

Ponte Vedra Sharks Booster Club
Meeting Minutes
September 13, 2021 – PVHS Media Center

Call to order by Molly James at 7:00

Roll call and introductions:

Molly James – President, General Boosters
Stephanie Cills – Secretary, General Boosters
Jeff Mabe – Treasurer, General Boosters & Girls Soccer
Mike Harrison – Athletic Director
Todd Hickey (Zoom) – Football
Karen Macko – Cheer
Tom DeStella – Boys Lacrosse
Nicole Johnson (Zoom) – Boys Volleyball
Samantha Lowery (Zoom) – Boys Lacrosse
Amy Novak – Boys Soccer
Dawn Jacobs – Dance
Urvashi Patel – Dance/Weightlifting
Kathy Perry – Baseball
Gerry Perry – Baseball
Gwen Richards – Girls Basketball
Chris Rocha (Zoom) – Boys Golf
Mary Maddox (Zoom) – Swim & Dive
Susan Brice (Zoom) – Fundraising
Susan Kelly (Zoom) – Boys Basketball
Dipak Rajhansa (Zoom) – Girls Volleyball
Sharon Hardy – Membership
Susanne Gainer – Track & Field
Carolyn Taraboletti – Girls Lacrosse
Scott Darnell – Girls Lacrosse
Deven Patel – Baseball
Mary Niederschmidt – Baseball
Amy & Tom DeGoey – Baseball
Joan Mitchell – Baseball
Karen Yesensky – Baseball
Ryan Hartman – Baseball
Eric Evans – Baseball
Jayne Stofko – Baseball

Officer Reports:

PRESIDENT – Molly explained to all the liaisons why Boosters collects 15% from fundraising and booster memberships.

Molly asked and reminded the booster liaisons to share any e-mails and information from general boosters with their teams.

Molly reminded everyone that the booster passes are only to be used during the season that was chosen when the member signed up. If someone wants to change their season, please reach out to Molly and she'll make that change. Booster members can transfer their passes to someone else, the transferee just needs to use the transferers GoFan account.

Molly explained the budgeting process for each team. The team manager, coach and treasurer should come together to prepare a budget, which should then be submitted to Mike Harrison for review.

Molly explained the history of Booster Bash to the liaisons and shared that there will be a Booster Bash planning meeting held next week.

TREASURER –

Financial Report Summary

- General Boosters Balance as of September 13, 2021 - \$94,086.07
- General Boosters Profit / Loss - July 1, 2021 – September 13, 2021 – \$6347.63 .

Other Key Activities since last meeting

- **Baseball / Softball scoreboards**
 - **Baseball / Softball contributed \$5,000 each**
 - **Boosters contributed \$9,999.00**
 - **Total purchase price for the score boards \$19,999.00**
 - **Check has been sent to PVHS (to be received on or about 9/13)**
- **Purchased I-pads with a data plan from Verizon - \$919.60 (quantity 2)**
 - **Purchased cases for the I-pads from Amazon – \$78.00 (quantity 2)**
- **Purchased 2 credit card readers/chip readers from Square - \$146.00**

Now have the capabilities of accepting credit/debit cards at concession stands or for anything else like merch, etc. This will be available for ANY team to use.

Different methods of payment that could be accepted:

1. Cash
2. Credit /Debit via Square
3. ApplePay / Android Pay

Still working on a process for usage. We will communicate that process as soon as it is determined.

- TEAMS will be responsible for the fees associated with the usage of the payment system.
- TEAMS should account for the min 2% fee that is charged.
- TEAMS should make certain that it is communicated when they will be using the devices so that it can be accounted for after each use
 - Email Jeff Mabe @ jnmabe@gmail.com or PVSBCtreasurer@gmail.com so that there is a record of usage and then the dollars will be transferred to the teams account.

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

Boys Team Treasurer – Richard “rick” Parrish

- pvhsboystreasurer@gmail.com

Bookkeeper – Kristi Koerner

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

PVHS General Booster has the following bank accounts:

1. General Booster Account (this account is a combo of General Booster and Football.
2. Boys Sports Account
3. Girls Sports Account
4. Special Events
5. Stock Account

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 treasurers 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.

Stephanie will send the Sales Tax exemption certificate to all the liaisons for use for their teams.

Director Reports:

ATHLETIC DIRECTOR – Mike Harrison thanked everyone for their patience with tickets during the Nease football game.

Mike gave an update on fall sports. Conditioning has started for the winter sports.

Mike discussed the current SJC Covid quarantines and guidelines

MEMBERSHIP – Sharon reported that we currently have 267 booster membership.

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 8:22.