

Bret Harte Booster Club Meeting Agenda March 11, 2020 & April 11, 2020

Meeting canceled due to district wide policies related to CoronaVirus

April 11, 2020 is a Zoom Online Meeting due to on-going shelter in place

Online attendees: Stacy P., Erin P., Nicole C., Britt C., Bharathi, Meredith S., Carrie G.

Meeting start time:11:00am

I. Approval of February 12, 2020 Meeting Minutes And March 11, 2020 online agenda notes

A. MSA

II. Old Business: Erin Poole

A. Open Board Positions for 2020/2021: Equipment Coordinator and RTR Coordinator, and Treasurer

1. Jen McLaughlin confirmed she will be VP, Britt confirmed for President- Heather Smith confirmed Secretary
2. Did Holly commit to Treasurer-
 - a) No, she didn't. We are looking into Kristen O'Leary.
3. Stacy spoke to Paul Hackett and he agreed to take the role of Equipment Coordinator. He cannot make the April 8th meeting but will attend May and Stacy will follow up and confirm with him in April. 4/10/20-Stacy obtained Paul's email and confirmed his role as Equipment Coordinator. phackett17@gmail.com
4. Looking into possibilities for RTR chair and Web.
 - a) Britt to ask Thao Dring and Sarah Hamilton about RTR coordinator.
 - b) Will look into Kristen O'Leary as Web or RTR

B. Board Position Advertising

1. Erin emailed Alanna, who is going to run a paragraph through the end of May or until all positions are filled
2. Erin sent Williams Board member an email but never heard back from her.

C. Discuss idea about sponsorship participation year round, allowing banners not related to RTR Sponsorship- Nicole Caltagirone ie. Dr. Lennard inquiry

1. With COVID we are going to punt on this thought until school is back in session

D. Community Club Rep- Did Marianne get a volunteer when at the most recent CC meeting?

- E. Shared CC/Booster Club 2019 Tax Preparation Expense- \$250.00 is due from Community Club asap. CC Treasurer was to send a check in to Sylvia. Need to follow up on this once school is open.
 - 1. A check was to be dropped off to Sylvia in the office before the shut down. Stacy to follow up upon re-opening.

III. New Business: Erin Poole

- A. W-9 from Stack Sports (AKA RaceWire)
 - 1. They would like us to complete a W-9 so our revenue for race participants does not show as revenue for them. Erin to complete form and submit to RaceWire-
 - a) Form submitted and paid
- B. Date for End of Year Celebration
 - 1. Car Party? Check back in next month.
- C. Discuss finding a new CPA for 2020-2021 Board for tax preparation to share with the Community Club. Current CPA Mary can no longer prepare taxes for both clubs.
 - 1. Stacy to ask Tim Allen.
- D. Discuss insurance policy features- Bharathi to provide info on personal board members coverage details.
 - 1. Adding "athletics at all time" in the verbiage.
- E. Scholarship Fund request from Coach Amanda and Scholarship Budget
 - 1. Board voted to carry a line item for Sport Scholarship for \$5000
- F. Plan for incoming 2020/2021 Board Members to be included in future meetings, Current board to approval new slate and vote.

IV. Treasurer Report: Bharathi Shamanna/Stacy Pimental

- A.** Bharathi returned at the end of February. Stacy coordinated a time to meet to go over transactions and financials that occurred during Bharathi's absence. Meeting scheduled for Monday 3/30 @11am *Rescheduled due to shelter in place order/Covid19*
- B.** CDs at Wells Fargo
 - 1. Renewal date? We need to discuss cashing CDs.
 - a) Not renewing the CD's, we are going to cash this out. This will happen by the end of June.
- C.** Action Items:
 - 1. Total revenue/expense for RTR

- a) Sylvia cannot get into the school so we cannot see if there have been anymore checks coming in. (Refund from the city for barriers, etc.)
2. Donation amount from 2018-2019 vs 2019-2020 school year
 - a)
3. Start working on a proposed budget for the 2020-2021 school year
 - a) Carrie asked for a projected number of \$4000 for Referee's and \$50,700.00 for Coaches stipend.
4. Bank is charging \$72 for check re-orders, would like to request permission to order outside the bank and perhaps cheaper.
 - a) Decided to order check through the bank, to keep it streamline and easier.
- 5.

V. Athletic Director Report- Carrie Genise

Athletic Director Report: March 11, 2020

Team/s in season: 6/7th boys VB, 8th boys VB, 6/7th girls VB, 8th girls VB, 3 tennis teams, roller hockey and golf

Team/s ending season: Cheer

Team/s beginning season: Track & Field start March 16th, Intramural Flag Football and Cheer 2020-21 starts April 20th

Month in review...

1. Cleared medical and parent forms on RMA.
2. Communicated with returning and new coaches over text, phone and email.
3. Hosted a Volleyball Parent Meeting.
4. Organized Booster and AD emails, coaches info, excel spreadsheets, etc.
5. Reviewed and adopted (along with Marianne Goodwin and Cheer Coach Amanda), new expectations/guidelines for Cheer athletes in Cheer Packet 2020-21.
6. Emailed coaches and parents about RMA process, tryouts, gym schedules, equipment, facility access, uniforms, picture and donation forms.

7. Attended weekly AD meetings w/ Sylvia & Marianne during 6th period.
8. Recruited 8th grade BB Coaches for 2021 season.
9. Advertised for track and field assistant coaches.
10. Advertised for RTR and Booster Board positions.
11. Guided roller hockey coaches through the “new coach” application process.
12. Advertised for upcoming sport deadlines and tryouts.
13. Attended roller hockey tryout on March 2nd at the Silver Creek Sportsplex.
14. Hosted SJUSD VB coaches meeting in February 2020.
15. Meet with BH Track Coaches to solidify track tryout and practice schedules.
16. Had conference call with SJUSD track coaches and Ads to solidify SJUSD Track season, responsibilities and expectations.
17. Met w/ BH Tennis coach about parent tennis meetings, uniforms, & team pictures.
18. Assisted coaches and Casey Photography with sport team pictures.
19. Watched numerous BH VB games.
20. Helped set up and tear down for VB games.
21. Watched a number of VB games.

Need to complete...

1. Attend a roller hockey game on March 13th.
2. Advertise for RTR and Booster Board positions.
3. Communicate w/ J. Murphy about releasing BH coaching stipends sooner.
4. Attend a tennis and golf match.
5. Complete coaches contract for Paul Yang to be asst. 6/7th grade girls VB coach.
6. Compile spreadsheet with expenses for next school year.
7. Coordinate with Britt Cain about equipment & uniforms needed next school year.
8. Set May 2020 AD meeting in the BH Library.
9. Work on sport schedules for 2020-2021 season.
10. Advertise for Cheer tryouts for 2021 school year.
11. Recruit 6th grade boys BB coaches.

Athletic Director Report

April 11, 2020

Teams supposed to be in season: three tennis teams, one golf team, one roller hockey team and a large track & field team

Teams with seasons that ended in March: four volleyball teams: two developmental teams were supposed to end 3-20 & the other two competitive teams were scheduled to end 3-26

Teams supposed to be beginning season: Track & Field start March 16th, Intramural Flag Football and Cheer 2020-21 starts April 20th

***Unfortunately, all teams had to end their seasons on March 13, 2020 due to the shelter in place order to reduce the spread of Covid-19.**

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, phone and email trying to find a way to have closure for all of our volleyball teams which ended abruptly on March 13 due to the shelter in place order.
4. Wrote & organized Booster and 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 during this time.
7. Advertised for the 2020-21 BH Cheer team through RMA.
8. Communicated with BH Cheer coach over email, text and phone trying to find solutions to upcoming BH Cheer 2020-21 tryouts. Coach wants to go virtual with tryouts.
9. Coordinated with Bharathi on budget forecast for next school year.
10. Coordinated with Britt Cain about equipment & uniforms needed next school year..
11. Communicated with RMA personnel about setting up RMA for BH sports for the 2020-21 school year.
12. Worked with the BH tennis, golf, roller hockey, track and field coaches about stipends for this school year.
13. Wrote a recommendation letter for a BH coach.
14. Wrote a volunteer letter to confirm hours for a BH coach.

Need to complete...

1. Advertise for 2020-21 RMA sport deadlines.
2. Advertise for RTR and Booster Board positions.
3. Communicate with district personnel about releasing BH coaching stipends sooner in the Fall.
4. Work on sport schedules for 2020-2021 season.
5. Advertise for Cheer tryouts for 2020-21 school year.
6. Recruit 6th grade boys BB coaches.
7. Recruit a wrestling coach.
8. Recruit XC, track and field assistant coaches.

9. 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.
10. Communicate with BH admin about expectations for next school year.
11. Continue to clear medical and parent forms on RMA.
12. Check-in with BH admin to ask if BH Cheer may hold virtual tryouts.
13. Communicate with BH coaches about our desire to hire them back for the 2020-21 school year. Email coaching contracts to BH coaches who are returning next school year.
14. Complete set-up of RMA for BH sports teams for the 2020-21 school year.
15. Work with Booster Club co-president: Stacy P. to post updated RMA deadlines on the Booster Club website.
16. Learn how to update and post information on the BH website from Booster Club co-president: Stacy P.
17. Communicate with Sylvia about ending this school year and starting next school year.
18. Update sports forms for next school year.
19. Email out 2020-21 sports schedules for adoption.
20. Collect sports uniforms from one rolley hockey and four volleyball and teams.

Notes From Board Meeting:

1. Carrie got word from the district that all coaches close to the end of their season will be paid in full. Coaches with seasons just starting will be given 1/2 of their fees.
2. Roller hockey- Looking for a refund for the rink/league fees.

VI. Equipment Coordinator Report: Britt Cain

- A. Purchased 3 cases of tennis balls for the tennis team. Coach Steve said that the team could use a windscreen for the tennis courts. He's going to research how much it would cost and will get back to me.
- B. Got the volleyball coaches and roller hockey coach the uniforms for their teams.
- C. I have the proposed budget just about ready for the equipment/uniforms for next school year. Carrie and coaches gave me lots of helpful input which helped a lot with planning.
- D. I am also working on updating last year's equipment/uniform budget. I'm putting the actuals in there, so we can see how we did.
- E. Question for Carrie/Board -Has BH ever had a field hockey team?Any interest?

VII. Community Club Representative

A. No community club rep at this time

VIII. Run Turkey Run- Booster Board

A. Has refund from the city been issued?

1. Cannot be determined due to campus shut down.

B. Total revenue/expense from RTR

Mar'20 Financials

3/11/2020

Available balance as of today :	\$44,706.76
Savings:	\$1,642.29
12 month CD : maturity:6/22/2020 current balance:	\$38,343.36
9 month CD : maturity:6/21/2020 current balance:	\$47,510.24
Total money as of today	\$132,202.65

Income

Damaged basketball Jersey	49.5
Replacement cost of Singlet	103
Girls 6/7 Volleyball	2110

Boys 6/7 Volleyball	2100
Girls 8th Volleyball	1375
Boys 8th Volleyball	1225
Corporate Donations Matching	1025
BHEA Insurance - BHCC 50% portion	912.87
	8900.37

Expense

Silver Creek Sportsplex	200	Roller Hockey Rink Rental [Tryouts]
Britt Cain	253.14	3 cases of tennis balls
S.J.U.S.D	585.42	Feb'20 Payroll
	1038.6	

Next Meeting:

May, 13 2020 at 6:30pm

New members to be invited via zoom.

Meeting adjourned at 1:05 pm