

Hollis Brookline Athletic Booster Club

January 11, 2016

Present: Deanne Martin, Karl Dowling, Tom Whalen, Maura Loftus, Michelle Wood, Sheryl Paquin, Kim Day, Chuck Blake, John Fothergill, Ginny Sargent, Donna Fothergill

Tom Whalen called the meeting to order at 6:05.

The December minutes were presented. Kim Day made motion to accept the minutes. Tom Whalen seconded the motion.

Treasurer's Report

Michelle Wood reports there is currently \$16,566.96 in general account with data reconciled through November.

Organization Discussion

Tom Whalen brings forward the discussion of better defining the structure of the Athletic Booster Club. The club currently does not have a designated Executive Board. Tom asks membership to consider parameters for developing an Executive Board for oversight of financial matters for the club, bringing issues to the general board, and for developing our charter, which is outdated and needs revision. A suggestion was made to develop a 5 member Executive Committee as the regular membership is quite fluid and the same members are not at meetings each month. All agree that the rules for the committee should be clearly defined regarding what the committee can vote on and what they have control over. Members will think more about this and follow up at the next meeting.

Voting Rights

Discussion ensued regarding who amongst the general membership should be allowed to vote at meetings. A suggestion was made that in order to vote, one must be an "active member". In order to be considered an active member one must attend 25% of the monthly meetings, which will be considered on a rolling 12-month schedule.

Parents that do not have a current student athlete attending HBHS will have to first be approved by the Executive Committee prior to having voting rights despite meeting the 25% meeting attendance requirement. All present agree with above parameters for voting rights.

Team Accounts

There is currently a rule stating that all fundraising activities initiated by an athletic team must first be approved by the Athletic Director and the Principal.

A discussion began regarding the need for the ABC to develop a better system for keeping track of teams spending their money to ensure that it is being raised and/or spent on legitimate and approved items. A recommendation was made to develop a form for teams to use for either raising money or spending money from team accounts. When a team plans to raise money for a specific cause, the form should include signatures from Coach, AD, and parties responsible for carrying out the fundraiser along with the stated item in which the team is raising money for. The team always reserves the right to change what they want to spend the money on as long as they put it in writing. Once created, the form will be on the ABC website for easy access to print and fill out. These forms will indicate notification of the planned fundraiser to the ABC. The same form will be used when a team wants to request money from the ABC. A copy of the same form will also go to Administration.

Basketball Concessions

Seed money was set up for teams to get concessions started to raise money. The boys and girls Basketball Teams will share the expenses for restocking items in their concession stand. At the end of the season, each team will put into their ABC account the amount that they sold.

Old Items

An email was send to Br. Barnes regarding the storage container lease. Still awaiting a response from him in order to go forward with obtaining the unit.

John Fothergill requests \$150 to purchase a gift card or cash prize to be given away during half time at the "Coaches vs. Cancer" game. Proceeds from the game and concessions will go to the charity. Michelle Wood made a motion to give \$150 to the basketball team for the half time prize. Chuck Blake seconded the motion. All present agree.

A question came up regarding whether it is appropriate for off-season funds to be going in and out of the team accounts. Most of the time this would be for HBHS players but there are also some off-season teams that have players that may not be students at HBHS. This discussion will be tabled and discussed further at the next meeting.

Deanne Martin made a motion to adjourn the meeting. Ginny Sargent seconded the motion. The meeting was adjourned at 8:00.

Respectfully Submitted,

Deanne Martin