



ANALY HIGH SCHOOL ATHLETIC BOOSTERS MEETING Minutes for October 2, 2017

Meeting Location: Analy High School Library

Members Present: Erica Vogel, Michelle Bendyk, Leisa Martinez, Amy Fox, Lacey Reese, Jessica Lomanto, Jackie Richmond, Joe Ellwood, Kathy Kuula, Chrissy Eling and Michelle Carreras.

Approval of July and September Minutes

- Leisa motioned to approve July Minutes; 2nd by Chrissy – Motion Passed
- Chrissy motioned to approve the Sept. minutes; 2nd by Michelle – Motion passed

Board Reports

President

- Franchise Tax Board payments made for past due amounts for fiscal years ending: 6/13; 6/16 and 6/17. Payments are due in the Fall each year.
- We are still planning to use Drop Box, just have not had a chance yet
- Account signers – Leisa and Toby still need to go I and sign the cards so we have more than 1 signer. The banks hours make it very difficult, since they have such limited hours.

Vice President

- n/a

Treasurer(s)

- Taxes due 11/15/17 – Amy is ready to submit to Parent Boosters. We are paying Parent Boosters to submit.
- Amy presented the Profit and Loss from 2016-2017 and the Balance Sheet ending June 2016. Membership was off and after discussion Amy agreed to adjust the concessions and move some funds to membership.
- Jackie moves that we approve the balance sheet, with the revision to the membership figure on the profit and loss. The membership figure will be adjusted by \$12,960 which will come from the concessions income. Leisa seconded – motion passed unanimously
- Balance sheet as of 10/2/17 - \$49,230 in the bank. We have a \$200 cash box, she thinks it is volleyball – Jessica and Leisa both confirmed they have \$200 in cash for change in Spirit Wear and Volleyball cash boxes. Amy noted that we are going to start tracking what cash boxes are out there.
- Profit and Loss for July 2017-June 2018. Amy noted that we have E-Script money and got over \$600 last year.
- Membership is off again and Amy and Michelle will get together and clear it up. Amy will make the adjustments.
- We have a loss of \$12,265.01 to date, but we have anticipated income with concessions and fundraisers.
- Profit and Loss detail – will give this for the month prior & a summary to date.

- Transaction Report – needs some help with determining what some of the receipts are for. We reviewed and cleaned up some. She will bring to each monthly meeting.
- The Board recognizes that it is not feasible to have all expenses over \$500 go through Board approval first. We need to adjust the Bylaws to reflect actual practice. We will review and create a budget for next year and address any Bylaws changes necessary.
- Uncategorized income – reviewed
- See Amy's questions for the board.
- Amy will look into a drop safe
- Jackie and Amy will work on an expense report or check request

Secretary – n/a

Membership – Computer crashed, does not know the exact numbers at this time. She did give \$450 deposit to Amy from membership.

Spirit Wear -

- Monthly summary – Leisa & Amy will communicate about what is needed for reports.
- New Shed – Jessica has reached out to contacts, if she does not hear back in a week. Leisa will move forward with Lowe's shed.
- Gym Snack Bar Cupboards & Cabinet for Spirit Wear – Jessica will also reach out to some cabinet makers she knows – same timeline as above applies.

Volunteer/Team Rep – Lacey requested additional support to understand and excel at her Board position once things slow down a bit.

Fundraising – Poker Tournament in January

- Set initial goal of \$20,000 (may change based on location etc.)
- Jessica will put together a timeline and tasks needed to begin assigning tasks
- We will hold a Fundraiser Committee meeting 30 minutes prior to each Board Meeting
- Erica agreed to send Jessica the EIN # for letters and thank you's.

Webmaster -

- Leisa and Jackie working on getting the form up to order spirit wear
- Erica will send IRS Determination Letter, Jackie will add a donate page with Pay Pal notification
- Jackie will transfer Pay Pal money to Boosters account.
- Michelle Suggested that we add Pay Pal for membership form
- Talk about redesigning website in the future (not so far away)

TSN – n/a

AHS Athletic Dept. – Joe will work with the Boosters to determine the best way to deposit funds.

Old Business

- Meeting Locations – check with Mary's Pizza Shack
- Meeting dates – change to go back to the 2nd Monday of the month
- Concessions – Football
 - 9/29/17 (vs. Marin Catholic HS)
 - 10/13/17 (vs. Piner) – Kiwanis Club – Baked Potatoes
 - 10/27/17 (vs. El Molino) – Possible Julie Smith's Realtor Brokerage
- Concessions – Volleyball
- Lights outside by the grill are not working... Erica will contact Jennie
- No Popcorn machine on 10/27/17 – we can bring the gym popcorn down
- Garlock Tree's 15% of proceeds

Parking Lot - Updated Job Descriptions

ANNOUNCEMENTS/UPCOMING EVENTS

Monday, November 13, 2017: Boosters Board Meeting

Winter Sports – Coming Soon!