

**Battlefield High School  
Athletic Booster Club  
Meeting Minutes  
Tuesday July 12,2011**

**I. Welcome and Introductions**

Ron Fairbanks, President, called the meeting to order. Only board members were in attendance at this meeting. This meeting was substituted for our June Meeting.

**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 \$110,000 in the booster club account at this time. This total includes both restricted and unrestricted funds together.

**b. Adjustment for Gymnastics**

It was noticed that the Gymnastics team did not receive credit for one of their all day events. This will be remedied and they will be credited \$400 to their restricted funds.

**IV. 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 new concession payment guidelines on the website as approved by the board at this meeting. He will also be posting some community service hour opportunities. Please check the website for details.

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

**a. Membership**

We are sad to announce that our membership coordinator, Mr. John Brosnahan is resigning from his position as Membership Chair/Coordinator. We are also sorry to see Donna McKain leave this committee as well. The membership committee is in desperate needs volunteers to help out next year and fill these key positions. Please contact Ron Fairbanks for information. It is a fairly simple position and not a time consuming one that could be done from home. Ron Faibanks does have a few people in mind and will be contacting them to see if they are interested in these positions. We always need help with membership, please volunteer.

### **1. Grizzly Day – August 28<sup>th</sup>, 2011**

The Grizzlies have graciously invited us to participate in their annual Grizzly day on 8/28. They have offered us a free booth for us to sell spirit wear and set up for new membership!! They would like the BHS Football team to come in their Jerseys (2010 Championship Team) to sign autographs and make an appearance. They would also like the BHS Cheerleaders there in uniform to do some cheers! This a great opportunity for the coaches and us are being contacted about this. Anyone that would like to come and help out that day, please contact Ron Fairbanks. We will definitely need volunteers to man the booth.

### **b. Spirit wear**

No new report at this time.

### **c. Concessions**

We are pleased to announce that Susan Coxson will be taking over as the overall Concessions Coordinator for the upcoming 2011-2012 year. We are still are looking for 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) or Susan Coxson at [BHSConcessionsSCoxson@gmail.com](mailto:BHSConcessionsSCoxson@gmail.com) if you are interested in helping with this committee.

1. It was suggested that clubs require all of the athlete's parents to do volunteer hours in the concession stands. This will be discussed with the coaches as we approach the beginning of the news school year.
2. We are going to have a cleanup day in August of the Outdoor concession stand before football season starts. This is a great opportunity for your teen to get community service hours!! The more hands the better. If you are interested, please contact Susan Coxson at [BHSConcessionsSCoxson@gmail.com](mailto:BHSConcessionsSCoxson@gmail.com).
3. We will also need some volunteers to help with the 1<sup>st</sup> shopping trip of the season before the first Football Game. This is a large order!! We will be doing this sometime in August (few days before 1<sup>st</sup> game/weekend before). A date will be posted at a later time. Any adult/teen can help load/unload and this is another great opportunity for community service hours since we are a non-profit organization!! Please email Susan Coxson at [BHSConcessionsSCoxson@gmail.com](mailto:BHSConcessionsSCoxson@gmail.com) if you can help in any way! Your time and help is really appreciated!

### **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.

### **3. Concessions Team Earnings: 2011-2012 payment Guidelines:**

The new concession payout guidelines effective for the 2011-2012 school year are as follows:

1. Any team working concessions will receive a flat amount of \$100.00 (this does not include Varsity football games – see #3)
2. Teams with sporting events and concessions that run all day will receive a flat amount of \$400.00
3. Two teams will work concessions at Varsity Football games and each team will receive \$200 for working. (This is due to this concession making much more money and having a much larger volume than the other sporting events)
4. If the Satellite concession stand is open (based on need) at Varsity Football games, the team that works that stand will also receive \$200.
5. Concession payouts will now be paid monthly to all teams to enable quicker funds availability.

### **4. Board member needed – Secretary**

Susan Coxson our current board Secretary has now taken over the position of Concessions coordinator. She is going to continue her duties as Secretary temporarily until a replacement is found. If you are interested in this position, please contact Ron Fairbanks or Susan Coxson for details. It is not very time intensive. This position only requires meeting attendance and typing/sending of the minutes out.

## **V. Other Business**

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

After much discussion and due to limited date availability in the fall, the Golf Tournament is going to be held in the spring of 2012.

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

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

Critical committee needs are Membership, Concessions, Spirit wear and Ways and please contact Ron Fairbanks if you can help in any way. Susan Coxson has volunteered to be Concessions Overall Coordinator to oversee concessions for the full year. We still desperately need 1 volunteer to be the coordinator for spring sports, 1 for fall sports and 1 for Winter sports. Please contact Ron Fairbanks or Susan Coxson immediately if you can help out with this critical immediate need. It is most important right now to fill the coordinator for fall sports.

### **c. Scholarship Fund**

Linn Jorgeson and Kathy Harris volunteered as our e scholarship committee for our scholarship fund this past year. The scholarships were awarded at the spring banquet. Every year the ABC awards \$2000 to one male and \$2000 to one female athlete. The female athlete for 2010-2011 year chosen was Tessa Klumpp and the male athlete was Nathan Moyer. Congratulations to both of them. It was very competitive and the scholarship committee had a rough job with all the excellent applicants they applied for the scholarship.

### **d. Financial Aid Request**

We received a request for Financial Aid from the Athletic Trainer. This request is being reviewed and more details are being obtained before a decision is made. We also received a request from the Varsity Football team, which is currently being reviewed as well. We will have decisions on both of these requests at our August meeting.

## **VI. Review of Action Items**

### **1. Action Items for Ron Fairbanks**

- a. Ron to call Stan Livingston and Sarah Lewis to see if would be interested in any of the open Membership committee/chair positions.
- b. Ron to propose to Mr. Ben Stutler that the BHS ABC pay for the repair of the rolling door on the outdoor concession stand.
- c. Ron to talk to Mr. Ben Stutler about having them change the locks on the Indoor and Outdoor Concession Stand to alleviate unnecessary entry and to decrease loss of food/supplies.
- d. Ron to talk to Ms. Ethridge-Conti about Coaches keys to concession stand – do they need to have one? Loss of food/supplies.
- e. Ron to find out status of Press box from Matt Britton and report to board.
- f. Ron to find out email addresses from Mr. Ben Stutler for all sports team coaches and provide to Susan Coxson.

### **2. Action Items for Kristin Chambers**

- a. Kristin to reach out to some members she thinks may be interested in taking over the Secretary position.

### **3. Action Items for Susan Coxson**

- a. Susan to do some research on Athletic Training Financial request and report back to board (price freezer's from outside suppliers, talk to athletic trainers in other schools to see how much equipment is used.)
- b. Susan to check in concession stands (indoor and outdoor) and determine what needs repairs and status of existing grills (do any need replacing/are any in-operable?)
- c. Susan to set a cleanup date for the outdoor concession stand after finds out when Haymarket Senators are done playing and using stand. This will be offered as community service to our sports team's players.

## **VII. Next meeting**

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

## **VIII. Adjourn**