

BOOSTER CLUB MEETING MINUTES

December 4, 2013

Members Present: Rick Blackwell, Amy Frost, Shannon Hames, Tom Hogan, Missy Neebel, Karen Paulsen, Sheri Purdy, Kim Rottinghaus

Shannon called the meeting to order and lead the prayer at 6:02 PM in the DB Outer Office.

Approval of November Minutes: Missy approved the minutes and Shannon seconded the motion.

Additions to the Agenda: Kim asked to add discussion on the raffle letter. Amy approved agenda with addition. Shannon seconded.

Committee Reports:

1. Finance/Budget: Missy presented the budget. Total in checking/savings account as of November 30, 2013 is \$91,948.76. Net income for July – November 2013 is \$37,378.71. There was discussion on moving \$70,000 from the checking/savings account to our Archdiocese account to earn interest. Missy & Peggy will work on this. There was also discussion on the 301 Fund Balance and 32000 Unrestricted Net Assets amounts. Missy will check with Peggy as to what is included in these accounts.
2. Merchandise: Currently, there are several merchandise apparel orders out for football, dance, wrestling, basketball, generic, and bling. The group discussed outside vendors making Bosco merchandise, give the Bosco System Booster Club a certain percentage of any Bosco items sold as Mona Rottinghaus has done in the past. There was also discussion on Bosco merchandise and apparel needing a copyright. All members present were in agreement this is something that should be done. The DB Logo will get a copyright. Any team, club, etc. choosing to use the DB Logo must go through the Booster Club for ordering and approval. Any team, club, etc. using the Bosco name (not necessarily the logo), must first get approval from Booster Club prior to using/selling so all members of Booster Club are aware of what is being sold/distributed. This will include Sport Bling, Flag Football, Future Dons Little League, Team Bosco Wrestling, Junior Dons, etc. Sheri will let Mara Jones and Sarah Staebell aware of this and have them work with Mona Rottinghaus for instruction on getting a copyright. Once the copyright is complete, it was discussed to create a letter to send to various known groups letting them know about the policy. There is no fee, we just want to make them aware of the approval process.
3. Fundraising:
 - A. Volleyball Tournament – Kim and Rick will talk to Abby Breitbach again and try to set a date for the volleyball tournament and get it on the USA Iowa region volleyball website.
 - B. Middle School Basketball Tournament – Shannon has talked to Jake Lutgen. He is interested in helping to run a 7th & 8th grade tournament possibly mid-January. Tom will work with him to check on available dates for both gyms.
 - C. Pee Wee Wrestling Tournament – The wrestling tournament date was changed from December 27, 2013 to December 28, 2013. Nikki Brown & Dawn Lutgen will coordinate concession. Booster Club will keep concession sales. The tournament entry fee and gate will go to wrestling account.
 - D. Raffle – Kim had a draft letter to be mailed on January 4, 2014 for the raffle tickets. The drawing will be on February 2, 2014 at the end of Catholic Schools Week. There will be 24 winners. Ticket prices will be: \$25/per ticket, or \$65/3 tickets, or \$100/5 tickets. A total amount of prizes awarded will be \$3,750 (1 - \$1,000, 1 - \$750, 1 - \$500, 1 - \$250, 5 - \$100, 15 - \$50). Winners of \$750 or more will need to be given a 1099 form for tax purposes. Karen and Kim will work on getting a statement to add to the letter: All rules and regulations of the Iowa Gaming Commission will apply. Winners are responsible for applicable taxes.

Old Business:

1. Strategic Plan Update – The Strategic Plan Committee will be meeting again soon to continue to move forward with prioritizing items for Phase 1, 2 and 3. There are still some coaches who have not turned in estimated costs, etc. for items for their program. Tom has sent them several emails requesting this. At this point it was decided to move forward with prioritizing. Any items without costs associated to them will not be part of phase 1.

New Business:

1. Booster Club Budget – There was discussion on the proposed Booster Club budget. Rick & Peggy drafted the actual and proposed budget amounts. They estimated higher on the expenses and lower on the income. Amounts may fluctuate. The amount is different each year as far as what the Booster Club pays to the activity budget depending upon what is necessary. Some proposed budget items for 2014-2015 were increased such as Trainer costs, Maintenance, Coach Salary, etc. The sport specific expenses were balanced out with appropriate funds to hopefully get what each sport needs. The process for purchase orders will be that as a purchase order comes through for a specific sport, the sport account balance will be reflected so it is known at all times how much money is in the account to work with. The members also discussed uniform inventory. At the end of each specific sport season, the coach will need to collect all uniforms, look at the inventory and order items as needed...uniforms, supplies, etc. for the following year so we are better prepared the next year at the beginning of the season. Sheri made a motion to approve the proposed amount for the Activity Budget. Shannon seconded. All in Favor.
2. Booster Club Side Accounts – There was lengthy discussion on the history and purpose of side accounts for each specific sport/program. The purpose of the side account is to have money to reinvest in the program, assist athletes/participants that don't have the funds to attend a camp or whatever it might be. There was discussion on volunteer coaches and payment. Is this an issue for tax purposes? All sports/programs have the opportunity to run their own camps or to get involved in camps/activities to earn money for their program. 100% of camp profit will go in the sport/program side account. 100% of donations specifically to that sport/program will go to the side account. Sports/programs can choose to run tournaments. Ex: Pee Wee Wrestling tournament. The Wrestling coaches and kids are actively involved in this tournament. Profit from tournament entry fee/gate go to the wrestling side account. The Booster Club gets the concession stand profit. It was discussed that we could continue to follow this practice if all sport/program coaches and participants were actively involved in coordinating these events. Another option is to offer a percentage (ex: 30/70, or 50/50 or whatever is decided upon)...Booster Club assists and gets 70%, and the remaining 30% goes to the side account. There was also discussion that side accounts need to have a max/cap. By doing so each year, the sport/program could spend down their money in the side account for items for their program above and beyond what the Booster Club can provide. Booster Club still wants to provide each sport/program with whatever it is they need to make the program function and succeed, but side accounts would be for items above and beyond this. If the max/cap was implemented, an amount would need to be determined as well as an extended date to be used by since some have large amounts of money in their side account. It was also discussed to specifically ask each sport how many coaches they need for their program. Many only have one. Booster Club wants each sport to have what they need to operate and it is our job to find ways to pay for it. Tom & Rick will talk to the coaches and see what their thoughts are on all of the above.

Meeting Adjourned at 8:30PM

The next meeting will be Wednesday, January 8 at 6:00PM in DB Outer Office.

Respectfully submitted by Amy Frost