



J. L. Mann Booster Club Meeting Minutes August 21, 2018

- I. Welcome – Tim Morrissey
- II. President's Report – President-nominee Tim Morrissey
 - a. Minutes from August – Minutes available on the share drive
 - b. Mission Statement of the BC
 - c. Group/Club Guideline Meeting - Organizational and informational meeting
- III. Principal's Report – Charlie Mayfield
 - a. Welcome back to school – everyone getting settled
 - b. First home football game against GHS and ending spirit week
 - c. Clarification of Booster Club Fundraising and Team Fundraising. Booster Club funds raised supports the Athletic Department. Team fundraising is separate from the Booster Club and funds raised are requested by the coach for disbursement to support that team. 20% of team funds raised goes into general fund to help with team expenses.
 - d. Clarification on sponsorship dollars. Football / Scoreboard sponsor money goes to BC fundraising. Softball / Baseball sponsorships on the field go to softball / baseball team.
- IV. Athletic Director Report – Tod Tucker
 - a. Girls Volleyball, Golf, Tennis teams have started their seasons
 - b. JV and Varsity Football start this week
 - c. All sports schedules listed online
 - d. First money coming in will be for Mann vs GHS game – gate money / concessions
 - e. New uniforms for Varsity Football, Track, XC, Basketball, Cheer
 - f. Gates money made is about \$89k
 - g. Estimated cost for buses for student athletes is \$30k/year; District gives us \$12k
 - h. Concession goes to Booster Club; Team who works concessions receives \$300 for their team
- V. Treasurer's Report – David Seaver
 - a. Current Balance of \$48k to start the year
 - b. Four fundraisers
 - i. Corporate Sponsors: Scoreboard and field signs \$30k
 - ii. Membership: Booster Club Member forms; VIP, Student and Parking Passes: \$30k
 - iii. Golf Tournament: Goal to get each sport to have a foursome; raise \$15k
 - iv. Spring Party: Moving the Oyster Roast from fall to a new spring event; Undecided; \$25k



- VI. Communications - Katherine Morrissey
- a. Newsletter – Need one team mom from each sport to send information / photos for newsletter but also social media
 - b. Email Katherine: tkm8595@yahoo.com
- VII. Concessions - Jeff Cravens
- a. New leader needed for 2019-2020 school year
- VIII. Merchandising - Harriet Gray
- a. Apparel sold at all home games; Tent set up at Booster Club entrance
- IX. New Business:
- a. Voting in of Officers and record the vote in the minutes:
 - i. Procedure: Article III “Chapter Officers” – “These officers shall be elected by the members of the club, in any manner that may be agreed upon at the regular meeting,”
 1. Motion to vote on and accept the slate of officers:
 - President – Tim Morrissey
 - Vice President – Doc Morgan
 - Secretary – Heather Parramore
 - Treasurer – David SeaverMotion by Michelle Seaver, Second by Lyn Edmonds, discussion, Votes for, no dissention, so moved.
 - b. Review of the Constitution of Athletic Club of J.L. Mann Academy (aka J.L. Mann Athletic Booster Club) and how to make amendments if necessary:

Procedure: Article X “Amendments” – “This Constitution may be amended by a majority of board members present at any regular meeting. The amendments must have been presented at the preceding regular meeting of the organization or sent to the members of the board five days in advance of the meeting and posted at the school.”
 - i. Proposal, Vote and Adoption of by-laws:
 1. Review Accounting Procedures written several years ago by Scott Davis to ensure they have been voted in as by-laws to the Booster Club.

Per School-Community Organizations Relations: Parent and Support Organizations, Section III Requirements for All School Support Groups Supporting the Activities of a District School: 1.e: “Adopt written by-laws that must include a clause providing that the remaining funds go to the appropriate school if the organization shuts down for any reason”

 - a. Proposal: Should the J.L. Mann Athletic Booster Club cease to exist, all funds shall be disbursed to J.L. Mann Academy Athletic Department.
**Agreed to create by-laws that will include this recommendation
 2. Multi-signature –



Per School-Community Organizations Relations: Parent and Support Organizations, Section III Requirements for All School Support Groups Supporting the Activities of a District School: 2.e: "Require two signatures on all checks"

- a. Proposal: Amend Article IV.1.g and IV.4.h to mandate that both the President and Treasurer must sign checks. **Agreed to create by-laws that will include this recommendation

3. Insurance –

*Per School-Community Organizations Relations: Parent and Support Organizations, Section IV **District Recommendations for School Support Groups to Consider** 2.b,c,d,e,f – Obtain and/or procure bonding insurance, liability insurance, Directors and Officers insurance, and provide definition and clarity around "private inurement" and "restrictions on the use of resources" information.*

- a. Confirmed and certificates saved in shared drive for proof. **Agreed to create by-laws that will include this recommendation
- b. Proposal: Add new by-law on how Directors and Officers are protected and educated. Store proof of insurance on the SharePoint site with other official documents. **Agreed to create by-laws that will include this recommendation

4. Adoption of 3 new board members who will be listed as VPs.

- a. Proposal by Tim Morrissey that 3 additional VP seats be added to the JL Mann Booster Club Executive Committee and become full voting members for the following reasons:
 - b. JL Mann HS is a 5A school with 2000 students and approx. 900-1000 student-athletes and a 6 person board is not enough
 - c. Currently and over the past few years there was an even number of voting members (6) and no bi-law to determine how to break a tie.
 - d. New VPs will be responsible for specific areas that need leadership attention: Social Media, Team Liaison, Major Projects fundraising
- It was determined and agreed upon that the president could add multiple VP in the current construct of the Constitution. Motion by Michelle Seaver, Second by Lyn Edmonds, discussion, Votes for, no dissention, so moved.

Result: **Jenny Lewis, Todd Lumsden, and Matt Kneeland** were voted in as VPs for the JL Mann Booster Club.

c. Funds Disbursement Procedure from Booster Club to Athletic Department

Tim Morrissey brought up the fact that he met with Tod Tucker and discussed the need to operate on a PO system/Check request system moving forward. Recommendation is to create by-laws to address the process moving forward to have read to present to the membership during the September 2018 meeting. Suggested items include:



- i. Review the **BC Check Request Form** created by Scott Davis several years ago and vote to re-affirm use of these procedures.
 - ii. Proposal: Install a **Purchase Order (PO) process** for the J.L. Mann Athletic Booster Club to have a documented visibility into how the funds distributed to the J.L. Mann Athletic Department are being used.
 - iii. Justification: This will enable the Booster Club to account for how the private funds raised in the community are being used to benefit the sports teams at the school. The POs will provide a history year-over-year of how the funds are being used and where
- X. Next meeting: (always the 2nd Tuesday of the month at 6:30 in the JL Mann media center)
 - a. Tuesday, September 11, 2018 6:30 p.m.
- XI. New business for next meeting agenda:
 - a. Concessions – equity in distributing games to be worked by various athletic teams
 - b. Presentation of By-laws
 - c. Naming the roles that each new VP will be assigned to (Social Media, Major Projects, Team Liaison)
- XII. NOTE: Any “new business” the membership would like to have added to the agenda, needs to be send via email to Tim Morrissey (tmorrissey190@yahoo.com) by Monday, 9/3/2018 in order to officially add the topic to the agenda. Reason: Per the Constitution the agenda with “new business” items must be published and posted in the JL Mann office 5 days prior to the meeting.



Attendee Sign-In: Tuesday, August 21, 2018

	Name	Sport / Committee
1	David Seaver	
2	Joe Weber	Basketball
3	John Glenn	
4	Tracy Glenn	
5	1088 Williams	
6	Anne Williams	
7	OTED Williams	
6	Charles Mayfield	
7	HARJET Gray	appeared
8	Tyler Schneider	dance team
9	Sharon Russu	Football
10	Brent Russu	Football
11	Matt Kneeland	tennis, football
12	Katharine Morrissey	
13	LeAnne James	Volley ball, Football
14	Heather Peck	Cross Country, Football
15	Julie Ward	Football
16	Brian Sammler	Swimming
17	Doc Morgan	
18	Jeanne Anderson	Football
19	MM Bonister	Swimming, Basketball

Attendee Sign-In: Tuesday, August 21, 2018

	Name	Sport / Committee
1	Bob Stoll	Girls Golf
2	Pat Luck	AD
3	John Edmonds	Boys Basketball
4	Bill Cannon	Softball
5	Jerry Lewis	Baseball / Cheer
6	Jeff Craven	Concessions
7	CHARLIE YOUNG	
8	BRETT GIBLIN	MALES SOCCER
9	JOHN HETRICK	FOOTBALL / WRESTLING
10	LUDD Prochaska	TARTS / XC
11	Tim Morrissey	Football, Baseball, Wrestling