

**Naples High School Athletic Booster Club  
General Board Meeting  
8/16/07**

**Call to Order**

Proof of Notice: The meeting was scheduled via e-mail on 3 August 2007

The meeting was called to order by Carlos Campos at 17:40, as a quorum was reached.

**Present:** Carlos Campos, Bill Nink, Kevin Mooney, David Lee, Jolene Campos, Mark Lawton, Cynthia Fuerst, Patty Hall, Thuy Ngo

**Absent:** Traci Guariniello, Ken O'Brien

**Advisor:** Sandy Daniels (NHS Principal)

**Guest:** Kevin Brew

**Minutes**

Minutes were presented for review from the last meeting (June 13, 2007) and accepted unanimously with no changes.

**Motion(s)**

An annual website fee not to exceed \$150.00 a year was approved (detailed under Website/School Publicity)

**Reports of Officers**

**President:** Carlos advised that he submitted the request for continued command organization sponsorship to the NSA SJA's office on 15 Aug 07. The submission included a revised copy of the Bylaws., which included a required statement that the Club will adhere to all applicable international and SOFA requirements. He expressed the need for more documentation of club activities and procedures. The Booster Club, thanks to the efforts of former Board members, has become prosperous and membership has increased. The Booster Club manages a significant amount of money and a change in practices is warranted. He related his hopes that the new Bylaws, a more formal structure, and increase communication with members, will foster a greater sense of community and support for high school athletic programs.

**Vice President:** Bill Nink discussed the Scholarship Policy. He would like to review the policy with regard to the scholarship. Previous requirements were unclear with regard to membership status in the club and criteria for judging applicants. Also, discussed was how the funds should be disbursed (through the school or directly to recipients). Bill will develop this policy for a Board decision.

**Treasurer:** Kevin Mooney just received the books back from the Audit by NSA. The audit was completed and the Booster Club passed. Some recommendations for next year's treasurer were made. Kevin will include recommendations to enhance the clarity of the club's bookkeeping, such as, transactions logs, disbursement forms. Suggested reviewing forms from other groups (Student Activity Fund, Soccer Club) to develop Booster Club forms. Kevin also discussed the procedure for recording cash proceeds, for example, through concessions sales. Two people would count the amount of money and attest to the sum. The money and this form would be given to Kevin for deposit. Presently, the balance of Booster Club funds stands at \$14,591.99. One disbursement was identified as outstanding, a \$500 scholarship award.

**Secretary:** Traci Guariniello was not present, no report provided.

**Auctions:** They reported that Wilson is scheduled to come on 10 November; however, the Club felt that the following weekend would be better. They will check with Wilson. Board members agreed that PTSA should lead Fall Auction and Booster Club would lead Spring Auction. Discussion centered on need for greater variety of auction items and to keep items generic so that most decors would be complemented. Comments were also made about the possibility of the Club looking for new vendors. Kevin reminded club that this was a process that needed stricter documentation, e.g.: Bill of Lading, formal contract between two parties. It was acknowledged that the Club would be open to other ideas but generally agreed that the present arrangement works well and results in a good profit. They affirmed that she will provide an after action report for the last auction.

**Community/Publicity:** Cynthia was introduced as the Community/Publicity chair. She discussed having students writing articles for the Panorama about the results of athletic events. Sandy Daniels, the principal, was asked if these students could obtain credit in their language arts class for this activity. Sandy will check. Also discussed the possibility of using the Journalism class to support this effort. Cynthia would like to work with Mark Lawton, the parent Liaison, to obtain photos from the events to enhance articles. Cynthia also plans to write articles about the Booster Club for the Panorama to encourage membership as well as using the school weekly newsletter. The club would like to update the Publicity at the NEX as the information is out of date. Cynthia will obtain a key from the front office and update the board.

**Website/School Publicity:** David Lee has created a Booster club web page, which is currently running off of his personal page. Discussion centered around any potential conflicts with DODDs policies relative the posting of student pictures and their names on a website. Sandy Daniels will ask the DoDDS attorney, Max Seltz, to review the website for any potential conflicts. David advised that the cost for the Club having its own website would cost about \$9 a month (which would allow for more photos and information). David proposed that the club fund the cost of the website. The proposal was seconded by Bill Nink, and all voted in favor. Not to exceed \$150.00 was approved for the first year. David will research how the payment will be made.

**Spirit Item Sales:** Patti Hall discussed spirit wear. Since the Board has offered to give parents who join the Booster Club a free shirt, Patti said these need to be ordered. The Board had approved \$4000 for Patti to use to purchase spirit wear. Discussed were the advantages of ordering shirts from the States or from Naples. Patti will check out available vendors. Parents who join the Boosters will get a coupon, pending t-shirt arrival.

**Volunteer Coordinator:** This position is still vacant. The Board, as a group, will need to handle this role in the interim.

**Membership:** Ken O'Brien was not present, no report provided. Carlos did advise that Ken would be heading a membership effort at tomorrow's school orientation.

**Concessions:** Jolene Campos discussed running a concession stand at the Green and White on the 8<sup>th</sup> of September. Potentially there should be three games and (maybe) playoffs. Kevin Mooney commented that the club should consider a Petty Cash fund that Jolene can use to make purchases for concessions. Jolene will purchase items for concession operations and then submit paperwork for reimbursement.

**Parent/Team Liasion:** Mark Lawton will be the point of contact for parent reps for each team. The idea is to have two parents as a team representative for each athletic team. These parents can also coordinate volunteers within the team for the booster, provide photos for publicity, and the web site. These parent reps will be vote for the next year's board.

**Reports of Committees:** No committees have been formed.

**Unfinished Business**

- The following old business/action items were discussed as reflected above: registration, spirit item purchases, and a new scholarship policy.
- Carlos advised that the status of purchases is the same as reflected in the minutes of 13 Jun 07. No action has taken place because of summer vacation.
- Discussion on the purchase of a new mascot uniform was tabled for the next meeting.
- Discussion on the acquisition of a electronic information sign was tabled for next meeting.
- No discussion was held regarding a banquet after action report

**New Business:** No new business was discussed.

Naples HS principal Sandy Daniels did however present the following information.

- Sandy reported that the school had new lockers and they had replaced the tiles in the Locker Room
- The Ice Machine has a new connection and soon should be operational.
- Sandy asked for support in keeping the building secure. When there are patrons to the sports events, many younger members engage in unsafe activities (play ball by barbecue pits) or they “trash” the building. The school will move the internal fence to secure more of the school
- NHS will undergo accreditation this year.
- New items should be sent to Teresa Culp for inclusion in the Wildcat News.

**Closing**

- Carlos adjourned the meeting at 1900.
- **Meetings will be held on the first Tuesday of each month at 1730, in the High School library. The next meeting will be held on Tuesday, 4 September.**