

Bret Harte Booster Club Meeting Agenda August 25th, 2021 @ 7PM Held via Webex

Meeting started at 7:02PM

Board Members Present: Erika, Kristine, Jen, Heather, Mijin, Kristin, Carrie, Nelly, Sarah

Guests Present: Dafna, Vije, Iryna, Andrea

I. Welcome

A. Board Introductions

1. Erika Murphy - Co-President
2. Kristine Irish - Co-President
3. Jen McLaughlin - Vice President
4. Heather Smith - Secretary
5. Mijin Ro - Treasurer
6. Kristin O'Leary - Equipment Manager
7. Carrie Genise - Staff Representative
8. Nelly Aguirre - Athletic Director
9. Sarah Hamilton - Liaison BHBC and BHCC
10. Guests - Dafna Talmor, Vije, Iryna Horbai, Andrea Whitson

II. Open and Unknown Board Positions

- A. Run Turkey Run (Event) Coordinator - Event is TBD; pending district guidance on fundraisers. Suggest assembling team to prepare for green light
- B. eScrip Coordinator - Don't need to fill
 1. Only Lunardi's - Need to update the website to reflect contact; Need to update budget to reflect only Lunardi's.
Kristine to update stores list and link to president email
- C. Baby Ad Coordinator - Was given to the BHCC; **Erika** to follow-up with Mr. Murray (Yearbook coordinator) to see if we need to help
- D. VP of Programs - Do not fill. No longer needed
- E. Communications Coordinator - Potentially want to add this position to monitor website and social media
 1. Update information and photos on website, facebook, instagram, etc - sports photos, coaches contact, etc

III. Previous Meeting Minutes Review - Heather Smith

- A. Meeting minutes approved by Sarah, seconded by Jen

IV. Athletic Director Report: Nelly Aguirre

- A. 12 sports available
1. Cross country has 70 registrations, but had to cut at about 50 kids. Seeking volunteer coaches
 2. Baseball has ~30 kids trying out, but only 1 coach available. Coach is trying to help find other coaches to support 6 & 7th grade
 3. Softball has 10 people registered (17 more not completed). Need to advertise more to get numbers up to ensure a team. 5 games currently scheduled in September weekly, 1 in October (pending a 2nd in October). Registration deadline is 27th. Potentially do a facebook post to advertise
 4. Handball might be able to offer both a girls and boys team rather than co-ed. Mr. Schumake will coach boys. New coach submitting paperwork to manage girls team
 5. Soccer is going strong with many registrations so far
 6. Basketball has a coach who agreed to take 8th grade girls (John Drake), 6 & 7th grade coach also identified. All boys coaches are covered
 7. Volleyball has coaches for girls and boys teams
 8. Track & Field still looking for a head coach. have someone to do Asst. Coach
 9. Wrestling doesn't have a middle school league so coach did not want to take on team
 10. Cheer is still looking for a cheer coach. Reached out to Coach Tiffany, but she said no to coaching Bret Harte but will try and recommend someone
 11. Golf coach is not reachable therefore unknown if we will be able to offer
 - a. Will leave bags in budget in case team happens
 12. Tennis has a returning coach
 13. **Erika** to update website:
 - a. add note about past sports not currently offered (roller hockey) and ones still looking for coaches
 - b. Sport Tryout Dates & Deadlines (current and potential)
 - c. Coaches information (Nelly working on)
 - d. Sports schedules for practice and games/meets (Sylvia is putting together)
- B. All coaches must complete:

1. Vaccination card or 2x/week testing
 2. TB test
 3. Training including CPR, first aid, appropriate behavior, district target solution, etc
 4. Background check and fingerprinting
- C. Team Pictures
1. Pending district approval to do photos
- D. Cross Country is asking for reimbursement for TeamSnap
1. Potential that coach can use discretionary budget to pay
 2. Should be able to cover from miscellaneous in the administration budget.
 - a. Kristine made a motion to approve \$39 reimbursement for TeamSnap; Sarah seconded the motion. All were in favor, no were opposed. Motion was passed
- E. Donation Forms
1. Previously had a tiered system (Bronze, Silver, Gold) that were effective in gathering donations
 2. Sylvia is reviewing the current donation form to be able to send out. Ensure form states that donation is optional and that no child will be left behind. **Nelly** to get a copy and **Erika** to update on website
- F. Cohort levels
1. Cohort maximums are not in place this year. There is no coach to athlete ratio requirement
- (Erika made a motion to continue the meeting past 1 hour; Sarah seconded. All were in favor, no were opposed. Motion was passed)*
- G. Clubs
1. Packet being created by ASB lead
 2. 30 students per club (30:1 with teacher)
 3. Students have to submit an application for a club and find a staff member for advisor. Once approved, student can schedule meeting times.
 4. **Erika** to make note that clubs are starting at the end of September and more to come on application process
 5. Nelly to check on GSA club as no clubs have been approved to date
- H. Volunteer Drivers - no volunteer drivers will be allowed. All students must come and go with own parent

- V. Staff Representative Report: Carrie Genise
 - A. Staff needs more time to get up and running
 - 1. Students and staff all good on wearing masks
 - B. PE department has list of requests in the amount of \$2811.99
 - 1. Motion to approve and was approved by all
 - 2. Teachers will submit receipts
 - C. Capital improvements were approved
 - 1. Asphalt the running section - red solid line section per request, totaling \$56,150
 - a. Once asphalted, the district will maintain (upkeep and re-asphalt every 7 years or so)
 - b. Concerns over timing of work (conflicting with sports) and cost of work (bonds will cover)
 - c. Need to determine if contractor can go over budget or if fixed bid and what the timing is - school preference is to pick the timing. (**Nelly** to follow-up on questions)
 - d. Motion to push vote to September or via email once we have answer to c. Erika made motion to approve, Jen seconded. All were in favor. Motion approved.
 - 2. Tennis wind screen quote not received
- VI. Vice President Report: Jen McLaughlin
 - A. Poinsettia Fundraiser
 - 1. \$5.75 each with \$80 delivery
 - 2. Need to commit to rough number to reserve in September but need to confirm number in November
 - 3. Can do as general fundraiser instead of kid by kid
 - 4. **Jen** to send link to fundraiser
 - 5. **Jen** to determine if company has a website ordering system; Determine mechanics of ordering process (kids with forms vs. virtual fundraisers)
 - B. Apparel Fundraiser
 - 1. Potential to do this twice this year - once early and once towards end of year (with grad shirts)
 - 2. Talk more in the next meeting
- VII. Treasurer Report: Mijin Ro
 - A. Budget Review
 - 1. \$4,195.79 income

2. \$11,784.93 expense
- B. Donation forms discussed earlier
- C. **Mijin** Investigating addition of PayPal link
- D. Reimbursements pending to Erika
- E. Meeting at 9:30AM to update signature cards at BofA
- F. BHBC is responsible for insurance and taxes
 1. File SLIP renewal by 9/31/2021
 2. File SCO by 9/31/2021
 3. File taxes for booster and CC by 12/15/2021
- G. **Mijin** checking on increase in insurance coverage for Facilitron - Currently pay ~\$964/year for \$1M coverage, however need \$2M coverage
- H. **Mijin** to send treasurer email address and **Erika** to Update the treasurer website with email

VIII. Equipment Coordinator Report: Kristin O'Leary

- A. Took inventory of the equipment closet
- B. Softball equipment is large and left in a classroom. Want to be able to lock it up closer to field (\$350). Also want tees, ball buckets, balls. Will push jerseys and visor request to next year.
 1. **Kristin** to send email update and review next month

IX. Community Club Liaison Report: Sarah Hamilton

- A. Report sent out summary of meeting to board for review

Next meeting: 9/8/21

- Fundraising
- Capital improvements, if not resolved sooner
- Contact Erika at bhboosterpres2021@gmail.com or erikaemurphy@yahoo.com if other topics, questions, comments, etc

Meeting adjourned at 8:53PM