

FHS Booster Meeting | Agenda

Date – 2/10/2019 | Time - 6:30pm | Location - Folsom High School - Library

Meeting called by Steve Heller (President)
 Type of meeting Monthly FHS Booster Board Meeting
 Call To Order
 Note taker Scott Friery (Secretary)

Name	Sport	Present	Name	Sport	Present
K Arbis / M Hudock	Baseball		Carla Barrow	Softball	X
Kamee Lyons	Boys Basketball		M. Bergstrom	Swim/Dive	
Rich Pettingill	Girls Basketball		Anu Biswal	Boys Tennis	
Silia Blount	Cross Country	X	Anu Biswal	Girls Tennis	
Mike McMurtrey	Football		Silia Blount	Track and Field	X
Vanessa Jacobsen	Boys Golf	X	Julie Seabury	Boys Volleyball	X
Barbara Coulombe	Girls Golf		Jen Tarbox	Girls Volleyball	X
Nicole Sanchez	Boys Soccer		Sandy Staples	Wrestling	X
April Shepard	Girls Soccer		Open	Comp Cheer	
Steve Heller	President	X	April Shepard	Vice President	
Fritz Pahland	Treasurer	X	Marc Huddock	Finance Sec.	X
Scott Friery	Secretary	X	Lisa Finley	Athletic Director	X

AGENDA TOPICS

- **Approval of Previous Meeting Minutes**
 - Motion to approve last meetings minutes made by Jen Tarbox
 - Motion seconded by Julie Seabury
 - Motion Passes
- **Add New Board Members/Booster Reps**
 - Motion to add new Booster Rep for _____ made by _____ N/A
 - Motion seconded by _____ N/A
 - Motion Passes/Fails

- **Treasurer’s Report**

General Fund	Director's Fund	Scholarship Fund
\$22,272.49	\$7,128.50	\$6,597.17

- Any banking updates to add/remove check signers
- Approval for payment of the Tax Prep Services for 2018-2019. Total cost is \$2,750. –
- Motion by Marc Huddock to accept this invoice and make payment to the auditors
 - Motion was carried
- **Financial Secretary Report**
 - Document Retention Policy
 - Decision needed by 7/31/2020
 - Request by auditors to have a policy on the larger expenditures, which are looked at first in case of an audit

- Their request would be to permanently retain documentation for expenditures over \$250. We settled on \$500 as a more realistic dollar threshold
 - At the end of each year, make a copy of the check and add it to a permanent file.
 - We will collect these checks in May for the school year 19/20
- (Tabled to March Meeting) Discussion on using Advanced Quick Books for each sport. Here are some key selling points:
 - Add up to 25 users + 2 accountants
 - Sync your bank accounts
 - Track income and expenses (by location, by class, and/or by project/job)
 - Create and manage estimates
 - Send and track custom invoices
 - Create progressive
 - Enter bills and schedule payments for later
 - Receive bills and assign to a vendor or customer
 - Track billable hours
 - Automate recurring payments
 - Multiple currencies
 - Track your inventory and non-inventory items
 - Create purchase orders
 - Create budgets and run budget reports
 - Create checks for 1099 contractors
 - Prepare and print year-end 1099s
 - Cost per team would be about \$7.50 per sport per month.
 - Demo Link
 - : <https://c23.qbo.intuit.com/try23/samplecompany/validated?SKU=7&bc=QBP-T39>
- Invoice was \$750 higher than expected
 - \$500 was due to reconciling 2 banks
 - Goal to get to the \$1200-\$1600 range
 - Recommended that each sport look at their ending balance at 7/31/2019.
 - Auditor is recommending that the reps make an adjustment to the beginning balance of 8/1/2019 to force balance the checking account register to the bank balance.
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- **Vice President's Report**
 - Revenue update. Percent to Budget is 92% of target (\$5,526 Raised for 2020)
- **Secretary's Report**
 - Anyone still need to sign the conflict of interest document?
 - Boys Wrestling signed (Sandy Staples)
 - Still need Boys Basketball (Kamee Lyons)
 - Need to fill this position as Scott will roll off in May 2020.
- **President's Report**
 - Scholarship applications will start in March. In light of our reduced tax prep costs, what is your opinion of moving our 4 scholarships of \$500 each to \$1,000 each?
 - Concerns over doubling the amount given a lack of operating history
 - Potentially make the amount \$750 for this year.
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 - Fireworks Booth application will happen in March. Speak with your coach about number of slots you want to commit to.
 - By-Law updates for the 20-21 School Year. Is there anything that we need to fix for the coming year. Otherwise we can just vote to accept
 - Will place on March Agenda

- Business Cards and Thank You Cards – Recommend that we print up 200 business cards per sport and 500 Thank You Cards. Permission to bill cost to Boosters account. Need to validate that we have your correct contact information before printing business cards.
 - Samples of Thank You and Business Cards for Booster Reps
 - Potentially funded by the General Fund
- **Athletic Director's Report**
 - Can we do a donation tab that is just for Boosters and not by sport? This will give an avenue for donations and then we can use that revenue to apply to joint expenses like tax prep and Quick Book management.
 - Spring sport parent meeting set for Thursday 2/20/2020
 - Transportation Fee separate from spirit packs
 - Booster Reps and Coaches can remind parents that the Transportation Fee needs to be paid
 - Checks made out to Folsom High School
 - Winter sports are doing well – Finishing up this week
 - Boys Wrestling qualified for 13/14 for divisional tournament
 - Girls also qualified several for their divisional
 - Boys Soccer still alive for playoffs
 - Girls soccer have qualified for playoffs.
 - Boys Basketball – Tied for 1st with Rocklin – Should qualify for post season
 - Girls Basketball – Also playing well, and should qualify for playoffs
- **Parking Lot Items**
 - LAX to FHS
 - Hall of Fame
 - Funding projects around campus

Meeting Adjourned at _____