

AHS Football Booster Club Minutes

February 19, 2013

PRESENT: Head Coach Randy Reams, President Douglas Owsley, Vice President Steve Valenzuela, Secretary Gigi Baro, Treasurer Bryan Hopkins, Varsity Team Rep Teri Schaap, Webmaster Shannon Campbell, Oscar Duarte, Claudia Duarte, Tara Owsley, Wayne Posner, Olga Posner, Alejandra Rodriguez, Chereece Carter, Rudy Schaap, Laypin Viswam, and Melissa Basurto.

LOCATION: AHS Building F, Class Room F136

CALLED TO ORDER: Meeting was called to order @ 7:10pm by President Douglas Owsley

NEXT MEETING: Tuesday, March 5th, 2013, at AHS Building F, Class Room F136; and will focus on 2013 fundraising ideas and efforts.

President's Report	Presented by Douglas Owsley	<ol style="list-style-type: none">1. <u>BOOSTER BOARD INTRODUCTIONS:</u> President Owsley introduced newly elected Board Members: Vice President Steve Valenzuela, Treasure Bryan Hopkins, Secretary Gigi Baro, and Varsity Team Rep Teri Schaap.2. <u>BOARD VACANCY RECRUITMENT:</u> Still recruiting for JV Team Rep and in-coming Freshman Team Rep (Class of 2017).3. <u>BYLAWS:</u> "Ayala Football Club" is the name our organization is
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		<p>currently operating under; the Bylaws have not been updated since 1999; no one has been able to locate any original bylaws documentation in any of the records handed down; there are too many changes just to “amend” the current bylaws; and the suggestion made is that we “abolish” the old bylaws and start anew (<i>SEE BRYAN HOPKINS’ REPORT AND CONTINUED DISCUSSION</i>).</p> <ol style="list-style-type: none">4. <u>THE DAY OF THE WEEK MEETINGS ARE HELD HAS BEEN CHANGED</u>: The meeting days have been changed to Tuesdays. The majority of the meetings will be held in Coach Reams Classroom (Room F136) where it is a controlled environment (i.e., no restaurant music or public noise distractions, etc.) as well as ample A/V equipment if it is needed.5. <u>MEETING FREQUENCY</u>: General Session Meetings will be held once-a-month, with a second meeting each month designated for Sub-Committees to gather or be Topic Specific, for a total of two Football Booster meetings each month.6. <u>SPIRIT WEAR</u>: Coach Reams is coordinating with Gunther’s
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		<p>Sporting Goods to review and price Spirit Wear options; then two more bids will be obtained to ensure the best quality & prices are considered.</p> <p>7. <u>BOOSTER BIN AUDIT:</u> Acknowledged Jim Buck, Charley Buck, James Meyette, John Cortez, Norma Sanchez, Jose Sanchez, JoJo Sanchez, Laypin Viswam, Tara Owsley and Blake Owsley for helping to audit, clean and organize the Booster Bin (INVENTORY ATTACHED)</p>
<p>Boosters Bylaws (cont.)</p>	<p>Discussion by Bryan Hopkins with contributions by Steve Valenzuela and Shannon Campbell.</p>	<p>1. <u>DISCUSSION:</u> Bryan Hopkins concurred with President Owsley’s assessment that the Booster Bylaws are in need of updating; and agreed with the suggestion of using the current Track & Field Booster Bylaws as our foundational go-by (updated/revised as recent as August 2012) for their organization’s document has been reviewed by legal counsel and has met all minimum requirements.</p> <p>2. <u>SUGGESTION:</u> He suggested that the Booster Club acquire an “organization seal stamp” so that our original bylaws document can be properly stamped and have an appropriate seal.</p>

		<p>3. Per legal counsel consulted, the Booster Club had two choices: to accept a motion for the current bylaws to be amended <u>OR</u> for new/original bylaws to be introduced.</p> <p><u>MOTION:</u> President Owsley called for a motion:</p> <ul style="list-style-type: none">*Steve Valenzuela made a motion to abolish the old (1999) bylaws*Bryan Hopkins seconded the motion*A vote was taken and all were in favor. <p><u>MOTION:</u> President Owsley called for a second motion:</p> <ul style="list-style-type: none">*Steve Valenzuela made a motion to accept the new version of the bylaws presented at the meeting, to include changing the organization's name from "<i>Ayala Football Club</i>" to "<i>Ayala Football Booster Club</i>." (SEE DRAFT BYLAWS ATTACHED)*Shannon Campbell seconded the motion*A vote was taken and all were in favor. <p><u>ACTION ITEM:</u> Although all members</p>
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		<p>present at this booster meeting were unanimously in favor of enacting the new bylaws as presented, to ensure concurrence and by-in by all, President Owsley will notice the entire General Membership via email with a copy of the proposed bylaws along with these Meeting Minutes, requesting of a response within one week to ensure there are no objections opposing the proposed new bylaws.</p>
<p>Treasurer's Report</p>	<p>Presented by Bryan Hopkins</p>	<p>Thanked and acknowledged former Treasurer Sarkis Markarian for keeping all the finances well organized and easy for transition over to him.</p> <ol style="list-style-type: none"> 1. His priority is to ensure all internal controls are in place and appropriate audits completed before spending from the Booster bank account. 2. Reimbursement forms will be strictly enforced but readily available to all who need them. 3. All payments &/or reimbursements will be made via check upon approval by at least one additional Board Member, and expenditures will be made based upon guidelines within the (new) bylaws. 4. All Financial Transactions will be tracked and recorded in the software program known as

		<p>QuickBooks.</p> <p>5. Current QuickBooks database established by former Treasurer Markarian will be expanded so that ALL incoming generating / fundraising efforts can be tracked individually for better and easier tracking, reporting and auditing.</p> <p>URGENT ACTION ITEM: Although Treasurer Hopkins has reconciled the Booster Bank Account Records, he asked for a volunteer to assist in performing a spot audit on the financial records to-date before he starts writing checks and reimbursing expenditures. *Teri Schaap has volunteered her time.</p>
Webmaster's Report	Presented by Shannon Campbell.	<ol style="list-style-type: none"> 1. Our new website is www.AyalaFootball.com and the old website of www.TheBulldogWay.com is no longer associated with the Ayala Football Program. 2. We have created a Facebook page at <i>Ayala Football Boosters</i> and that Facebook page is linked to Twitter at <i>@AyalaFootball</i>. 3. Requested Coach Reams prepare his "Coach's Corner" letter to be added

		<p>to the website.</p> <p>ACTION ITEM: Steve Valenzuela suggested and all concurred that adding a "Volunteer Link" for event sign-ups on the website would be beneficial.</p>
Coach's Report	Reported by Randy Reams	<ol style="list-style-type: none"> 1. 2013 Football Season Schedule has been finalized and is available on both the website and on the Facebook 2. He and five other football coaches attended a worthwhile Coaches Conference (Las Vegas). 3. The CIF required "dead period" has been scheduled to be between July 21st - Aug 11th with "Double-Days" (two-a-day practices) starting on Monday Aug 12th, 2013. 4. He would like to host a Leadership Retreat for approximately 65+/- of the upperclassmen, plus coaching staff chaperons (approximately 80+/- total). 5. He explained the "<i>Captains Council</i>" at AHS whereby once a month two designated team captains from each sport (acting as team liaisons) gather and discuss issues within their respective programs as well as hear presenters on a variety of topics. Each sport "hosts" the

		<p>meeting so that refreshments can be provided. Coach Reams requested the Boosters assist in reimbursing him for his out-of-pocket expenses, an idea he had already discussed with President Owsley.</p> <p><u>MOTION:</u> President Owsley called for a motion:</p> <ul style="list-style-type: none">*Tara Owsley made a to reimburse Coach Reams for his out-of-pocket expenses for the Captain’s Council Refreshments*Shannon Campbell seconded the motion*A vote was taken and all were in favor. <p>6. Coach Ream discussed the Booster Board’s past-practice in allowing for partial reimbursement for Coaching Conference(s) (i.e., hotel and per diem). He explained that past Booster President Ray Cardenas had approved this request months before, back when Coach Reams made the reservations, however with the conference having just taken place (Feb 19th & 20th, 2013), this was the first Booster Meeting</p>
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		<p>since attending the conference.</p> <p><u>MOTION:</u> President Owsley called for a motion:</p> <ul style="list-style-type: none"> *Bryan Hopkins made a to reimburse Coach Reams for his out-of-pocket lodging expenses for the hotel room as well as one meal per coach (As agreed upon by the past Booster President Cardenas) *Rudy Schaap seconded the motion *A vote was taken and all were in favor.
<p>Old Business</p>	<p>Reported by Doug Owsley</p>	<p><u>WEIGHT ROOM:</u> With Athletic Director Warren Reed now in place, and with him agreeing with Coach Reams that the Football Program Weight Room needing to be addressed ASAP, it is believed that Principal Yarboi will now take appropriate actions to remove access by the Custodial Carts, and all for the room to be secured and ultimately aesthetically improved.</p> <p><u>ACTION ITEMS:</u></p> <ol style="list-style-type: none"> 1. To contact Mike & Tracy Bazzo, parents of Freshman Football Player Joseph Bazzo, to determine if Joe's Eagle Scout Project of aesthetically improving the weight room (i.e.,

		<p>painting and adding wall art, etc.) has been approved by the school & district.</p> <ol style="list-style-type: none"> 2. Determine a timeline assuming the Eagle Scout Project has been/will be approved, with goal of having the majority of the weight room improvements completed before or early into Spring Football Training. 3. Contact Susan Bandy to ensure she still has resources to plotter-print banners appropriate and approved by Coach Reams to hang inside the weight room.
New Business	Request by Teri Schaap and contributions by Randy Reams, Tara Owsley and Douglas Owsley	<ol style="list-style-type: none"> 1. <u>2014 BANQUET PLANNING:</u> Teri Schaap requested we discuss Varsity Banquet date and location options to ensure we can reserve a facility in advance. Coach Reams agreed that an early date in January 2014 would make the most sense due to the added cost(s) associated with having a banquet in December around the "Holidays." <p><u>ACTION ITEM:</u> Bryan Hopkins to forward records for Teri Schaap to review and determine a per person cost comparison between the 2012 Banquet held at Los Serrano Country Club verses the 2013</p>

		<p>Banquet held at Pomona Valley Mining Company to present at an upcoming meeting and collectively decide the location and thus reserve a date.</p> <p>2. <u>NEXT MEETING TOPIC</u>: By the next meeting (scheduled for Tuesday, March 5th, 2013 @ 7:00pm (AHS Building F, Class Room F136), Treasurer Hopkins anticipates being able to have financial reports available to review each fundraiser event to better discuss which will be repeated in 2013. However preliminarily, the following are believed to have been successful enough to repeat:</p> <ul style="list-style-type: none">* Food Fair* Bench-a-Thon* Goodwill Donation Trailer <p>3. Other new fundraising suggestions were to include a possible “Rummage Sale” and a “Car Wash” prior to loading the Goodwill Trailer(s); possibly incorporating the (or another) “Pancake Breakfast” so people can eat while they shop and/or wait for their car to be washed; explore a Golf Tournament; and seek Corporate Sponsorship again.</p>
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Roundtable	Discussion by Melissa Basurto with contribution by Steve Valenzuela	<p>Melissa Basurto commented that it was her perception that the Ayala High School, and more specifically the Football Program, has not been properly covered in our local media / press (at least not on a regular basis). She requested that we create media advocate / liaison position to ensure someone is regularly corresponding with the media / press.</p> <p>*Steve Valenzuela volunteered to fulfill that role.</p> <p>Meeting adjourned at 8:40pm.</p>