

Bret Harte Booster Club Meeting Agenda May 13, 2020

In attendance, via Zoom:

Stacy Pimental, Erin Poole, Nicole Caltagirone, Bharathi Shamanna, Meredith Shyy, Carrie Genise, Ariane Jubert, Heather Smith, Jennifer McLaughlin, Kristin O'Leary

I. Approval of March 11, 2020 Meeting Minutes And April 11, 2020 meeting minutes

M/S/A

II. Old Business: Erin Poole

A. Open Board Positions for 2020/2021: Treasurer (no ideas generated, asked Bharathi for commitment until next year), Community Club Representative (Erin sent an email to Maryann re: possible liaison no response), Website Manager (someone can take that over in addition to their role until a manager is found. Stacy also volunteered)

- 1.) Ariane Jubert is interested in RTR Coordinator position
- 2.) Kristin would like to do the Equipment Coordinator Position
- 3.) I talked to Thao Dring and Sarah Hamilton, but they don't want to commit to anything right now.

B. End of Year Celebration? Car meet-up?

1. Email to circulate to confirm time and date

C. CPA for 2020-2021- Was Stacy able to connect with Tim Allen?

*Stacy emailed Tim and will follow up- He has not responded yet.

D. Update on insurance policy features- Did Bharathi learn anything regarding personal board members coverage details?

1. We can add it but the premiums might change. She needs to know if it's an injury or what type of accident.
2. Stacy to ask Belinda what is covered by the district.
3. We have been covered historically, but this could be something that the new board might want to investigate. This was brought about

when a prospective new treasurer asked what our coverage for students was.

III. **New Business: Erin Poole**

- A. Start discussing other fundraising ideas if RTR is unable to take place due to new group regulations caused by Covid
 - 1. In lieu of RTR, what are some new fundraising ideas for next year.
 - 2. Perhaps a run in the spring?
 - 3. Corporate funding (matching donations)
 - B. Vote in new board members for the 2020-2021 school year
 - 1. Britt Cain- President
 - 2. Jen McLaughlin- Vice President
 - 3. Heather Smith- Secretary
 - 4. Kristin O'Leary- Equipment Coordinator
 - a) Kristen's child is on the waitlist for BHMS, voting for her in knowing she might not be there the first day of school.
- *Heather forwarded names to Stacy for open positions
*Ariane also mentioned if meetings were on different nights, she could take a position

Voted in as stated above

IV. **Treasurer Report: Bharathi Shamanna/Stacy Pimental**

A. Summary Report of 2019-2020 Budget

- 1. The Equipment expenses are within range except for the sports team uniforms.
- 2. In the fundraising category,
 - a. Did not make as much sales as last year from the E-script Donation.
 - b. RTR revenue was \$3484.84 more than estimated. Woohoo ☺
 - c. A surprise Entity called "Corporate Donation" of \$1025 has been received. (Five different parents from five different sponsors)
A \$400 is yet to be rcvd from basketball matching. I will have to send an email requesting it from the BHCC treasurer.
- 3. In the General & Admin Expense category,
 - a. As of now, the expense is well within the budget except for the **maintenance** entity, given that I have not received the invoices due to "Shelter in place" restriction.
 - b. Likewise, the tournament and the league fees are also well within the budget given that the few sports were cancelled due to "shelter in place" restriction. If the

tournaments were played the expenses would have matched our proposed budget. I expect no change or a small change (if any inflation) in the expenses in this entity for the 2020-2021 budget.

- c. We have to receive the invoices yet, to clearly understand if the booster staff, coaches, advisors and the A.D has received their full stipend.
 - d. The budget amount for the "Maintenance" entity has to be raised considerably for the 2020-2021 school year.
4. In the Sports Category,
- a. Didn't receive any "Cheer" donation yet due to the school closure.
 - i. Cheer was closed and the the payment will be received in the fall. The cheer team will again collect in the spring of 2021.
 - b. Cross country, baseball, softball, handball, wrestling, basketball, soccer, volleyball, roller hockey happened as planned. The donations from all the above sports were reasonable compared to last year.
 - c. Track & Field, Tennis and Golf were cancelled due to the school closure.
 - d. No discretionary expenses were made this year.

B. Discuss and vote on 2020-2021 budget

1. https://docs.google.com/spreadsheets/d/1Gy3UizlfeJUSv0I5va8IGmWIW2k0r3pkG9h6_-6goG8/edit#gid=527850278
2. Motion to approve the 20-21 school budget
 - a) **capital improvements section will be amended and that section will be voted on in a supplemental vote.

C. Total revenue/expense for RTR

- a) Listed on the financial spreadsheet for 2018-2019
 - (1) <https://docs.google.com/spreadsheets/d/1v9OVwf80PhXMrMWOwz644dzl7eRAav5JPw99PkGbkOU/edit#gid=1875371990>
2. Donation amount from 2018-2019 vs 2019-2020 school year
 - a) Do we add the discretionary funds back? Board agreed to continue to NOT offer the \$10/athlete per sport.
 - b) Keep donation letters the same? The letters will be the same.

V. Athletic Director Report- Carrie Genise

A. Review of Capital Improvement Projects for 2020-2021

1. https://docs.google.com/document/d/1i__IK93G3XBszeGmeQ5SmSWIXinrRuWUaLqGtHpl7mc/edit

- B. Teams supposed to be ending seasons:** three tennis teams, one golf team, one roller hockey team, a track & field team and two flag football intramural teams
Teams supposed to be beginning their season: Cheer 2020-21 starts April 20th ; now we are looking into the Cheer team going virtual. We are waiting for admin approval.

C. Month in review...

1. Cleared medical and parent forms on RMA.
2. Communicated with BH coaches over text, phone and email.
3. Communicated with SJUSD middle school ADs over text and email.
4. Wrote and organized Booster & AD emails, coaches info, excel spreadsheets, etc.
5. Emailed coaches, parents and athletes about shelter in place order and how it was going to affect them and their teams.
6. Reached out on RMA to athletes, parents & coaches to offer support.
7. Worked with BH Cheer Coach on going virtual with tryouts & summer practices. We are waiting for admin approval.
8. Coordinated with Bharathi on budget forecast for next school year.
9. Coordinated with Britt Cain on what equipment and uniforms are needed for next school year.
10. Communicated with RMA personnel about setting up RMA for BH sports for the 2020-21 school year.
11. Worked with the BH tennis, golf, roller hockey, track and field coaches about stipends for this school year.
12. Advertised for RTR and Booster Board positions.

D. Need to complete...

1. Advertise for 2020-21 RMA sport deadlines.
2. Work on sport schedules for 2020-2021 season.
3. Recruit 6th grade boys BB coaches.
4. Recruit a wrestling coach.
5. Recruit XC, track and field assistant coaches.
6. Meet with SJUSD ADs over WebEx to approve sports schedules for next year and make decisions in regards to the girls soccer season and track & field for 2020-21.
7. Continue to clear medical and parent forms on RMA.

8. Communicate with BH coaches about our desire to hire them back.
9. Complete set-up of RMA for BH sports teams for the 2020-21 school year.
10. Work with Booster Club co-president: Stacy P. to post updated RMA deadlines on
Booster Club website.
11. Learn how to update and post information on the BH website.
12. Update sports forms with Sylvia for next school year.
13. Email out 2020-21 sports schedules for adoption.
14. Collect sports uniforms from one roller hockey and four volleyball and teams.
15. Create and send information to Jennifer S. to post on BH Website about Athletics.

VI. Equipment Coordinator Report: Britt Cain

A. Review of Equipment Forecast for 2020-2021

1. <https://docs.google.com/spreadsheets/d/1ANXovqUSuvxAZJbEHL06QZjZdMKAjMtT3SppNmhCvFA/edit#gid=0>
2. Track items were in this school budget, but will get moved to next year's budget.

B. I also updated this year's 2019-2020 Equipment Budget with actuals. The first tab has the budget I put together a year ago and the second tab has the updated budget with actuals:

<https://docs.google.com/spreadsheets/d/18DatT3m63UfM4cdPF3rVbB0nP-Y5iIKvQpNlu2QnnMU/edit?usp=sharing>

VII. Community Club Representative

A. No community club rep at this time

VIII. Run Turkey Run- Booster Board

A.

