



## **Booster Meeting ~ September 11, 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: November 7, 2017**

- Caroline Jewett presented and reviewed the minutes with the group.
- Jeff Ashbrenner (Cross Country) moved to approve the minutes as presented. Chad Roper (Boys Lacrosse) seconded the motion and the voting was unanimous in the affirmative.

### **Treasurer's Report**

- Mark Morgan was unable to be in attendance but participated via cell phone. He presented the Year-end Treasurer's report which had been shared via email before the meeting. He mentioned that the report is very short as it just contains information from the May 1<sup>st</sup> meeting through June 30<sup>th</sup>. There was one deposit from Amgen which was then distributed to four clubs.

There are four checks that are outstanding: # 562 and #572 are to the State, #599 to FBLA and #626 Girls Basketball. The year-end balance is \$3969.11.

Lou Manzano (Girls Water Polo) moved to approve the treasurer's report. Julie Nagamoto (PFA) seconded and the voting was unanimous in the affirmative.

- Mark then presented the 2018-2019 Budget. The \$16,000 in Amgen Income came from an assessment of the amount of checks received last year. This is just a pass through, hence the expense for the same amount.

The Umbrella Booster took a loss (+/--\$400) last year as not enough money was collected to help cover the cost of the tax preparation. Mark suggested that we either need to have more clubs pitch in to cover the cost or we need to charge the clubs more. Last year only \$330 was collected which accounted for 11 clubs. It costs about \$600 for the tax prep and about \$100 for the filing.

Discussion ensued about having more clubs pay the \$30 fee to the Umbrella Booster. A possible line item may be added to the reauthorization paperwork reminding groups to write a check to the NPHS Umbrella Boosters.

A list will be prepared and shared with those groups who paid the tax fee for 2017-2018. If any group would like to add last year's fee to this year's payment, it would be welcomed.

Juliane Detweiler (Football) moved to accept proposed budget. Kevin Leehey (Boys Basketball) seconded and the voting was unanimous in the affirmative.

- As a parting note, Mark shared with the group that he authorized his name to be on the ballot for board members as Treasurer since he was not physically in attendance.

### **Vice President / Auditor's Report**

- Mark Reusch shared that the taxes were filed before the six month extension expired. As our taxes are due in November the 4th Quarter reports for the 2017-2018 year are due. This report should include all four quarters on it. Dates to be included are July 1, 2017 – June 30, 2018. Also needed is the June 30<sup>th</sup> bank statement. If your group did not provide the June 2017 statement, please include that as well. The statements help the accountant in case any discrepancies arise.

Turning in the quarterly report may be added to the reauthorization checklist as well.

The Quarterly reports are due to Mark Reusch by October 15<sup>th</sup> at the latest. PDF versions are preferred via email to [MReusch70@msn.com](mailto:MReusch70@msn.com)

In addition, the first Quarterly Report (7/1/18-9/30/18) for the 2018-2019 fiscal year will be due at the beginning of October.

### **Principal's Comments**

Mr. Lepire thanked everyone for attending and supporting the Booster Cub as well as all the individual boosters.

He noted the following items:

- Principal's Coffee tomorrow morning. Tours for prospective families will be offered at the end of the gathering.
- Homecoming is 9/28-9/29. There are spirit activities planned for the week.
- On October 10<sup>th</sup>, NPHS is hosting the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) at the school. Emails went out to families today. The PSAT is being offered free of charge for all 11<sup>th</sup> graders. The Cost is \$25 for any 9<sup>th</sup> or 10 graders who wish to take the test. 11<sup>th</sup> graders need to register via a Google Form through the link provided in the email.

Mr. Lepire and Mr. Godfrey then shared the new District Guidelines for Volunteers. **[All of this information can be found on the Athletics Website under the "More" tab then under "Clearance & Forms" choose "Parent Drive & Volunteer Information. <https://nphsathletics.org/parent-drive-volunteer-information/> ]**

The two most important levels that will affect the boosters are Level 2 (Driving Students) & Level 4 (Chaperones). Each level has requirements that must be met. (Please note: Each subsequent level includes all the requirements from the previous levels). **Be proactive!**

All of this information has been shared with the program leaders, directors and coaches.

All paperwork may be turned in to the front office. A copy of a current TB test may be turned in.

**LEVEL 2:** If a volunteer will be driving more students than just their child, they need to be cleared by doing the following:

1. Volunteer Registration form
2. Volunteer Code of Conduct/Confidentiality Agreement Form
3. Copy of State issued identification
4. TB risk assessment clearance
5. Megan's Law Check (Done by the School)
6. Authorization for Release of Driver Record Information (DMV pull notice program- can be printed from DMV website-no DUI, no more than 2 pts)
7. Provide a copy of Auto Insurance Policy Declaration

## 8. Personal Vehicle Use Registration Form

### **LEVEL 4:** Volunteer Coaches, Overnight Trips

Items 1 – 5 from Levels 1 & 2 and

6. DOJ/FBI Background check includes fingerprinting (from Level 3)
7. District's Child Abuse Mandated Reporter Training

The District will give recommendations for locations that provide background checks. The fees involved are paid for by the volunteer. It is about \$70.

If there is an emergency and a cleared volunteer is unable to chaperone, the District will work with the booster to get a replacement.

The question was raised regarding an "official" chaperone. The official ratio is 1 adult for every 10 students.

As these policies came into effect after the school year began, some will be grandfathered in if they have already been driving students. Clarification may be directed to Mr. Godfrey or Mr. Lepire.

Discussion was held regarding the fingerprinting process- there are mobile fingerprinting groups/businesses but be careful as they sometimes take much longer than regular businesses.

If coaches are being hired, you must go through the Athletics Department.

On a separate note, Mr. Lepire shared that any type of fundraising done through organizations like GoFundMe or Donors Choose must be discussed with him prior to launching the campaign. An explanation must be given regarding what you want to do and which organization is to be used.

A question was raised regarding work orders. There is a new Activities Secretary: Elise Laina and she can help book rooms and block off time on the calendar. She can be reached at [elaina@conejousd.org](mailto:elaina@conejousd.org) or 805/498-3676 x 1014. **Do not use Facilitron to book your events.**

### **Athletic Director Comments**

Mr. Godfrey shared the following:

- Invoices were handed out for fees that need to be paid to the District. These invoices were printed 8/27/18. Please take care of them as soon as possible.
- He explained a little bit more about work orders. They must be completed any time custodial help is needed or a room needs to be reserved, just as a team dinner. This must be done through a certificated teacher, coach or District employee. All teachers have been trained on how to do a work order. If you are doing a team dinner, a work order needs to be completed. You will be billed for custodial service if your event is outside of regular work hours (8 AM – 10 PM M-F).

Please submit your work orders as soon as possible. Do not use Facilitron – this is more for outside groups.

Mr. Godfrey will inquire as to the cost structure for the cafeteria so groups my budget for the cost of custodial support. It may be about \$30/hour for the duration of the event.

Discussion ensued about using CRPD locations for events which might be cheaper but you need to make a reservation many months in advance.

- Concussions: There is protocol to follow. If you know of a student who sustained a concussion, paperwork needs to be filled out. In addition, each time the student goes to the doctor for concussion follow-up, paperwork must be filled out. The protocol may be found on the Athletics website under More > Clearances & Forms > Concussion Protocol <https://nphsathletics.org/concussion-protocol/> Coaches have been informed of the protocol.
- Fall sports are in full swing and doing well: Water Polo, Girls Golf, Volleyball, etc. Girls Tennis just went to a tournament in Fresno. Football is 2:1 and play Venice this week. Boys Cross Country is ranked #2 in their Division. Both Boys & Girls Cross Country are doing well.

There is now an online ticket available for football games so that you do not need to wait in line. There is an added \$1.00 convenience fee for each ticket purchased. These monies are not passed along to the school.

- Athletic Clearance: Physicals needs to be all in one scan/file. Athletic Clearance must done for each season, i.e. if a student was cleared for a Fall sport, they are not necessarily cleared for a Spring one.
- Transportation Requisite Donations can be paid through the Student Store. They are NOT to be collected through the booster.
- A note on donation collections: Do not single out any student that does not pay a requisite donation. Only two people are authorized to know who has or has not paid - the President and the Treasurer. Coaches and teachers are not to collect monies.
- Share your annual budget with the parents. Be transparent. It is mandated in the by-laws that the budget must be presented and approved by the membership. Whoever is in attendance at the meeting is the "Membership".
- Note that two signatures must be on the checks. Have a third signer available so that if one of the signers needs to be reimbursed, they are not signing their own check. If you forget to get a photocopy of your check and the online copy does not show the two signatures, you should be able to go into the bank and request copies. Someone suggested that if you tell them you are a non-profit, you should be able to get copies for free.
- Auditors and Treasurers may not be spouses. Auditors may not be anyone related to any board member.
- Writing checks payable to "cash" is not a best practice. Make sure you have a paper trail for all transactions.
- A question was raised about where to maintain records, how long are they to be kept, etc. Caroline Jewett noted that in the interest of time, this will be put on the agenda for the November meeting.

- Go to the Booster Club Information section of the Athletics Website for lots of information. It is under the More > Clearances & Forms > Booster Club Information <https://nphsathletics.org/booster-club-information-2/> Authorization paperwork can be found there as well as Board Policy 1230 which tells you what you can and cannot do as a booster. Please note that this board policy prohibits alcohol at a fundraising event.

### **UBC President's Announcements**

- In the interest of time and since there was no time-sensitive information, Caroline tabled her announcements until the November meeting.

### **Old/ New Business**

- Caroline began a discussion of the updated Umbrella Constitution and By-laws. Copies of the proposed amended documents had been sent out previously to the members. She explained that the changes reflect correcting formatting issues, updating names of affiliated booster organizations in Article III and updated the board policy that is referenced.

Chad Roper (Boys Lacrosse) moved to approve the revised constitution and by-laws. Jules Jomski (Boys Water Polo) seconded and the voting was unanimous in the affirmative.

A question was raised regarding: since the Umbrella Booster updated their constitution and by-laws, does each booster need to check that box on the booster application even if they did not update their individual documents or do those boxes only apply to those groups who do not have their own and use the Umbrella Booster's?

- **Booster Board Elections:**  
Caroline made a motion to elect Daryl Miller as the 2018-19 Umbrella Booster Secretary. JR Washburn (Soccer) seconded and voting was unanimous in the affirmative.

She then moved to elect Mark Morgan as Treasurer. Jennifer Flame (Baseball) seconded and voting was unanimous in the affirmative.

Caroline moved to elect Mark Reusch as the Vice President of the Umbrella Booster. Mark Leslie (Girls Lacrosse) seconded and voting was unanimous in the affirmative.

Juliane Detweiler moved to elect Caroline Jewett as President of the Umbrella Booster. Jeff Ashbrenner (Cross Country) seconded and voting was unanimous in the affirmative.

- Juliane Detweiler shared that over the summer there was a stadium cleanup effort and thanked the groups that participated in those efforts. The grill has recently been cleaned and serviced. The regulators needed to be replaced. The football boosters incurred a cost of \$675 for these services and are asking other boosters that use the grill to help with the cost. They are asking for \$77.00.

A motion was made by Jeff Ashbrenner (Cross Country) to adjourn the meeting. Lou Mantano (Girls Water Polo) seconded and the voting was unanimous in the affirmative. The meeting was adjourned at 8:24 pm.