

**Naples High School Athletic Booster Club
Annual Membership Board Meeting
09/02/08**

Call to Order

Proof of Notice: Carlos scheduled the meeting via e-mail. The meeting was conducted as the Club's Annual Membership Meeting for the 2008-2009 year.

Carlos began the meeting at approximately 1735.

Present: Carlos Campos, Kevin Umsteadter, David Lee, Cynthia Fuerst, Jolene Campos, Stefani Cuthbert, Michelle Timmons

Absent: Bill Nink, Ken O'Brien, Traci Guariniello

Team Representative: Neil Higgins (Swim Team), Monica McCormick (Tennis)

Advisor: Bruce Collins (NHS Athletic Director)

Guests: Sandy Daniels (Principal), Vince Diaz (Assistant Principal), Monica McCormick (PTSA President), Michael Farrell, Dan Dittmeier (football coach)

Minutes

Minutes from the 03 June 08 meeting were presented and accepted unanimously.

Motions Approved

Acceptance of new Bylaws (see below)

Adoption of Bylaws

Carlos provided background concerning last year's Bylaws, advising that they were a major revision to prior editions. He communicated that last year's Bylaws were written to clarify and/or provide better procedures for a number of Booster Club activities. The inclusion of internal financial controls was a major focus. The goal was that the Bylaws would accurately reflect Club activities. Carlos commented that he expected the Bylaws would probably need some minor adjustments after a year's worth activities took place.

He presented proposed revisions. He explained that not all the provisions of last years Bylaws were practical or realistic in terms of actual Club activities, but that only a few modifications were required. Carlos then proceeded to cover section by section the proposed changes. Major changes to last year's Bylaws included: allowing team representatives to vote on motions but only during the time their team is in session, how Board members are elected, how quorums are established, and minor modifications to who can approve expenditures and how voting proxies will be accepted. He also advised that last years approved amendments were incorporated into this year's proposed Bylaws.

He advised that the change to Article VII, LIABILITY, was at the direction of the new NSA SJA. Discussion then ensued regarding the personal liability clause and how it could impact on Board members. The clause is thought to not represent a risk for Board members as long as members act in accordance with the Bylaws and not contrary to NSA policies.

Board members unanimously accepted all the changes recommended by Carlos, except for the addition of writing in Article VI, Section 5b, clarifying that, except for the Treasurer, all Board members have the authority to expend up to \$100.00 without prior approval by the Board.

Election of Board Members

Board members elected for the 2008-2009 school year:

President	Carlos Campos
Vice President	Bill Nink
Secretary	Traci Guariniello
Treasurer	Kevin Umstaedter

Auction	Michelle Timmons
Community Publicity	Cynthia Fuerst
Website/School Publicity	David Lee
Spirit Wear	Vacant
Membership	Stefani Cuthbert
Concessions	Jolene Campos
Parent/Team Liaison	Ken O'Brien

The nominees were elected unanimously. It was pointed out that Bill Nink will leave midway through the year and a replacement will be required. Efforts will be made for someone to fill the spirit wear position.

Reports of Officers

President: Carlos reported NSA Internal Review completed the audit of Booster Club financial records and no concerns or issues were raised. The records were found to be in good order. The Boosters retained their status as an organization in good standing.

Vice President: Absent, no report.

Secretary: Absent, no report.

Treasurer: Kevin reported that all scholarships but one have been paid. Cynthia will follow-up with the one student and forward information to Kevin for payment.

Kevin advised the final settlement with Wilson for the spring auction should be take place in the next 24 hours. Upon the receipt of funds from Wilson, PTSA will be paid their portion of proceeds.

Discussion then ensued about lessons learned related to the auction and the need for certain controls during the auction. The clubs (PTSA or Booster) need to ensure that we receive the data of all transactions. Also, a Bill of Laden is needed to maintain a proper customs chain of command. Special attention needs to be paid to items that are not sold at the auction, to include accounting and storage.

The Club's financial position continues to be excellent. The current balance sheet reflects a current net worth of \$6,839.47, but this figure will increase by quite a bit upon final settlement with Wilson.

Auctions: Michelle Timmons will take the lead for the Booster Club. PTSA will head up fall auction. Thuy will be leaving in December and her institutional knowledge needs to be documented.

- Discussion of ownership of items not sold. It was important to sell additional items to become a higher percentage of profits.
- Rules need to be documented regarding the handling and accountability of items not sold at the auction.
- Concerns about the need for a Bill of Laden were reiterated.

School Publicity: Cynthia will continue in this role. Since she cannot attend all games, she needs help from parents associated with the various teams to ensure reporting of events. Cynthia will try to get team rosters from the parent reps. Cynthia will also need game stats to enhance articles.

Bruce Collins will ensure that Cynthia is provided with game stats. However, for "away games" it may not be as easy to obtain the stats.

Cynthia expressed an interest in having Athlete of the Month selection procedures tightened up. The designed forms need to be completed for nomination. She often lacks information, which delays publication in the Panorama. She also noted the method for announcing the Athletes of the Month by the school needs to be standardized. Sandy Daniels suggested that the SCA officers report it as part of their morning announcements.

Website: David has updated the Booster Website. He has added links to the NCAA Clearing House to facilitate senior athletes who wish to register. He placed a link for comments to the Board. David also agreed to a link with naplestalk.org that visitors use to share information about Naples.

Spirit Item Sales: A Board member to fill this position was not identified. Michelle may know a potential volunteer. There is still an inventory of spirit items from last year available for sale. Attempts will be made to begin sales during the 13 Sep football game.

Concessions: Jolene placed orders for the 13 September home game. She will pick up items for this weekend's Jamboree. Discussed the need a write written "job description" so that her institutional knowledge can be shared with the next year's Concessions coordinator. .

Membership: Stefani reported that 18 family memberships had been collected. She will be at the games to push memberships. Problems were noted with how completed membership forms are being collected.

Stefani offered to research the acquisition of small items to provide to new members (not to exceed \$5).

Parent/Team Liaison: Ken was absent. Discussion regarding the role of team reps took place and the following Team Reps were identified.

Football	Donna Loudon
Swim	Neil Higgins
Tennis	Monica McCormick
Cheer	Denise Coburn
Volleyball	Mia White (boys)
Cross Country	Stefani Cuthbert

Old Business

Pending purchases/expenditures

- Ice Machine: The decision was made last season to cancel acquisition.
- Soccer goal pads: Still on order. Possibly this order was cancelled. Bruce will contact Jim Hall and ask about the status.
- Cheer items: Follow-up is still needed regarding what items have been ordered and received. Cynthia made inquiries and Bruce will follow up with Joy Bork. Some items have purportedly arrived but Booster has not received an invoice. Payment to the vendor is probably past due.

Furniture Auction: Covered in officer reports section.

Athlete of the Month: Teams began their seasons last week, too early for a selection.

New Business

DODDs Regulations - Sandy Daniels advised that gifts exceeding \$500.00 need approval by DODDS. The Booster Club must send a letter to the principal, advising of the proposed donation, for subsequent approval at the District's Superintendent's level prior to acceptance of the donation by the school. It was noted that scholarships are excluded from this regulation since these go directly to the student.

It was determined that that this new procedure needs to be followed relating to a \$500.00 pending from last year for the Band. It was also agreed to a request for funding from the volleyball team needs to be rewritten.

Bruce asked that requests from teams for assistance be routed through him so that he can ensure that the items requested are not already a part of the Athletic Department's inventory.

Other Business

-Student Council Association (SCA) asked if they could paint tattoos and do face painting at games. The

Booster Club agreed but the SCA president, Mandy Sullivan, must first discuss it with Vice Principal Diaz.
-The Cheerleaders asked to hold a bake sale at the upcoming football games. Boosters agreed.
-Patrick Bowe wrote a letter to the Booster Club thanking it for his scholarship.

Closing

- Carlos adjourned the meeting at 1935.
- **Meetings will continue to be held on the first Tuesday of each month at 1730, in the High School library. The next meeting will be held on 7 October at 1730.**