

**a. Audits:** BHS will be doing our standard audit yearly as they have in the past; The CPA will do a yearly audit on our books and the President/Vice President will do an audit on our books 1 to 2 times/year.

**b. Setting dates for next year's favorite events** – The Shamrock Shootout will continue next year but will be held on March 24<sup>th</sup> (The week after the Gainesville Basketball Assoc tournament.) This is to increase participation next year. This has been approved by Mr. Ben Stutler and Mrs. Ethridge-Conti

**c. Reminder** – Renew Membership every school year for the BHS ABC in the fall.

**II. Last Meeting Minutes**

The minutes from the last meeting were reviewed with those present at the meeting. These minutes are also posted on the Booster Club Website. Please contact Susan Coxson, Secretary if you have any questions.

**III. Treasurers Report**

**a. Financial Status**

Jennifer Fowler (Treasurer) presented the treasurers report. There is approximately \$104,966 in the booster club account at this time. This total includes both restricted and unrestricted funds together.

**IV. Student Activities Director's report**

1. Mr. Ben Stutler, Athletic Director for BHS was present at the meeting. Mr. Stutler announced that there are 3 coaching positions open right now. The positions are Varsity Cheer Coach, Boys Basketball Coach and. Field Hockey Coach. The current field hockey coach is moving to Patriot next year and the others are not returning next year. These positions are all still posted internally right now but are approaching the external posting date. Mr. Stutler hopes to have these positions filled soon, especially the Cheer position since it is a fall sport and try outs will be held soon.

2. Mr. Stutler also shared with the membership that he has gotten many positive comments about the Shamrock Shootout that was held in March.

3, Mr. Stutler is going to take an active roll in helping us with filling our positions for the Concessions coordinator/committee. If anyone knows anyone who would be interested in any position with concessions, please contact Ron Fairbanks, who will in turn submit names to Mr. Stutler who would like to talk with any candidates and explain what would be expected of them to help us recruit new people for concessions. The new plan for Concessions is to have a lead to oversee the concessions, but to also have a fall sport, winter sports and spring sports lead. This will help to decrease the amount of responsibility on any one person for the concessions. It was a suggestion that maybe

the volunteers for the concessions/coordinators volunteer for a different season than their child participates in sports so they wouldn't miss their athlete's games. It was also discussed about having parents complete mandatory volunteer hours in concessions to help staff the games. This will be discussed further at our next meeting in May.

## **V. Issues/Updates**

### **1. Web Master:**

John Chambers is our Webmaster. Please contact John or anyone on the board for postings. John will be posting the results of the Shamrock Shootout on our webpage.

### **2. Shamrock Shootout – 3X3 Basketball Tournament**

The Shamrock Shootout initial profit wound up being \$2206.70. We also paid the Boys Basketball team \$330 (15% of the profit) and the Girls Basketball team \$110 (5% of the profit) for helping us out with this event. The boy's basketball team provided 8 boys to help and the girls had 1 helping. This is how the percentages paid to the teams were paid, based on participation and was voted on by the executive board. Thank you to the girls and boys who volunteered to help with this event, you are really appreciated! After paying the teams for their help, our total profit was \$1766.70. This event was a great success!!! This event should continue to grow every year and be a great fundraiser for the BHS ABC and lots of fun for the community.

### **3. Other reports/notes/actions from Membership, Spirit Wear and Concessions, Ways and Means.**

#### **a. Membership**

The membership committee needs a volunteer to help out next year. Please contact Ron Fairbanks for information. It is a fairly simple position and not a time consuming one that could be done from home.

BHS now has been open for 8 years. We are going to start looking into Alumni membership and support. In order to have alumni support, we must have had 5,000 graduates from BHS.

Another suggestion to increase our membership numbers was to have a Christmas drive – give a gift of membership to the BHS ABC. It was also suggested that we start having celebratory days – grandparents day etc.

#### **b. Spirit wear**

No new report at this time.

#### **c. Concessions**

We are sad to announce that Michelle Curry will not be returning as the concessions chair next year. We are now looking for a concessions chair and at least 2-3 additional committee members to learn this important job in the BHS ABC. Please email Ron Fairbanks at [Fairbanks@ieee.org](mailto:Fairbanks@ieee.org) if you are interested in helping with this position. Please see item IV -3 for the new concessions coordinator/leads breakdown descriptions.

It was suggested that clubs require all of the athletes parents to do volunteer hours in the concession stands. This will be discussed further at a later point in time.

#### **d. Ways and Means**

We are now looking for a chairperson and several committee members to form a ways and means committee. This committee will help to determine the ways and means of fundraising for the BHS ABC. One of the possible things members of this committee may do is attend the Haymarket Business

Association meetings, which are held on the 3<sup>rd</sup> Tuesday of every month. This will help us to network and get more community contacts. The members of this committee will help guide the fundraising efforts of the BHS ABC. They will recommend fundraising events and help to manage the selling of our sports banners for sponsors. This committee will also keep track of individual team fundraising events to help resolve conflicts. Please contact Ron Fairbanks at [Fairbanks@ieee.org](mailto:Fairbanks@ieee.org) if you are interested in volunteering for this committee.

#### **4. Concessions Team Earnings: mid-course correction:**

**The new concession payout guidelines effective immediately are:**

1. If the team sells at least \$200 during a sporting event they will receive a flat amount of \$100.00
2. If the team does not sell at least \$200 during a sporting event, they will receive 50% of their total sales
3. Teams with sporting events and concessions that run all day will receive a flat amount of \$400.00
4. Two teams will work concessions at Varsity Football games and each team will receive \$200 for working.
5. Concession payouts will now be paid monthly to all teams to enable quicker funds availability.

#### **5. Elections- held today**

The board nominees for are: President – Ron Fairbanks, Vice President- Matt Britton, Secretary- Susan Coxson and Treasurer Kristin Chambers. No new nominations were received for anyone other than those listed above. The membership voted and the positions were approved unanimously by the membership in attendance. The above will be the 2011-2012 BHS ABC Executive board.

### **VI. Other Business**

#### **a. Golf Tournament Re-visited**

There was some discussion about when the next golf tournament should be held. Since we missed last spring for our annual golf tournament and held it in the fall instead, the Haymarket Senators have scheduled their 2<sup>nd</sup> annual golf tournament in the spring. It was discussed in order to get maximum sponsorship and participation to move the tournament to the fall permanently to not compete with the Senators spring tournament. The dates that were discussed were Nov 11<sup>th</sup> (Veterans day) or a day in August before school starts in order to allow the teachers and students to participate as well. It was discussed that a day in October would be perfect but unfortunately there aren't any days off of school in October. Spring break and Finals week in June have also been discussed as suggested by Ms. Ethridge-Conti to allow participation by the teachers and students. Ron Fairbanks will be sending out an email to all of our current sponsors/players to see what they would like to do. We will select a date after collecting these opinions. .

#### **b. Standing Committees (Critical Need)**

Each standing committee needs a chair and 3-4 members. Please volunteer for a committee.

Membership committee needs 1 member

Critical committee needs are Concessions, Spirit wear and Ways and please contact Ron Fairbanks if you can help in any way.

A job description will be posted for the Concessions committee; we are looking for an Overall Coordinator to oversee concessions for the full year as well as 1 coordinator for spring sports, 1 for fall sports and 1 for Winter sports. Please contact Ron Fairbanks immediately if you can help out with this critical immediate need. It is most important right now to fill the Overall lead and the coordinator for fall sports.

### **c. Long term goals funds**

This committee is made up of a representative from each BHS team. This committee will help set up the BHS ABC's long term goals along with Mr. Stutler and Ms. Ethridge-Conti. Don Clark was nominated and unanimously by the team representatives on the Long-term goals committee as the new Chairman for the due to Kristin Chambers stepping down and taking the Treasurer position

Recommendations were submitted to the BHS ABC Board. The board has approved the recommendations from the long-term goals committee effective immediately:

### **Restricted Fund - Long Term Goals:**

1. 20 percent of the current funds in the non-restricted account are to be placed in a separate fund for long-term goals immediately. This amount will approximately be \$8750.00
2. An additional \$5,000 will be deposited in the long- term goals fund in addition to the above amount. The total starting balance in the long- term goals fund will be \$13,750.
3. In future years, the plan is to take 20% of income in the non-restricted fund and place it in the long-term goals fund. The BHS ABC board based on annual income will evaluate this yearly. The hope is to put more than 20% in yearly if possible.

### **Immediate need –**

A Press Building for Girls Softball is needed right away to meet the Title IX requirements. The BHS ABC Executive Board has approved this request. Matt Britton, Vice President is looking into getting a kit for the press box donated if possible or the cost will be approximately \$1102. This will be paid separately out of the non-restricted funds, not out of the long-term goals fund. The possibility of sponsor's putting their name/advertisement on the press box was also suggested and being investigated

### **Long Term Needs**

1. Turf Field
2. Weight Room facility

### **d. Scholarship Fund)**

Linn Jorgeson and Kathy Harris have volunteered for the scholarship committee for our scholarship fund. The scholarships are awarded at the spring banquet. 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. This committee will help to figure out how we are going to get the fall sports involved in this and increase awareness of the scholarship program, review applications and help to choose our yearly scholarship recipients.

#### **e. Financial Aid Request**

The Softball team has requested financial support from the BHS ABC to help expand their hitting and pitching area; the total cost of this project is \$1595.00. The softball team is going to pay \$1150.00 towards this project and has requested \$445.00 from the BHS ABC. The motion as made to approve this request and seconded. All in attendance agreed. The payment in the amount of 445.00 was approved to the Softball Team.

#### **VII. Review of Action Items**

1. Ron Fairbanks to send any names of interested parties for the overall concessions coordinator/season coordinators to Mr. Stutler. Mr. Stutler has requested talking to anyone interested in any of the positions to explain the requirements of each position.
2. Ron Fairbanks to see about advertising membership not only on the BHS ABC page, but also on the school web page.

#### **VIII. Next meeting**

The next meeting date for May is TBD and will be posted on the BHS ABC Website when a date is chosen.

#### **IX. Adjorn**