

Bret Harte Booster Club Meeting Agenda September 9, 2020

I. 2020/2021 Board Member Introductions: Nelly Aguirre, Britt Cain, Jen McLaughlin, Heather Smith, Mijin Ro, Thao Vu-Dring, Sarah Hamilton, Ariane Jubert, Carrie Genise, Kristin O' Leary

II. Old Business: Britt Cain

A. Mijin and I as well as some of last year's Booster & Community Club members have been trying to tie up loose ends with our 2019 taxes with our previous CPA

III. New Business: Britt Cain

A. We need to find a new CPA to do Booster /Community Club taxes for 2020

1. Thao Vu-Dring gave me names of a couple of CPA's.

B. Lorena Jung from SJUSD Fiscal Services emailed me the school-connected organization annual renewal application to fill out for Booster Club/Community Club

IV. Athletic Director Report: Nelly Aguirre

A. Update on sports at Bret Harte for 2020/2021

V. Faculty Adviser Report: Carrie Genise

A. Who is in charge of clubs for 2020/2021?

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<u>BHBC 9/9/2020</u>		
Checking-0879	113903.93	(23660.20 + 2CDs *)
Savings-2678	1642.42	
Total as of 8/3/20	115546.35	
Incoming 8/28/20	250	Shared tax prep fee from BHCC
Expense 9/9/20	170.95	Booster website Stacy P. reimb.
Total as of 9/9/20	115625.4	
* 12 mth CD	38352.23	matured on 6/22/20
* 9 mth CD	47516.52	matured on 6/21/20

Two matured CDs not renewed but deposited to existing checking acct.

Incoming check for \$250 from BHCC deposited.

Booster Club website purchase \$156 + \$14.99 annual fee for domain name (payable Stacy Pimental).

**Fidelity Charitable Donor-Advised Fund Grant for \$250 payable to Bret Harte Educational Association
-> BHBC account or BHCC account deposit?**

2020-2021 Forecasted budget (pre-pandemic) from previous treasurer Bharathi also attached below:

- All budgets approved but Capital Improvements (see changes on the spreadsheet)
- Athletic director – Nelly Aguirre
- Total forecasted expense budget \$198,735.36
- Total forecasted revenue budget \$95,015
- Forecasted v. actual will vary due to current situation (Mainly revenue forecasted budget affected due to RTR, fall/winter sports)

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6/28/2020	51695.42
Available Bal	1642.38
Savings	38352.23
12 month CD :	47516.52
9 month CD :	

Total Amt 139206.55

Category	Titles	Estimated Budget		Actual	
		Expense	Revenue	Expense	Revenue Profit/Loss
Equipment					
	P.E Equipment		10000		
	Cardio Replacement		8000		
	Sports Equipment + Uniforms		\$21,485.36		
Capital Imp Prj	Asphalt	\$40,000.00			
	Tennis court Wind Screen	\$20,000.00	20000		
Priority	Replacemt/Repair of cardio	\$8,000.00			
	Replacemnt of Carpet with pads for climbing room	\$15,000.00			
	Replacemnt of Carpet with pads for weight room	\$25,000.00			
	Adding pad to entire gym walls	\$20,000.00	20000		
Priority	Fence for entire perimeter of the athletic field	\$20,000.00			
Fundraising	E-Script			\$1,800.00	
	Run Turkey Run	\$10,000.00	\$40,000.00		
	Fundraising-other			\$250.00	
	Corporate Donation			\$1,000.00	
General & Admin					
	Stationary	\$1,000.00			
	Liability Insurance	\$1,000.00			
	Tax Filing Fees	\$250.00			
	Payroll-Coaches-stipend	\$60,000.00			
	Payroll - Club Advisors	\$10,000.00			
	League Fees	\$7,000.00			
	Referee Expenses	\$2,000.00			
	Miscellaneous	\$1,000.00			
	Scholarships	5000			
	Maintainlence (cardio/wrestling/)	\$2,000.00			
Sports			\$0.00	\$6,200.00	
	Cheer			\$6,760.00	
	Cross-country			\$1,590.00	
	6/7th Baseball			\$1,590.00	
	8th Baseball			\$1,300.00	
	Softball			\$1,290.00	
	Team Handball			\$1,195.00	
	Wrestling			\$1,000.00	
	6/7 Girls Basketball			\$920.00	
	8th Girls Basketball			\$1,790.00	
	Boys Soccer				
	Flag Football				
	Girls Soccer			1630	
	6/7 Boys Basketball-Gold Team			1350	
	8th Boys Basketball			1170	
	6/7 Boys Basketball-Blue Team			1260	
	Girls Volleyball 'A' Team - 8th grade			990	
	Girls Volleyball 'B' Team - 6/7 th grade			880	
	Boys Volleyball 'A' Team - 8th grade			1010	
	Boys Volleyball 'B' Team - 6/7 th grade			1040	
	Roller Hockey			900	
	Track & Field		0	\$11,530.00	
	Competitive Tennis 'A' Team			\$1,440.00	
	Developmental Tennis 'B' Team			\$1,450.00	
	Developmental Tennis 'C' Team				
	Golf Team			\$3,680.00	
	Flag Intramural Team A				
	Flag Intramural Team B				
	SubTotal		\$198,735.36	\$95,015.00	
	Beg Bal as of 8/3/2020				
	checking- 0879	\$113,903.93			
	Bus Invst Acct -2678	\$1,642.42			
		\$115,546.35			

Treasurer Report- Mijin Ro

- A. Signature cards have been signed
- B. Last year's treasurer (Bharathi) has transferred things over to Mijin

VII. Equipment Coordinator Report: Kristin O'Leary

- A. Any questions for Nelly regarding purchasing equipment/uniforms for 2020/2021?

VIII. Community Club Representatives Report: Thao Vu-Dring & Sarah Hamilton

- A. Community Club meeting on Tuesday 9/15 at 9:30am – 11:00am

IX. Run Turkey Run Report- Ariane Jubert / Booster Board

- A. Discussion on moving Run Turkey Run to the Spring?
- B. Discussion on replacing Run Turkey Run with a different fundraiser this school year?

Bret Harte Booster Club Meeting Notes

September 9, 2020

Attended (via Zoom): Nelly Aguirre, Britt Cain, Jen McLaughlin, Heather Smith, Mijin Ro, Thao Vu-Dring, Sarah Hamilton, Ariane Jubert, Carrie Genise, Kristin O' Leary, Jenica Chong (Parent), Derek (Parent)
Regrets: None

Meeting started at 7:04PM

I. 2020/2021 Board Member Introductions

- A. Each attendee introduced themselves with name, position, and child(ren)s grade(s)

II. Old Business: Britt Cain

- A. Mijin and Britt as well as some of last year's Booster & Community Club members have been trying to tie up loose ends with our 2019 taxes with our previous CPA
 - 1. Were late filing taxes and fined a late fee
 - 2. Mary filed to request an abatement for the late fee and is monitoring status

III. New Business: Britt Cain

- A. We need to find a new CPA to do Booster /Community Club taxes for 2020
 - 1. Thao Vu-Dring gave Britt the names of a couple of CPA's. Britt has followed up, but no commitments so far
 - 2. If anyone has a CPA recommendation, please pass on information to Britt.
 - 3. Minor payment is available to CPA (~\$450 last year)
- B. Lorena Jung from SJUSD Fiscal Services emailed Britt the school-connected organization annual renewal application to fill out for Booster Club/Community Club
 - 1. Britt will fill out and return the form
 - 2. Community Club and Booster Club alternate filling out the form each year

IV. Athletic Director Report: Nelly Aguirre

- A. As of today, all athletic related activities are suspended during distance learning
 - 1. Cheer has been suspended for the entire year
- B. Once students are back to on campus in-person learning, sports will be re-evaluated
- C. Plan being drafted on what the future would look like for sports when allowed to return. Will be shared when available

V. Faculty Adviser Report: Carrie Genise

- A. A number of surveys have been sent to the faculty (Bret Harte, Union, District)
- B. Staff trying to determine how best to move forward with distance learning
 - 1. Some things aren't transferring well to online teaching and staff is working through it.
 - 2. Distance learning is difficult to many, especially with so much screen time for teachers and kids
- C. No money is being spent on consumables since nothing is being consumed for PE department
 - 1. Teachers are trying to have students use items from home - balloons, socks, etc. for various skills
- D. Was 1 request for a standing desk in a faculty meeting. Does booster club want to offer desks to faculty?
- E. Nelly and Sylvia are in charge of clubs, but middle school clubs are suspended during distance learning

VI. Treasurer Report- Mijin Ro

- A. Signature cards have been signed
- B. Last year's treasurer (Bharathi) has transferred things over to Mijin
- C. Forecasted budget approved during 6/28 meeting was uploaded
 - 1. Since no activities so far this year, very few changes to account. See account statement in agenda.
 - 2. Received Grant check from Fidelity. Will check if split with Community Club
- D. Balance as of today - \$115,625.40

VII. Equipment Coordinator Report: Kristin O'Leary

- A. All ordering on hold
- B. Nelly to check and see if Kristin can get on campus to checkout/inventory the Booster closet. Will get back to Kirstin tomorrow (9/10)

1. If not possible for Kristin to be on campus, Carrie can send a video to Kristin
- C. There was a water leak from the janitor closet in wall shared with booster club closet. Believe it was cleaned as best they could

VIII. Community Club Representatives Report: Thao Vu-Dring & Sarah Hamilton

- A. Community Club meeting on Tuesday 9/15 at 9:30am – 11:00am
- B. Will check on any joint projects that Community Club and Booster Club might want to do together

IX. Run Turkey Run Report- Ariane Jubert / Booster Board

- A. November event will not happen
- B. Potential for event in Spring depending on COVID situation. Ideas included:
 1. Different themed run
 2. Distanced Picnic

Meeting Adjourned at 7:40PM