

**Ponte Vedra Sharks Booster Club**  
**Meeting Minutes**  
**October 4, 2021 – PVHS Media Center**

**Call to order by Molly James at 7:00 pm**

Roll call and introductions:

Molly James – President, General Boosters  
John Ward – Vice President, General Boosters  
Jeff Mabe – Treasurer, General Boosters & Girls Soccer  
Mike Harrison – Athletic Director  
Todd Hickey (Zoom) – Football  
Karen Macko – Cheer  
Samantha Lowery – Boys Lacrosse  
Brian Novak (Zoom) – Boys Soccer  
Urvashi Patel – Dance/Weightlifting/Baseball  
Elizabeth Ross - Dance  
Chris Rocha (Zoom) – Boys Golf  
Mary Maddox (Zoom) – Swim & Dive  
Susan Brice (Zoom) – Fundraising  
Susan Kelly (Zoom) – Boys Basketball  
Dipak Rajhansa (Zoom) – Girls Volleyball  
Susanne Gainer – Track & Field  
Rob Circelli – Boys/Girls X-Country  
Carolyn Taraboletti – Girls Lacrosse  
Toby Ashling – Tennis  
Christian Rambler – Baseball

**Officer Reports:**

**PRESIDENT** – Molly reminded the group that Winter sports budgets are now due.

Molly asked and reminded the booster liaisons to share encourage everyone to join boosters as a member. She also mentioned that the Boosters PayPal link may be used to collect sport specific fees though these monies would not go toward a membership.

Molly reminded everyone that the booster passes are now transferrable, are usable for X-Country meets now, and are unusable for “Districts.”

Molly noted to the group that she was authoring a Master List of Boosters sponsors.

Molly mentioned the great progress on Booster Bash planning and that Susan Brice would be updating the group later in the meeting.

**TREASURER** –

**Financial Report Summary**

- General Boosters Balance as of October 1, 2021- \$87,603.08  
(ref. Account Balance Report)
- General Boosters Profit / Loss- July 1, 2021-- October 1, 2021-\$4,959.04. (ref. Profit and Loss Stmt)
  - Financial Reports  
(attached)
    - o General Boosters Account Balance as of October 1, 2021
    - o Profit and Loss July 1, 2021-October 1, 2021
    - o Expenses by Vendor Summary July 1, 2021-October 1, 2021

**Other Key Activities since last meeting**

- o Paid Quickbooks Annual Fee- \$860.00

**Upcoming Action Items**

1. Complete the end of year recap for ST. Johns County
2. Finalize process for using /checking out the I-pads

**Reminder**

General Booster Treasurer- Jeff Mabe

- jnmabe@gmail.com
- 770-843-0903

Girls Teams Treasurer- Colleen Wise

- [Colleen.wise@gmail.com](mailto:Colleen.wise@gmail.com)

## Treasurer Update- October 4, 2021

Boys Team Treasurer-- Richard "rick" Parrish

- pvhsboystreasurer@gmail.com

Bookkeeper- Kristi Koerner

- K2 Business Management, Inc
- pvsbcbookkeeper@gmail.com

All funds collected through Paypal/Square/Venmo are deposited into the Special Events account and then at the end of the campaign the money is dispersed to the appropriate sports account.

### **Process**

Each team has a Team Manager / Liaison and they work with the coach to determine the budget for the upcoming year.

Budget should include:

- Team Fees
- Uniform Fees (Warm ups etc)
- Equipment Needs
- Team Meals
- Etc.....

Budgets should be presented and approved by the AD.

Once the team has determined their needs they will work with General Booster to set up a PayPal Link to collect team fees. The team fees will be the team fee PLUS 3% which is the PayPal fee for using Credit Cards.

Once the team fees are collected, a report is generated and sent to the team liaison and then the funds are transferred to the respective Boys/Girls account to be properly credited to the team account.

If a team needs funds or a check then they must submit a Check Request Form and submit it to the appropriate Sports Treasurer. The check can either be mailed/delivered to the school or picked up at the treasurer's home depending on the urgency of the request. The Check Request Form must be filled out completely including expense code and receipt in order for it to be processed.

If a team is traveling the General Booster / AD may approve a cash advance to the Team Coach for anticipated expenses and then after the event.....receipts and any change or remaining cash should be returned and deposited into the team account.

**Director Reports:**

**BOOSTER BASH** – Susan Brice provided a detailed update of Booster Bash planning progress. The event is to occur on either 22 or 29 January 2022 and either Pussers or 3 Palms in Ponte Vedra Beach.

Sponsorships for the event are being offered this year.

Auction items are being collected and being limited to 3 per team. In addition, each team must sell at least 3 tickets to attend the Booster Bash in order to enter items into the silent auction.

Ticket prices for the Booster Bash have not yet been determined but will likely fall in the range of \$500 to \$100 per ticket.

There will be a \$500 prize to the sport that sells the most Booster Bash tickets

**ATHLETIC DIRECTOR** – Mike Harrison announced that 8 school athletic records had been broken in the week prior to the 2 October meeting.

Mike mentioned that he's building an athletic leadership team of students to be advisers to the AD and ambassadors among the student body.

Mike requested that Liaisons encourage their coaches to submit nominees for **Athlete of the Week** and **Scholar Athlete of the Month**.

Mike announced that outdoor sporting events are now at 100% capacity.

Indoor sporting events are at 75 capacity.

X Country Districts are the 29<sup>th</sup> of October and the first Boys Basketball game is 4 Dec.

**MEMBERSHIP** – Nothing Significant to Report..

Liaisons updated the group on their team's activities.

The next General Booster Meeting will be held on October 4, 2021

**Meeting was adjourned at 8:04pm.**