



Booster Meeting ~ December 10, 2018

Call Meeting to Order

- The meeting was called to order at 7:02 p.m.
- Those in attendance are on file with the Secretary.

Minutes from Previous Meeting: September 11, 2018

- Caroline Jewett presented and reviewed the minutes with the group.
- Chad Roper (Boys LaCrosse) moved to approve the minutes as presented. Kevin Leehey (Boys Basketball) seconded the motion and the voting was unanimous in the affirmative.

Treasurer's Report

- Mark Morgan presented the 10/31/18 Treasurer's Report. Two Amgen matching checks were received with donations for Girls Basketball, Girls LaCrosse and Girls Volleyball in addition to tax prep checks from several boosters.

Mark also handed out checks to a few more boosters.

There were no questions regarding the report. Janice Jesse (Football) moved to accept the report as presented and Jennifer Flame (Baseball) seconded. The voting was unanimous in the affirmative.

- Mark spoke a bit about some changes with the Amgen Gift Giving program. There is now a website where he can see what is coming in. A question was raised whether Amgen has a time frame stipulation, i.e. 90 days vs. calendar year. Mark shared that he will look into the question and any receipts can be sent to him at mjmorgan100@msn.com. Jeff Aschbrenner (Cross Country) commented that parents can choose the NPHS Umbrella and then use the memo field for the organization they want the money to go to. Mark will now be the point person for any Amgen matching questions. Daryl Miller (PFA) shared that she had received a letter with a check encouraging PFA to create an account as checks will only be sent electronically i.e. via direct deposit. She and Mark will watch to make sure that PFA is not receiving monies for other groups.

Mark shared that since the last report other Amgen gift matches have been received. He has sent an email to the treasurers of the boosters who have received the donations and has put checks in the Activities office.

- Regarding tax preparation donations, Mark has developed a tracking sheet and has tagged the donations to the best of his understanding for this year and for last year. He shared his gratitude that after the budget discussion, many more boosters have paid the tax donation. If your booster has not issued a check for your share of the tax preparations (\$30) donation please have one cut as soon as possible if you intend to pay. Please make sure a line item is included in your booster's budget for the tax prep donation. Karen Randall can take your checks – they can be given to her at the Activities office.

Vice President / Auditor's Report

- Mark Reusch was unable to be in attendance so Caroline shared the following for him:

The 2017/2018 reports are overdue. Please ensure your booster has turned in the report as well as a June 2018 bank statement. The Umbrella Booster had to file a tax extension because not all reports were turned in on time. Mark will reach out to those organizations who are missing reports –please submit them as soon as possible so that the taxes may be filed.

The first 2018/2019 quarterly report covering July – Sept. is due now and the 2nd quarter (Oct. – Dec.) is due in January. PDF versions are preferred via email to MReusch70@msn.com.

Principal's Comments

Mr. Lepire was unable to be in attendance so Michael Godfrey shared the following:

Measure I update:

- The Girls Softball field plans are being reviewed. He shared a draft of plans with the group, Construction will begin in the Spring. Behind the scoreboard there will be 95 more parking spaces for parents. A question was raised about the field regarding whether or not the fence is being removed. Mr. Godfrey responded that the field is being shortened and a taller fence is being put in.
- New security cameras are being installed. Administration and the police will have access.
- The school's request for electronics will be placed this week in an effort to avoid an increase in tariff fees.

There is a late start day on Wednesday (12/12)- Seniors are to arrive at 7:45 am for the panoramic class picture and will receive graduation information from Jostens. On Friday 12/21, there will be no period 1 classes held and the day will follow the rally schedule.

Athletic Director Comments

Mr. Godfrey shared the following:

- Fall sports have wrapped up and the Winter ones have begun. Boys Cross Country finished as champions in the Marmonte League, CIF and placed 6th in the Nation.
- Reauthorizations- a few have been kicked back and he will reach out to those boosters for corrections. Please have the corrections made and returned by the end of the week. Most questions/corrections have to do with bylaws. Common concerns about the bylaws include making sure that they state that all board members must be parents of current students and that no two parents may hold positions on the same board. In addition, bylaws must include a statement that there needs to be at least two signers on the bank accounts and each check must have two signatures.
- If any booster has announcements they'd like to be shared, Mr. Godfrey can put them on the school website. He can also post feeds to Twitter. mgodfrey@conejousd.org
- Spring sports – In middle to late January he will start looking at medical clearances as he is currently still doing ones for Winter sports.

Chad Roper (Boys LaCrosse) commented about their booster application and that it had been kicked back because it used the word "Fee". It is since been corrected to use the word "Donation" instead. Each booster needs to be careful with its wording as no organization can collect "fees" from the parents/students. Everything is a donation. The discussion also includes the UBC in regards to the fair share donation to help with tax preparation.

Caroline inquired whether or not a folder can be added to the website under the Umbrella information for copies of the minutes. Mr. Godfrey will check but believes it can be done. He

has been working on making the NPHS website more visible in search engines. Lately it has been in the 27th – 32nd most visited site and receives 2700 hits a month. VNN is the service provider.

UBC President's Announcements

- Caroline asked boosters to refer to Mr. Godfrey's email from 11/30/18 titled "Coaches & Booster Club Use of Funds." The email includes a link to an article regarding what happened to a Ventura County school booster and their spending. She encouraged the boosters to hold themselves to high standards. Remember that no coach or teacher is allowed to spend booster funds. It is acceptable to reimburse coaches if the expense is covered by the budget.
- Gifts for Coaches and Board Members: The Booster is a non-profit and must abide by the IRS tax code. The code for 501(c)(3) organizations has some very specific language that reads...

"To be tax-exempt under section 501(c)(3) of the Internal Revenue Code, an organization must be organized and operated exclusively for exempt purposes set forth in section 501(c)(3), and none of its earnings may inure to any private shareholder or individual."

Inure roughly translates to: to be of use, benefit, or advantage to an individual. Monies collected through our Boosters are specifically designed to support the program and all of the students within the program, so any "advantage" (monetary or otherwise) to any individual it not within the spirit of the 501(c)(3) tax laws.

Please remember that board members are volunteers and they should have no expectation for financial rewards. Monies collected should be wholly dedicated to the group. It is fine to give gifts under the right circumstances, just be careful on the amount- no cash or gift cards over \$100. Also, be careful gifting to board members or parents who worked on an event. Always use your best judgement.

It is acceptable to collect money outside of the budget for gifts, i.e. end of the year coach/director gifts.

Mr. Godfrey reminded the group that if any questions arise, please ask.

Individual scholarships are okay to give as long as they are in the approved budget and there are specific criteria for awarding the scholarships. Remember – transparency to your parent community is key!

- It is a best practice that only the President and Treasurer sees who is donating to the booster, or rather keeps track of who is donating. This helps keep the sensitivity of families' financial situations intact. Caroline asked Mr. Godfrey to find out where this advice came from- it was prior to him becoming the Activities AP. He will check with Kelly Welch.

Caroline reminded the group to keep this question in mind, "Who has the big picture?" Do not single out any student/family. The fewer that know about the families who donate or do not donate, the better you can be at protecting student/family privacy.

- Caroline asked for any suggestions for future topics to be covered. It is a best practice to save information such as documents and passwords to accounts about the club/booster to pass on to the next board. Scott Hebert (Girls Volleyball) shared that they just changed their bylaws to start April 1st so that the board transition will be a bit easier. They will still follow

the fiscal year of the UBC. Poormima Prasad (Tennis) shared that they have created a Google Drive and put all pertinent information and/or documents in that drive.

A suggestion was given to help with the July transition that maybe a reauthorization meeting could be held in June.

A question arose in regards to records retention – how long must records be kept. 7 years? Caroline and Mark M. will research.

Another “best practice” would be to look for freshman parents who would be willing to take over positions when senior parents leave. Jeff Aschbrenner shares that this helps with the longevity of the booster.

Old/ New Business

- A question was asked about which organizations use Square for collecting funds. It can be used in the gym, but only certain spots. The Snack Shack is one of those spots. There is no internet on the field. Football uses Venmo.
- Snack Shack in the Gym – The issue was raised to ask coordinators to clean out supplies, space is limited, food items are being left behind and rodents are a potential issue. There is a box of foam fingers that has been there for a long time. Football is missing a Nacho machine, please let them know if you find an extra among your supplies. Caroline encouraged groups who use the area to talk to one another and work together to make sure the space is good for everyone.
- Jennifer Benson (Boys Volleyball) shared with the group that she has been told that there are new rules regarding banking. They were trying to change banks and because the Tax ID number belongs to the UBC, they were not able to do so. Caroline will work with the group and the bank to understand the new rules and what can be done.
- Catherine Diliberti (Track & Field) shared that they are now using Sport Engine to host their website. It is a full facility and can do many things such as- registration, organize volunteers, and collect donations. It has the ability to take on any sport for the whole school. A sport’s .org website can be linked directly to the site. The fee is \$600 per year and can be split between multiple sports. They just did the pre-season registration and it was very easy. It can take credit cards and process refunds easily. Catherine invited groups to take a look or contact her for more information. Caroline suggested when the build-out is completed she can share a link to all boosters.

Mr. Godfrey reminded the group that they can link their site with that of Athletics.

The meeting was adjourned at 8:08 pm.