

Hollis Brookline Athletic Booster Club Minutes

September 5, 2012

Members Present: Cindy VanCoughnett, Regina Kozsan, Lisa Schmalz, Wayne Flanagan, Joan Sweeney, Tom Whalen, Steve Schmalz, Iris McLaughlin, Monica Rencken, Clyde Walsh, Pat Marquette, Debi Davis, and Kirsti Buckley.

Secretary's Report:

Meeting called to order at 7:15 PM. Clyde Walsh made a motion to accept the August minutes. Regina Kozsan seconded the motion. All in favor, and the minutes passed.

First order of business was to nominate and approve new slate of officers.

President: Tom Whalen

Vice President: Stephen Schmalz

Treasurer: Regina Kozsan

Secretary: Iris McLaughlin

Lisa Schmalz made a motion to approve the new officers. Wayne Flanagan seconded the motion.

In addition there was discussion to add an assistant treasurer for several reasons. There would be someone to cross reference the Treasurer's work, and it would also provide continuity as board members transition when new members are approved. Also as other booster clubs transition to the HBABC it will help to have an additional person to help.

Motion was made by Regina Kozsan to add an Assistant Treasurer position. Stephen Schmalz seconded. Unanimous vote to add position.

Ginny Sargent had expressed interest in serving as Asst. Treasurer. Regina Kozsan will confirm that this is definitely the case.

We have had one trustee serve on the board. Wayne Flanagan made a motion to re-elect Monica Renckens to the position. Lisa Schmalz seconded. Unanimous vote to re-elect.

Additionally a motion to add a second trustee to the board was made by Cindy VanCoughnett. Regina seconded. Unanimous vote to add second trustee.

Monica Renckens made a motion to elect Clyde Walsh as second trustee. Lisa Schmalz seconded. Unanimous vote to elect.

Treasurer's Report

Account Balance: Total Account Balance: \$22,858.53

Breakdown:

Booster Club General Account- \$18,339.19

Volleyball \$1,183.00

Baseball \$336.24

Softball \$3,000

Previous Expenses: none since last meeting

Projected Expenses for 2012: \$ 5,886 which leaves us with a balance of \$12,453.19 in the general account

Regina Kozsan stated that she is almost complete with converting 2010-2011 and 2011-2012 financials to Quickbooks.

High School Athletic Department has sent various checks to Booster Club, but it was not clear as to which team the funds were for. Regina asked school to clarify before she will deposit any funds.

The Booster club has made it a routine to help pay for a celebratory item for any team that achieves a state championship with a cap of \$1,000. Ron Rupp presented the Booster club an invoice for \$3,500 for championship rings for the Boy's Lacrosse team.

Clyde W. made the motion to pay for the rings up to the cap of \$1,000. Lisa Schmalz seconded. Unanimous vote to pay for the rings.

All invoices need to be paid directly to vendor.

Taxes are due in November. Regina is still working on director insurance.

The process of bringing individual sport teams at Hollis Brookline under the umbrella of HBABC is ongoing.

Basketball has as yet not committed. Clyde Walsh to speak with head varsity coach Mike Soucy to explain that the team sports monies will remain an individual line item for that specific team. There is no intermingling of funds. Being under the auspices of the HBABC provides better tracking and accountability of funds.

The senior class donated surplus funds to purchase a trophy case

Hockey and Football also have their own Booster Clubs and have not committed to rolling into HBABC as yet.

A check in honor of Carol Spaulding was given to high school 10/2011. How were these funds used?

Tom Whalen and Regina Kozsan to meet with Cindy Matte, Rhon Rupp, and Eric Horton(SAU) to clarify how funds are being managed moving forward.

Tom Whalen has proposed that we divide the work the HBABC club does into committees. This should provide smooth communication and responsibility and make the various jobs manageable.

Membership: Debi Davis – Chair

Maintain active team parent list for each sport.

Team parents are liaison to HBABC and should attend HBABC monthly meeting.

Recruit parents from every sport to participate in HBABC.

Fundraising: Lisa Schmalz – Chair

All HBABC members participate.

Search out and present new opportunities such as Ford Drive and Cavalier Crunch.

Coordinate fund raising events and activities.

Coordinate donors and individual team efforts.

Team Connection: Cindy Van Coughnett and Iris McLaughlin

Standardize by-laws and financial controls for each team that has a separate booster club organization.

Establish consistent communication with coaches and team parents of other clubs ie: football and hockey.

Special Events: Kristi Buckley – Chair

Coordinate awards nights, graduation, and homecoming, and freshman orientation.

Outreach: Joan Sweeney – Chair

Coordinate and market HBABC image on website, at team meetings and to coaches.

Work with Special Events on freshman orientation.

Liaison with Iris R. for information for website.

Finance: Tom Whalen, Regina Kozsan, Ginnie Sargent, Stephen Schmalz and Iris McLaughlin

Monitor financial reporting and handling of funds. Includes tax reporting & quickbooks.

Board Member Emeritus: Coordinate alumni events, and develop active alumni group.

Donation requests to HBABC should be handled as follows. Coach submits to athletic director. Athletic director submits request to HBABC for approval.

Cavalier Crunch

Hope to roll out for Old Home's Day. We are anticipating 5000 boxes total to sell. Contest for entire student body to sell boxes. Three incentive prizes for top student sales.

1. iPad
2. \$200
3. \$100

Lisa Schmalz will advise on selling plan for school, and Booster Club members responsibilities.

Also planning on selling fleece blankets with HB logo embroidered at Old Home's Day.

Annual Golf fundraiser outing date is May 17. Bob Ricard and Tim Cardoza will serve as co-chairs.

Need to send email blast save the date.

Would like to develop a small trifold brochure about the HBABC for marketing purposes when we seek donations from organizations and private donors.

Next meeting is Oct. 10 at 7 pm.

Respectfully Submitted,

Iris McLaughlin