

**Alameda High School Boosters Membership Meeting**

**Minutes**

**October 25, 2017/AHS PIT**

Meeting was called to order at 6:35 p.m.

**The following Board Members were in attendance:**

Lynne McAdam (Treasurer)	Diane Freeman & Jennifer Balaian (Co-Presidents)
Birgitta Piamonte (Secretary)	Karin Fox & Laurie Slez (Co-Vice Presidents)
Karin Fox (Sting Coordinator)	Brad Thomas (Athletic Director)
Robert Ithurburn (Principal)	
Sloan Rausser (Banner Coordinator)	

**The following teams were in attendance:**

Badminton	Baseball
Cheer	Cross Country
Football	Softball
Track	Men's Basketball
Men's Soccer	Men's Swimming
Men's Volleyball	Men's Water Polo
Women's Basketball	Women's Soccer
Women's Tennis	Women's Volleyball
Women's Water Polo	

The September 2017 Minutes were reviewed by the Secretary Birgitta Piamonte and the group in attendance. There was a motion for approval by Laurie Slez and it was seconded by Lynne McAdam. The September 2017 Minutes were approved.

**Co-Presidents Report (Diane Freeman & Jennifer Balaian):**

- Introductions of present Board Members and those in attendance were announced.
- Diane Freeman announced the nomination of Jane Gramaldi to fill the open position of Team Parent Coordinator. Jane Gramaldi introduced herself and provided her experience of team roles over the past 7 years and her experience in filling the role. Diane Freeman officially nominated her role and requested an opposition to the role. A vote ensued and no oppositions occurred. Jane Gramaldi officially filled the position.
- Jennifer Balaian reviewed the new team parent roles document (revised with edits from the September Booster Meeting).
- The Team Parent Roles and Award Request Process & Criteria documents were reviewed due to edits from the September 2017 meeting. Brad Thomas (AD) also reviewed the process with the group on who sends the Award request in. The request should officially be sent in via email by the Head Coach to the AD first for review. The Head Coach reviews the submitted criteria and quote (from the process document) with the AD prior to sending for approval by the other required approvers (currently one of the co-presidents and Robert Ithurburn-Principal). Team Parents may assist the Head Coach with obtaining any quotes during the Award Request process, but the Head Coach should be the only one submitting the request. East Bay also was reviewed in having a quote directly from them in the bid, as they are the first right of first refusal, based on commitment with them. East Bay will review and provide their quote, in hopes to be in line with any other stores or outside vendors. East Bay should be used first, unless quotes cannot be matched by another vendor that East Bay cannot meet.
- Karin Fox (co-president) requested a review of the Bi-Laws and change to have the reviewer of the Award Criteria changed to remove Robert Ithurburn as one of the require approvers. It was recommended that one of the co-vice presidents be the approver, along with one of the co-presidents and AD. Discussion ensued and the Bi-Laws will be reviewed and sent out to the group by the Co-President's before the November 2017 meeting. The proposed changes to the Bi-Laws will be reviewed and presented to the group and Board at the November meeting for review. The Executive Board will also review what is done at other sites and other schools in their approval process. There was also discussion if there should be a form to submit (rather than just an email) as a more formal process. The email will suffice as approval by appropriate approvers until this is changed (if applicable)
- A reminder to the group of the Winter Sports Meeting-November 16<sup>th</sup> at 7pm at the cafeteria. It was proposed that announcements get out through a robo-call in preparation of the event.
- The review of Awards since the September meeting was discussed:
  - Coaches Books for \$73.00
  - Men's Basketball Warm Ups for \$2,650.17
  - Women's Soccer Rain Parkas: approximately \$3,300.00
  - Cross Country Trophies: approximately \$300.00
- Jennifer Balaian discussed the status of the Website:

-Board members have been in discussion on the content of the site and working with Carmen and Angel on the conversion and what has been built to date. There is still quite a bit of work to be done. Jim Grigg (former Webmaster) provided status of the site as of June 2017 and when the conversion of the webmaster build. Review of other Websites at other schools was discussed with the Board Members, and the goal is to at least have rosters, and team schedules up by the November 2017 meeting. There is review with other graphic designers of how websites were created in the past to see what next steps can be for a long-term website. More information will be provided at the November 2017 meeting.

- The Sub Account per sport may now have both the \$60.00 per player fee and any per player donation written on one check and provided to the Treasurer with indication of player and break down, rather than two separate checks deposited (one to the Booster's account and one to the AHS Treasurer's sport(s) account. The rule is still in place by the district where any student driven fundraisers on campus during school hours must go into ASB accounts.

#### **Treasurers Report (Lynne McAdam):**

- Lynne reviewed the latest financials. The Profit & Loss YTD Comparison sheet was reviewed to note the amounts since September 24, 2017. The July 1, 2017-October 22<sup>nd</sup> (Second column since the beginning of the school year) was also reviewed. Highlights:
  - One more GOLD membership upgrade at \$250.00
  - Gross Sales from the Snack Bar of \$4,514.27 (of which Booster's receives 50% and Leadership receives 50%). Total Football Snack Bar Net Revenue at \$2,574.28 from September 2017 to October 2017.
- Reviewed the per sport sub accounts. Discussion of Football at low % the past two years and how to get increased donations. Jane Grimaldi stated she will work with Joanna Biahchi (football team parent) on how to collaborate, in hopes to increase %.
- Reviewed Total Income/Loss and team fundraising. Unrestricted Cash amount at \$44, 858.56. Reviewed that softball has a repayable award at \$3,174.26 and \$14,750.00 is reserved for the trainer.
- Stated there will be award payments for soccer and cross country that have not been paid yet (and will reflect in the November meeting)
- One update on the Women's Water Polo Actual Participant # in BOLD. The number should be 25, not 30, (as final roster was sent in after printing of the document) which will drive up the Booster Donation % to around 88%. This will reflect at the November Board Meeting.

#### **AD Report (Brad Thomas):**

- Reviewed the low % of participation fees to date and hope it will go up with the new Team Parent Coordinator role to be the liaison. AD will work with the coaches and Team Parent, in hopes to drive %'s up for the remainder of the school year.
- Reviewed the sound system update for the New Gym. PTSA has agreed to provide \$8k for the sound system in the gym. The total bill is \$24,000. AD will also provide \$8,000. There is a request from Booster's to provide the remaining \$8,000 for the system. Discussion ensued and was reviewed that a formal proposal for the AWARD should go through the Award process and approvals of appropriate Board Members. AD reviewed the 2-year process of estimates and comparisons, where multiple bids came in, and a local acoustical engineer also looked at the gym

to provide the estimate. There was discussion of the cost and further review to provide at the November meeting regarding the \$8,000 Award request. There was a discussion of whether this was a Booster AWARD expense or a shared expense with ASB or the 5 teams that utilize the New Gym for their sport

- AD discussed the need for another van for all sports. Cost is estimated at \$27,000.00. Further discussion will be reviewed due to the \$8,000 sound system AWARD request and if the van is more important to discuss an AWARD, as it will benefit more teams than the sound system in the gym, which would benefit 5 teams. The Executive Board members will discuss off-line and provide further details with the AD at the November meeting.

**Banner Program Update (Sloan Rausser/Jack Rausser):**

- There was no Banner program update

**Hornet Sting Fundraiser (Karin Fox):**

- There was no Hornet Sting update

Meeting adjourned at 7:35 p.m.

The next meeting is scheduled for Wednesday, November 29, 2017 at 6:30p.m.