

Hilliard Bradley Athletic Boosters

August 9, 2010 7:00 PM: Hilliard Bradley High School

Called to order at 7:08 PM

Attendance: Homdi Soliman, Sheryl Hatcher, Carl Scheiderer, Jennifer Shook, Chip Ebert, Mary Gossard, Kelly Montgomery, Jim Banaag, Mary Alpeter, Jan Scipio, Ann Bell, JoAnne Reynolds, Sam Watkinson, Mark Parthun, Madeleine Nikulaus, Richard McGrath, Brent Vanhooose, Sharon Vanhooose, Michele Lauve, Julie Locke, Cathy Daniels, Kim Oliver, Kim Braun, Karen Soliman, Russ Edgington, Don Bell, Pa Tieman, Cindy Cote, Beth Pieron, Sandy Huey, Shari Baith, Ila Kartavich, AnneMarie O'Shea, Maria Malik, Robin Roberts, Caryn Riggs, Lisa Miller, Barb Weber, Sandy Vidosh, Dara Ickes, Dawn Beveridge, Jim Davis, Cheryl Davis, Beth Warner

Special fundraising opportunity/event: Richard Knisley will be grilling pizza's for all membership starting at 7 PM

President Report: Homdi Soliman

- Richard from "Kick ass pizza" is here to sample pizza's for future fundraising opportunities
- We implemented the policy that every trustee must be on a committee in order to help make sure all committees are well supported
- Goal to invite a lot of coaches to the meeting: Baseball, basketball, golf, cheerleading coaches all are in attendance tonight.
- Our customers are the student athletes and coaches and it is important that they see what and how we can help them.
- Jen Shook put together the Aug newsletter, this is the first edition we promoted advertising, this edition raised \$300. We have printed the newsletter in color and Black and White (please let us know what image you prefer)
- Encourage membership: all trustees should take application to team parent meeting in order to help grow membership and new opportunities.

Vice President Report: Sheryl Hatcher

- Information about the pre-game tailgate and tickets to sell \$8.00 for dinner, if your sport sells them \$1.00 per ticket will go towards their fund. Hoggys will be catering the dinner before the game. Water will be sold at the dinner separately, all proceeds going to Stephanie Speillman fund.
- Golf outing was great: 32 teams, we have reserved the same Sat. July 16 (2nd Sat in July) at Darby Creek Golf Course
- Jag days: Jag wear will be for sale on Jag days, we need volunteers to sell during the days 7:30 AM – 10 AM. Also Aug 11 meet the team night we will need volunteers to sell starting at 6:30 PM. Biggest opportunity day will be Freshman day, parents will be in attendance with their student

Treasurer's Report: Carl Scheiderer

ly financial statement (see financial handout) Golf outing was included and the additional funds that the individual sports raised went into their appropriate fund.

- Motion to approve: JoAnne, Karen Soliman : all approved none opposed

Secretary Report: Jennifer Shook

- Approval of the minutes from July meeting: Karen Soliman, Mary all approved
- The newsletter was sent out via e blast to all of Bradley and HBAB membership (general and corporate)

Athletic Report: Chip Ebert

- Today first official day for practice, meet the team night 8/11 and picture day 8/12 at 8 AM
- Have met with some parents to review fewer opportunities this year especially in our “cut” sports due to the fact this is our 2nd year and we had no seniors last year, therefore creating limited opportunities.

Committee Reports: 15 min for committees to meet and have new members sign up

Concessions – Mary Gossard

- Signing up for concession events: 32 slots and 25 teams, right now we are opening it up for every team to do 1 and then may open up if need it there.
- For new trustee’s please see Mary to set up online password
- Will be picking up some regional events for the Fall season so new concession opportunities will be open soon, check the website
- Scrimmage and meet the team we will have small concessions available, not team fundraiser opportunity but great way to get accustomed to the concessions stand.
- We now have 5 members on the committee looking for any more help!!!

Membership/ Nomination – Vacant: Barb Weber reporting

- Sandy, Beth, and Jen met and decided to sell membership during Meet the Team night Wed Aug 11. We are just starting the process but will meet during Wed to create membership bags pre-set in order to make sure all new membership receive their “gifts”
- Looking for more trustees’ to assist on membership drives.
- Next meeting Wed Aug 11 5:30, goal to set up membership packages for new members and pass out applications during Meet the Team night.

Fund Raising – Vacant: Rich Knisley reporting

- “Kick ass pizza” opportunity: pack of 3 9 in pizza’s for \$15.00, with profits going to boosters and individual teams. Teams will presale with flyers and then set up local delivery
- Successfully done at Darby, one team was able to sell over 500 pizzas. All are pre-pay and then a Sat will be set for delivery.
- A good gauge for min selling 10 per player. A good way for teams to gain funds. \$3.00 to team/per order and \$2.00 to Booster general fund. (variable depending on supply cost)
- This can be a fundraiser for any sport/season. No objection from membership.
- Football having fundraiser at flyers just men on during order on Aug 16 and football will receive 20%

- Yard signs \$15 (tonight only) new items for sale starting tonight
- Taking suggestions for new items, we will have stadium seats for sale, as well as skull caps, gloves. We are Bradley t-shirts are in.
- We have a large amount of inventory \$9,000 just sitting here, so we are trying to sell a lot of the items at cost to liquidate and then control orders for future. We have commitment with Powell prints to order small amounts vs. bulk sale. This will hopefully help with inventory management.

Finance – Jim Banaag

- Audit report to submit: presented to Jen for official record. (see attachment)
- The audit: disbursements from general fund was compared to receipts or request compared to bank statements. (Looked at trustee allowance, coach request, etc.) For deposits: looked at PayPal, bank deposits, membership: Carl did make it easier due to accurate accounting reporting and detail. Concession bank account separate from general fund, also reviewed.
- Recommendations: counting money for concessions-cash sheets need to have 2 signatures, if less than 2 need to note why only 1 signed form. Printouts from online system of Concessions for sports allocation: suggestion to improve process if sports cancel due to weather/event etc.
- Over budget: need to put approval process in bylaws for approval, right now nothing there and very broad
- Suggestion to have monthly count of resources (example: JAG wear inventory) submitted in order to make sure there is checks and balances and need to make sure inventory/resources are accounted for appropriately
- Encourage everyone to read the treasures report to make sure your sport is getting appropriate credit for their sport (trustee, new deposits, fundraisers, etc...)

Historian/Awards – Mary Alpeter

- Remind you to have trustee, parent, player or coach to write up summary of season for JAG-wire.
- Please drop off pictures for DVD and newspaper articles at every meeting or online at the newsletter e-mail.
- We will be selling extra mats that hold the DVD during meet the team night and JAG days for \$10

Publicity and Sports – Jan Scipio

- Need list of membership names and corporate names for program, golf sponsor
- Cover Tradition continues fall 2010, like to put jaguar on front
- Would like to put senior team pictures on the cover.
- Will need help selling programs for Football Friday nights

Web-site – Michele Lauve (Sheryl Hatcher: reporting)

- Has been updated, if anyone has announcements or events on the website please e-mail Michele at lauved1@mac.com
- If any team need helps to set up website, please email Michele and she will help set up.
- Need to make sure bylaws and standing orders online

Improvement and Maintenance- JoAnne Reynolds, Sam Watkinson (co-chairs)

Establish bylaws and application process for this committee to request funds.

- Have recently received request for funds not ready to make decision will pass on to general membership for discussion.

Scholarship-Mark Parthun

- Mark has reached out to other schools for examples and currently working on application form that will be posted on website

Homecoming-Vacant (Cindy Cote reporting)

- Focusing on Friday night before homecoming game: tailgate come early, radio station or DJ playing for fun community event, parade with floats (need approx 4 groups to build floats: start small but build well) homecoming court in cars, band. Route will be behind Brown in front of Bradley and ending at stadium approx 2 hours before the game. Also, have fall sports athlete's lockers decorated beforehand.

Trustees -

- Richard McGrath: Football selling coupon books \$20.00 per book and well over \$100 in savings please see any football player, Mr. McGrath or Mrs. Riggs (Soccer also selling same coupon books)

Old Business - Still looking for Chairs and trustee membership for a number of committee's for 2010-2011 school years. Spielman Classic tickets/fundraiser. Sign up for football activities (50/50, program sales, parking)

New Business -

- Bus for away games: Bret Vanhooose we want to make sure any student can support the travel to away games for football. We need chaperons for the buses, cost will be supported by the boosters and a nominal fee to the students (approx \$3.00-\$5.00) we need as many supporters at the away games (6 games away) some are far and students/parents may want a safe reliable transportation. Cost will be variable depending on mileage and rate of the bus driver. Chaperons need to have a volunteer badge in order to be on the bus as a chaperon. Chip has travel permit already available. Form needs to have release if student wants to ride home with parents only, otherwise must ride bus. Need to make sure liability and cost is clear. Tickets pre-sold.
- Goal to have this implemented for the Teays Valley game Sept 3.
- Request to Chip to get cost from transportation.
- Will finalize plans by Steering Committee Aug 23, 7 PM

Announcements -

- The football schedule vs. Thomas Worthington is a 7 PM start, only game that will be this early. OCC is testing new start time for future; we are test school for them.
- Several coaches from spring have requested shed in outer fields for supply. Soccer, baseball, softball all have requested. 3 totals requested, 2 needed immediately and 1 by spring. Athletic office will buy 1, and looking to boosters for the other. Used by sport in fall and spring, so they don't have to relocate equipment indoors. Cost \$1700.00, general fund does have money for it but need motion in order to spend. JoAnne, Barb 1st and 2nd motion.

splitting cost to half now and half in spring (therefore boosters would pay for 1 total) funds would have to be approved and new line item would be added. The reason for general session approval is due to immediate need and Improvement committee process not completed yet?

- Kim Braun: If we have the money, and focus is on the kids and their immediate need then that is what the funds are for.
- Vote on 1st motion to have booster pay 100% of shed: 35 approved, 5 opposed motioned carried. There will be a sign on the shed “donated by you Hilliard Bradley Boosters”

Adjournment: motion to adjure: Karen Soliman and Mary Gossard.

8:52 PM meeting close.

Next Meeting to be held on September 13, 2010 at 7:00 PM at Hilliard Bradley High School

Steering Committee to meet Aug 23, 2010 at 7:00 PM (officers and committee chairs only)

Attachments:

2009-2010 Annual Financial Audit

Aug 9, 2010 Sign in sheets

Hilliard Bradley Athletic Boosters

Finance Committee

Annual Financial Audit

Date of Financial Audit: 7/26/2010

Members present: Jim Banaag, Finance Committee Chairperson

 Philip Popovec

 Cheryl Davis

This audit of the Hilliard Bradley Athletic Boosters finances covered the business year ending 5/31/2010. (Please reference the Income Statement and Balance Sheet dated 5/31/10 provided by the Treasurer, as approved by the general membership at the meeting on 6/14/10.)

At the audit, the members present looked at month-by-month disbursement reports from the organization's general fund as provided by the Treasurer. We randomly compared individual disbursements against each receipt, invoice or other documentation provided by the officer, committee chair, coach or trustee requesting funds. We also randomly compared disbursements against monthly bank statements. The audit incorporated disbursements to different committees (concessions, membership, spirit wear, etc.) as well as individual sport's designated funds. The audit also included disbursement of funds to each individual sport's fund based on trustee attendance at monthly meetings, as well as concession event coverage.

We also randomly compared general fund deposits against monthly Treasurer reports and reconciled them against bank statements. The Treasurer separated deposits by designated fund/fundraiser, which made it easier to check whether the correct amounts were credited to appropriate sports team or committee. We also randomly checked several PayPal/credit card deposits for the spirit wear committee and also membership committee transactions.

Lastly, since financial records are kept separately for concessions committee funds, we also randomly reviewed deposits and disbursements made to and from that separate bank account. All transactions reconciled with the bank statements and Treasurer reports, and had appropriate documentation for each deposit and disbursement. We tracked the some shift allocations from the concessions account to the general account designated fund for the appropriate sports team, and found these to be acceptable.

Based on the information provided at the audit, the audit team believes that the Athletic Boosters organization as a whole has adequate internal controls for handling its receipts and expenses. The audit team was again impressed at the recordkeeping, documentation and level of detail displayed by the Treasurer.

This audit report is being provided to the Athletic Boosters officers, committee chairpersons, trustees and members during the August 2010 general membership meeting {8/9/2010}. Several recommendations made by the audit team will be shared at that meeting when this report is presented.

The next annual financial audit will cover the business year 6/1/2010-5/31/2011, as stated in the Athletic Boosters' by-laws.


Jim Banaag

Hilliard Bradley Athletic Boosters, Finance Committee Chairperson