

## **Bret Harte Booster Club Meeting December 4, 2019**

Present: Stacy Pimental, Erin Poole, Nicole Caltagirone, Meredith Shyy, and Carrie Genise.

Meeting Start Time: 6:05

### **I. Approval of November 13, 2019 Meeting Minutes**

Motion to approve 11/13/19. M/S/A

### **II. Old Business: Stacy Pimental**

A. Due to sharing tax ID with Community Club they get all checks and we get reimbursed from them. Action Item: Treasurer email address- email outdated- Stacy to create Gmail address for Treasurer and will share ID/Password ASAP.

a) In addition to creating a new email address Stacy will delete all old information including old addresses, links, or pictures.

B. Open Board Positions for 2020/2021 Need: Treasurer, Secretary, Equipment Coordinator, RTR Coordinator, -Jen MCGLaughlin confirmed she will be VP, Britt confirmed for President

### **III. New Business: Stacy Pimental**

A. Update Booster Club Website- Take down RTR Registration /Volunteer Info Links.

### **IV. Treasurer Report: Stacy Pimental -Bharathi out of town until after Jan 1, 2020**

A. Financials: Treasurer is absent and current financials are unavailable.

B. Action Items:

1. Send invoice to comm club for 1/2 payment-Reimburse the corp donation- Stacy to send email to Bharathi

2. communication with tax preparer to confirm current status

C. Stacy Wrote Checks for Expenses:

1. Carrie Genise Chk#4320 \$825.29- PE Sub7 Mile T-Shirts

2. Amanda Griffeth- Chk#4321 \$1,410.62 Cheer Competition Hotel  
And Chk#4322 \$1,404.00 Cheer Nationals Fees

3. Checks for RTR Police Officers Pay:

Chk#4316 \$640.00

Chk#4317 \$560.00

Chk#4318 \$560.00

Chk#4319 \$560.00

4. **Special Note:** Chk#4318 \$560.00- Officer Mark Rites did

Not show for RTR Event and check is held in Treasurers Binder until voided.

11/12/2019				
Available balance as of today :	\$74,657.93			
Savings:	\$1,642.17			
12 month CD : maturity:6/22/2020 current ba	\$38,334.32			
9 month CD : maturity:6/21/2020 current bala	\$47,503.84			
Total money as of today	\$162,138.26			
<b>Income</b>		<b>Expense</b>		
E-script	0.23	Almaden Little League	800	2 Baseball Team
Race Wire	18754.75	Roland Genise	1213.83	P.E Equipment
Bank Adjustment	0.06	Britt Cain	117.96	Banners
Wrestling	1450	California Sports Design	3138.79	Wrestling/polos/Softball hats
Soccer	2110	Union Middle School	120	1st Timers - Wrestling
Baseball Hat Sale	40	Union Middle School	120	Graveyard Grapplers
Girls Basketball -8th 'A' Team	1440	Britt Cain	822.46	Banner/Baseball/Handball goals
Girls Basketball -6/7th 'B' Team	1100	Roland Genise	816.48	P.E Equipment
RTR Sponsorship	2700	San Francisco CalHeat	400	League & Tournament Fee
		Willow Glen Middle Scho	1100	Holiday Hoops - Basketball
		Greenesport Association	180	Softball-Girls
		Jensen Scales Inc	323	Wrestling Scales Calibration
		Natalie Menses	48.79	XC reimbursements
		Bret Harte Middle	13437.19	Coaches Stipend
		Miller Middle School	200	Wrestling Tournament
		Carrie Genise	301.14	RTR Custodial Fee
		ICAND	448.61	Volunteer Vests
		City of San Jose	240	S.E.U Street Closure
		City of San Jose	610.88	RTR Pre Event Billing
		Hoover Middle School	200	BH Wrestling
		Bharathi Shamanna	22	Purchased Postage Stamps
	27595.04		24661.13	

## V. Athletic Director Report- Carrie Genise

### Athletic Director Report December 4, 2019

**Team/s in season:** Cheer, Wrestling, 6/7th Boys BB, 8th Boys BB and Girls Soccer

**Team/s finishing season:** Girls BB, Boys Soccer and Team Handball

**Team/s beginning season:** Boys 6/7th BB starts Dec. 2nd, Boys 8th BB starts Dec. 2nd, Girls Soccer starts Dec. 2nd

**Month in review...**

1. Cleared medical and parent forms on RMA.
2. Communicated with returning and new coaches over text, phone and email.
3. Attempted to communicate with Michelle Elliot (in HR at DO), about releasing BH coaching stipends on 12-10
4. Organized Booster and AD emails, coaches info, excel spreadsheets, etc.
5. Created excel spreadsheet of BH Coaches stipends and employee numbers for new google drive coaching stipend process.
6. Emailed coaches and parents about RMA process, tryouts, gym schedules, equipment, facility access, uniforms, picture and donation forms.
7. Attended weekly AD meetings with Sylvia and Marianne during 6<sup>th</sup> period on Mondays.
8. Organized RTR Volunteer Vests in Booster Closet
9. Counted RTR cash and logged pertinent information about RTR t-shirt and bib sales.

**Need to complete...**

1. Advertise for track and field assistant coaches.
2. Advertise for RTR and Booster Board positions.
3. Complete more coaching contracts for Sylvia to upload to HR.
4. Contact Roller Hockey Coach at Leland

5. Create Agenda for and host SJUSD AD meeting on 12-11-19, start time 6p.m. 6. Host BH VB Coaches meeting 12-12 at 3:30p.m.

**VI. Equipment Coordinator Report: Britt Cain**

- A. I ordered more ice packs to keep in the Booster closet for the teams since we ran out.
- B. I will add useful info to my binder for whoever takes over as Equipment Coordinator for next school year
- C. Carrie and I talked about doing an updated inventory of the uniforms in Booster Closet making note of sizes. I can start doing that in January and inventory one sport at a time or we can find maybe an afternoon or Saturday to do it as a group.

**VII. Community Club Representative**

- A. No community club rep at this time

**VIII. Run Turkey Run- Booster Board**

- A. Wrap Up RTR 2019 Meeting to follow Booster Meeting at 7pm-8pm

Meeting adjourned 6:43