

**Battlefield High School
Athletic Booster Club
Meeting Minutes
Monday March 21, 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. All board members and members present introduced themselves.

1. Announcements:

- a. Taxes – We had to pay a fine for our taxes this year because we had to back file for the last 2 years that were never filed. Our CPA did request a waiver of the fine to get it refunded and as of 3/21/11 the money we paid for fines for not filing has been returned to the ABC from the IRS.
- b. Setting dates for next year's favorite events – We are going to have to move the Shamrock Shootout tournament in March by a few weeks due to the 5K held at the HS. Ron will check with Ben on dates available.

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 \$91,738 in the booster club account at this time. This total includes both restricted and unrestricted funds together.

IV. Student Activities Director's report

Neither Coach Cox nor Mr. Ben Stutler were present at the meeting.

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. John will also be posting the new rules for concession stand earnings paid to teams (see item 4b.) Jorge Jatib also agreed to allow us to post pictures he has taken of our athletes on the BHS ABC website!! There will also be a link for parents to help them see the pictures easier.

2. Membership

Membership forms are available at the meetings or online Please remember to renew your membership every year.

3. 3 X 3 Basketball Tournament (Matt Britton and Stan Livingston)

- a. The Shamrock Shootout was very successful!! The kids had a great time and we got many compliments. The profit as of 3/21/11 is \$1984.00. We are still waiting on a few checks from sponsors to come in and possibly have 3 refunds to pay out (see item b.)
- b. There were 3 teams that were offered a refund due to lack of participation in their age group and then at the last minute, 2 of the 3 groups got additional entries. Ron Fairbanks had originally offered refunds of the entry fees to these 3 teams. Ron is to follow up with two of the 3 teams to see if they still want their refund since they did have a team to play against.
- c. There will be no monies paid out to any teams for the concession stand at the Shamrock shootout. Both the BHS ABC board and the general membership present at this meeting agreed this upon.
- d. The boys' basketball team will be receiving monies in their account for 15% of the profit from this event from volunteering to referee and help. The boys' basketball team had 8 volunteers at this event. The girls' basketball team is to receive 5% of the total profit from this event for volunteering. The girls had one player come and volunteer. The percentage paid to each team was based on participation in volunteering to help. Thank you to all the boys and girls who helped make this tournament a success!!!
- e. We have trophies still leftover. The trophy company has agreed to change the plates so we can use the leftovers for next year's tournament.
- f. We hope that next year's tournament will be even bigger and better!! More advertising, putting it on the calendar of events in the local papers and word of mouth will help accomplish that.
- g. Ron Fairbanks is going to send a thank you note to Kevin Woods, the president of the Gainesville Basketball Association from the ABC.

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

a. Spirit wear

No new report at this time.

b. 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@ieeee.org if you are interested in helping with this position.

We are going to be starting a new payment policy for teams working concessions. The tentative plan is:

1. If 2 teams are volunteering at a concession stand the same time – they will receive 20% of all funds earned at concessions for that event up to \$1000 then 10% over \$1000 earned.

2. If 1 team works the concession stand they will receive 20% of all funds earned at concessions for that event up to \$500 earned then 10% over 1\$000 earned.

This policy is still being reviewed by the ABC board due to a few changing factors (chick-fil-a sandwiches which have little profit etc.) The final policy will be in place at the April BHS ABC Meeting. This will also be posted on the BHS ABC website.

If anyone has any questions about this new policy, please be sure to attend the April BHS ABC meeting or contact Ron Fairbanks for more information.

Ron Fairbanks, president is also going to see about having the new policy posted on the Battlefield HS website.

c. 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 3rd Tuesday of every month. The next meeting is April 19th at Desiderio Restaurant in Gainesville. 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 if you are interested in volunteering for this committee.

5. Annual Financial Audit

Our bylaws now state that 3 people need to do a yearly audit. One of these people needs to be a non board member. Jennifer Fowler advised the BHS ABC board and the membership in attendance tonight that the school actually audits our books yearly (required.) We will need to schedule a bylaw review meeting to see about possibly changing this in our bylaws due to the school doing the review.

6. Conflict of Interest Policy

All BHS ABC Board members need to make sure they have read and signed a conflict of interest policy per our bylaws. If you are a member of the Board and haven't signed one yet, please see Jennifer Fowler or Ron Fairbanks ASAP.

7. Elections

Elections will be held at the April meeting. Jennifer Fowler is vacating the treasurer spot. If anyone is interested in running for Treasurer, Vice president, President or Secretary, please see the job descriptions on the boosters web site or speak with any of the board members. Ron Fairbanks is planning on running for president again, Matt Britton is planning on running for Vice President and Susan Coxson is planning on running for Secretary and Kristen Chambers has been nominated for the Treasurer for the 2011-12 school year.

Nominations are open and need to be made before the April meeting. If you are interested on serving on the board, please see the job descriptions on the BHS ABC website and contact Ron Fairbanks for more information.

VI. Other Business

a. Pro-bono work

If anyone knows anyone willing to do any pro-bono work for the booster club, please contact Ron Fairbanks – president.

b. Standing Committees (Critical Need)

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

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

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. Kristen Chambers is currently the chairperson for this committee. If Kristen Chamber is elected as Treasurer at the April meeting, the Chairperson position of this committee will need to be filled again. This committee will meet monthly right after the scheduled ABC meeting for the time being.

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 recipient.

e. Next Meeting with Ben Stutler and Amy Ethridge-Conti

Ron Fairbanks is going to meet with both Mr. Stutler (AD) and Amy Ethridge-Conti (Principal of BHS) to discuss several issues.

1. It was discussed at the meeting that some booster clubs charge mandatory club membership dues for any family involved in athletics rather than making it voluntary. Ron is to discuss this and find out if this is a viable option and if so, would we be able to waive this mandatory fee for any family with financial hardship.
2. What is an unfunded sport?
3. Can the Ways and Means, Concession and Spirit wear committees be advertised on the BHS school website?
4. Dates Available for next years Shamrock Shootout
5. Long term planning committee recommendations to be discussed with them to see what are the schools immediate needs.

f. Financial Aid Request

The Winter Track Team has requested financial support from the BHS ABC to help pay for their trip to Nationals in NY. The total cost for the kids to go to Nationals was \$1,249.45. The parent of the athletes paid \$625 and \$500 was made by fundraising. The team is asking for \$124.45 from the ABC. The motion as made to approve this request and seconded. All in attendance agreed. The payment in the amount of \$124.45 was approved to the Winter Track Team.

VII. Review of Action Items

The following items were put in place during this meeting:

1. Ron Fairbanks to find out an available date for the Shamrock Shootout next year.
2. Ron Fairbanks to check with the 3 teams from the Shamrock Shootout that were to be refunded to see if they still want a refund or if they are willing to have it be a donation to the BHS ABC.
3. Ron Fairbanks to find out if we can place advertisements for the Ways and Means, Concessions and Spirit Wear committee on the BHS Website.
4. Ron Fairbanks to have a meeting with Ben Stutler and Amy Ethridge-Conti to discuss multiple topics (see above section VI, subcategory e.)
5. Ron Fairbanks to send a Thank you note to Kevin Woods, President of the Gainesville Basketball Association.
6. BHS ABC board to set up a bylaw review meeting
7. John Chambers to post several committee openings, the results of the Shamrock Shootout and the new Concession payment policy on the BHS ABC Website.

VIII. Next meeting

The next meeting will be on Tuesday, April 26th at 6:30 pm at BHS in the auditorium.

IX. Adjourn