PV Sharks Booster Club Meeting Minutes

The meeting was held September 28, 2017 at PVHS Room 545 at 6:00pm

**Attendees:**

David Scott PVHS Athletic Director

John Lazzara President

Amy Pattison Vice President

Tommy Reinheimer Treasurer, general boosters

Molly James Membership and Sharkfest 2018

Dayle Hoffecker Secretary, Boys’ tennis

Cynthia Noye Communications Director , Cross Country

Mark Coblazzoli Boys Basketball

Kami McBrayer Boys’ soccer

Pauline Wagner Girls’ track

Mindy Meyers Girls’ Lacrosse

Stephanie Cells Girls’ Soccer

Vicki Atkins Dance

Chris Holder Girls’ Softball

Paul Leine Girls’ Softball

Carmen Chappell Girls’ Basketball

**President’s Report – John Lazzara** John called the meeting to order:

Boy’s lacross had some parents concerned about purchases of equipment which triggered an investigation of practices which led to some accounting control guideline updates. The district and Dr. Oberkehr talked to the coaches to change particular practices. There is one more meeting with the parents’ rep, the CFO for the district, John Lazzara, and the superintendent next Friday. TPC date will be in May for 2018 but March for 2019. Chip in for Youth kicks off November 1st and Courtney Davis will be at our Booster’s meeting Nov 6th.

**Athletic Director David Scott -**

Girls’ LAX coach was hired and is extremely qualified (brother was asst. coach at Notre Dame, she played in college) and very enthusiastic. The girls’ softball coach resigned and Davita Hodge –Belcher (bookkeeper at PVHS) was hired to be the new coach. Davita was a college player and currently coaches softball and basketball. She is well liked by her players. We are looking to find assistant coaches to help her. The expanded stadium project is moving forward. The stand capacity would be increased by 500 seats, or 40%. We have a great need for the expansion. For example, Landrum’s large band has filled the overflow section of our stadium during Landrum night which exacerbates our full capacity. So when Landrum wanted to come during a popular game, we had to say no. We also have problems with the close proximity of the student section to the parent section (vulgar language, rowdiness) so if we expand we can at least separate the two sections better. We do have security ($35/hour per officer & 6-8 are hired), and principals and asst. principals, & deans tried to supervise the student section, but more attention is needed. We have a bid for $119,000 for the project and Boosters will need to fundraise for 100% of the cost because we will not be able to receive any school district money. The PVHS principal approved the expansion plans. Plans were then submitted to the County school district office where we need tentative approval. The Permit guys have to approve it. We then need to have the funding in place before submitting the proposal back to the School Board for final approval because it is a permanent structure. Booster money will then be transferred to the School Board because they are then responsible for liability and oversight of the project. John Lazarra made the request to have a separate funding committee for this project made up of him, Tommy, football, dance, band, and cheer reps. One idea is to have a donor’s name written on a seat. Tommy mentioned that there is an on-line company named Harness whereby when you buy something with a credit card and you round up to the next dollar, the extra change will be allocated to your cause. Harness would get a % of the donation and a $1,000 set up fee. Harness said the average yield per person on the program was $3-400 per year. General Boosters can contribute some of their existing war chest, but since the project benefits mostly football, band, cheer, and dance, that is where most of the money should come from. Tommy said that Football has a sizeable war chest and could possibly allocate some of this for the project. Collections from the concession stand area is another idea. A question was raised whether Boosters could get a loan for the stands to accelerate the time frame for this project. Also, if the stadium gets bigger, presumably the parking problem will also get worse. Another consideration while approaching this project is because there is no track around the field, there is no protective staging area for cheer and dance. Could that be addressed with this project? There was discussion about various groups joining boosters such as band, of which a subset is marching band that participates in the football facilities. David and his superiors have tried to apply the policy that groups that use the booster’s resources should contribute in some way (ie. join Boosters or help on projects). For example, for clubs that want to sell at football concessions, they should give a percentage of sales to Boosters. David was trying to expedite the entrance line by making a cash only line, exact change line, a boosters pass line, and general admittance to move things along and needs people announcing this, and signs remade for this purpose. In addition to the Dance parents, he will ask JV football parents to help with the exact change line. We were able to adjust all the teams’ game schedules to accommodate games cancelled during Irma. The Girls’ softball team changed their plans, and now have a delay getting these plans approved for their dugout project. They will now have only a new home dugout (vs. home and away). They will also be getting new batting cages which should not be a big deal. The contractor still needs to revise his pricing for this change. There was a $25,000 stock donation for this. Girls’ softball season practices start in January with the first game of February 9th. They are hoping the new construction will be done in time for the season

**Treasurer Tommy Reinheimer –** Tommy has all the financial reports as of Sept 28, 2017. The 6/30/17 beginning net assets of General Boosters are $47,910.62 and the Net Income from 7/1/17-9/28/17 is $10,572. The boys’ treasurer (Mary D’Errico) and girls’ treasurer (Joan Romano) and Tommy met to come up with standardizing individual team treasurer guidelines. Joan made a treasurer handbook for each team treasurer. They will be holding mandatory meetings with individual team treasurers over a period of days to teach these. Additionally, Tommy had a meeting with Walter O-Shea, Steve McCormick, David Scott to come up with Booster Accounting Controls for the team treasurers and also should be conveyed to team coaches by the Athletic Director. Controls include proper supporting documentation, an approved budget for the season, and disallowing coaches to purchase items (must be a parent or booster club representative), and purchases must be from independent vendors and delivered to the school (not someone’s house). Major purchases must have 3 bids and purchases above $2,500 must be approved by Boosters. Gifts to coaches will not be paid through Boosters, should be non-mandatory, anonymous, not directly from parents to coaches, can’t reallocate funds earmarked for a different purpose, Coaches gifts are a very sensitive area for FHSCA compliance. A parent should collect for that gift (any check should be paid to the parent organizer-not boosters, nor coach) and not involve boosters. A collection box might be a good idea at perhaps the banquet or other event at the end of the season. No leftover team funds may be used. Gift cards like Visa gift card are a good idea. No minimum or maximums should be mentioned. John said that unless you are working towards saving money for a capital project, you should not carry more than $20,000 in your individual sport account (also size of each sport is a consideration) since we operate as a non-profit and we’re supposed to be close to $0 net income. If anyone has specific questions or would like to see their report, please contact him. Tommy wrapped up Sharkfest financials also- $42,000 net income compared to $90,000+ the previous year. Tommy will send out the Boosters By-Laws (ex-president Otto drafted them in the past in February, 2008) Individual sports have different organization of boards, depending on parent involvement and history of the sport. Each player has to pay for their sport, except football, with the exception of hardship cases.

**Membership Molly James** – A discussion of whether the fall sign up of Boosters qualified for the cost of the sport fee. Molly believes it should be the policy, although other teams charge for their team in addition to their boosters membership. Molly’s method does make a problem when football tickets are allocated to those families, and they are never really used. We will need to clarify the policy to make it consistent at the treasurer’s mandatory meeting. Filling out the booster’s form, the parents will need to allocate their donation to the individual sport their child is in. What would you do with swimming then? Should you make all people join boosters to capture, but the costs of the teams aren’t known at the time they join boosters. If 75% join, the team receives an additional 5% allocation.

**Communications Director Cynthia Noye-** Cynthia is learning her new role, taking the place of Missy Greene.

**The Booster Bash (formerly Sharkfest) Molly James –**

Tina Webster and Molly are going to run Booster Bash for 2018. They now have a ten-person committee. They are rebranding the entire concept of the largest Booster’s fundraising evening . Sharkfest only made $42,000 (inclusive of $20,000 from auction) last year compared to about $90,000+ the previous year. This year, Booster Bash will be held at 3 Palms at Oakbridge Country Club, tentatively scheduled January 20th, 2018 (between seasons at a dead time). The capacity for Booster Bash is 250 people inside and out, using the 18th hole for activities such as corn hole. There will be a band or dj, and tv’s. The cost of the venue with decorations, staffing, set up and clean up is for $8500. There is valet parking. The cash bar will be $4-5 per drink. The food will be $29 per person with the first 120 people free ($3,480 free) So the remaining capacity would be 130@$29 = $3,770 plus $8500 is $12,270. Last year, they had costs of $9,000. Molly is looking for someone to donate wine(Pablo Afaro? Or Juan Vega) so can perhaps get a glass of wine included with your ticket or charge for it and get revenue. There will be a silent and live auction (perhaps an app pre-registering and using on-line bidding even ahead of the event from “Bidding For Good”) and a Shark-tix non-raffle raffle (perhaps a 50/50 cash prize). We need to streamline this year’s raffle at the event. Selling raffle tickets will be difficult for a January event when Spring sports haven’t even started and Fall sports are over. The ticket cost will be $100/per person. Sponsors will have a tv with their logos up front and signage. Everyone needs to start promoting the event, obtaining auction items, and selling tickets shortly. Each sport needs to have a Booster Bash liason and we would like each sport to sell 10 tickets to the event. There are about 20 sports. Last year’s cut was 25% boosters/75% sport profit distribution. Last year, they sold tickets on the booster website. We need to promote the event in Shark Bytes, PVHS website, Peach jar (Joyce Hunter), and emails to all the sports’ teams . Electronic board at PVHS and individual signs at sports events should promote the event. The drama guy did the auctioneering last year was dynamic. Free auction item ideas are welcome…see Molly (such as parking passes, season passes, drama front row seats). Sponsors will receive tickets and signage, not tables because of the problems of empty seats which couldn’t be sold

**Secretary Dayle Hoffecker** - The minutes are posted on line clicking Athletics, Sharks booster club, downloads, meeting minutes. They are also emailed out to all the liaisons. Please read them, and make any corrections via email to me.

Meeting adjourned at 8:00 pm

Dayle Hoffecker, Secretary