

**Naples High School Athletic Booster Club
General Board Meeting
9/04/07**

Call to Order

Proof of Notice: The meeting was scheduled at conclusion of the 16 August 2007 meeting.

The meeting was called to order by Carlos Campos at 17:30, as a quorum was reached.

Present: Carlos Campos, Bill Nink, Traci Guariniello, Kevin Mooney, David Lee, Jolene Campos, Mark Lawton, Cynthia Fuerst, Patty Hall,

Absent: Ken O'Brien, Thuy Ngo,

Advisor: Jim Hall (NHS Naples Athletic Director)

Team Representatives Present: Mia White (Female Volleyball), Nick Aljabi (Female Soccer), Scott Montambo (Male Soccer, Cross Country),

Guests: Eric Vining, Female HS Volleyball Coach; Oscar Baldemor, HS Tennis Coach

Minutes

Minutes were presented for review from the last meeting (August 16, 2007) and accepted unanimously with no changes.

Motions Approved

1. Amendment to Bylaws: Financial – Internal Controls, (detailed under President Report).
2. Funding, \$342.00, for tennis team clothing (detailed under new business)
3. Funding, \$160.00, for female volleyball uniforms (detailed under new business)

Reports of Officers

President: Carlos reported that our financial audit was performed and approved. Our balance will be certified every six months based on the amount of our balance. The NSA SJA approved the Club's request for continued certification.

Carlos performed an inventory of the Booster Club storage area. He reported all T-Shirts were missing and we learned they were sold at the Spring Auction. He also noticed that a steel filing cabinet is missing but was not able to obtain further information. He located fifty bleacher cushions and it was decided to give them with the paid membership applications. Carlos will update the inventory logs and requested that anybody with documents forward them to him. There is quite a bit missing and needs to be organized. He passed on documents from former Club Secretary, Jody Main, to new Secretary, Traci Guariniello.

Because we need to do a better job of documenting our purchases and profits, Carlos developed forms to assist in our accounting process. This will also assist our audits. He also drafted a bylaw amendment to assist in tracking our finances (Atch 1, Bylaw Change 1).

The highlights of the amendment:

- Allow Board of Directors to purchase up to \$100.00, without prior Board approval.
- Only individuals designated in writing may sign Club checks (other than the Treasurer)

- All reimbursement forms require two signatures, excluding those of the President and Treasurer.

Carlos also presented the following financial forms:

- Funds Request Receipt (Atch 2) – To be used anytime money is received from an outside source.
- Reimbursement Request (Atch 3) – To document reimbursement of personal expenditures made on behalf of the Booster Club. It was noted that any expenditures exceeding \$100 must have prior approval from the Board of Directors.
- Funds Advance Request (Atch 4) – To track when money is advanced in order to reconcile check register.

Motion: Carlos: To adopt Bylaw amendment and new forms, incorporate changes and disseminate new Bylaws, Bill Nink seconded. Adopted unanimously.

Vice President: Bill Nink discussed the proposed Scholarship Policy (Atch 5). We discussed the following provisions:

- Award amount increased from \$5000 to \$8000.
- Eligibility Requirements.
 - o Eric Vining, Female Volleyball Coach, suggested that families must have a minimum period of membership prior to eligibility for scholarship money. At least 1 season as a Varsity athlete was discussed.
 - o New provision requiring family membership in the Booster Club.
- Submission Requirements.
 - o A disciplinary action review period was suggested.
- Selection Board Composition.
 - o Discussion suggested deleting the requirement to be a Booster Club member as a requirement of being a Selection Board member.
 - o Recommendation of language to allow flexibility in Selection Board composition to account for availability of members.

Bill will edit this policy for a Board decision.

Treasurer: Kevin Mooney is the signatory authority on our account at Navy Federal Credit Union. We currently have \$13,362.11 in our checking account, and \$1255.59 in our savings account. There was one transaction since our last meeting which was a scholarship check to Mark Ryan. Kevin is maintaining a separate ledger of receipts and expenditures along with accountability forms. Kevin underscored that as disbursing officer, he is not the action officer. Members that need disbursements to pay for items must allow sufficient time to process the disbursement.

Secretary: Traci Guariniello was reported that she is assembling documents for historical purposes.

Auctions: A date of November 17, 2007 has been established for the Fall auction, and PTSA will sponsor the event. They will work with the PTSA President and will review the contract to understand if presales have been authorized. Presales do not have commission rates attached, and thus we lose money.

Community/Publicity: Cynthia discussed that she is still sorting out where we can post information. We discussed asking the Journalism class to write the articles, but deadlines are often missed using this method. Cynthia will publicize the scholarship criteria as soon as we vote on the final policy. Cynthia emphasized that all articles must come from the school over to the Panorama (no direct submissions

from students). Scott Montambo suggested that the parent representative might be able to help with the individual sports.

Cynthia asked if fundraising photos would be sponsored by the Booster Club. Mark Lawton suggested that individual team and parent representatives make the decision.

Website/School Publicity: The website is operating. David Lee has the DoDDS-E web guidelines and related the following:

- No pictures with first and last names associated
- Permission slip from parents to have athlete's picture appear on website preferable.
- We have bought our domain name: NHSBoosterclub.org .
- We can now place items on the website.
 - o Oscar Baldemor asked if we could place pictures of graduated students. David stated that we can as long as the picture was taken while at NHS.
- We may use pictures from Stars and Stripes (and David does use these).
- We may link our schedules and all sports have a link.
- We can look into linking into NSA website, not DoDDS.
- The Band does not currently have a link, we need to understand how they are organized, if they have their own Booster Club, etc.

Spirit Item Sales: Patty advised that that her order of 100 all-sport shirts should be finished by September 7 in time for our first home game. She also ordered three different patterns of hats.

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

Membership: Absent, no report provided.

Concessions: Jolene Campos reported that she placed the food order for the Green/White game, and it will be picked up Friday. Ice pick up for the game will be Saturday. We need volunteers for the food booth sales. We will soon be organizing food handler training.

Parent/Team Liaison: Mark advised that some parents have come forward and agreed to act as team representatives. He is in the process of identifying others.

Athletic Director: Jim Hall updated us on the status of purchases:

- Public Works has installed the waterline, drain, etc. for the ice machine. They were informed that they can now purchase the ice machine on our behalf for 1500 euro.
- The speaker system for the gym will be \$3500.
- We will need \$400-\$500 in letters and pins for the Fall banquet.

Old Business:

The following old business items were covered during Officer reports:

- New Financial forms
- Green and White game (concessions)
- Spirit Item purchases
- Status of Purchases
- New Scholarship Policy

The status on the Banquet After Action report and the purchase of an Information sign were not addressed. Purchase of a new mascot uniform was tabled pending a request from the Cheerleading team.

New Business: Two coaches requested funding and related discussion ensued.

Tennis, represented by Coach Baldemor: Requested \$342 (Atch 6) for uniform skorts, vice skirts, for the Female Tennis Team. He also reported that:

- They have been bagging for fundraising. They are doing this for Champs lodging money and needed to know if there is requirement to stay in one place.
 - o The Jim Hall reported that the DoDDS-E reported that all busses and athletes need to be in one place
 - o Athletes should not be forced to pay for lodging.
 - o Athletes need to be where the team is staying.

Motion: Jolene Campos: To approve funding for \$342 in funding for Tennis Team uniforms. Traci Guariniello second. Approved unanimously.

Volleyball coach, represented by Coach Eric Vining, requested \$160 for new jerseys required based upon a change in the rules for the “libero” jersey. They must purchase four jerseys.

Motion: Bill Nink: To approve funding for \$160 in funding for Volleyball Team uniforms. Patty Hall second. Approved unanimously.

Closing

- Carlos adjourned the meeting at 1915.
- **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 on Tuesday, 6 November.**