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# JBHS CHEER BOOSTER CLUB MEETING

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Monday, October 8, 2018 6:30pm Bowie Orchestra Room

## Meeting Minutes

### Current State of Booster Club

- Leadership turn-over, steady state, working together
  - Most of the work for the year is done and there has been a lot of time and effort spent by everyone so far this year.
  - We acknowledge it hasn't been easy, but it has been an incredibly successful year thus far.
  - We are at a "steady state" with bylaws in place and an approved budget, and it is business as usual...we will maintain consistency with school/district policies, be fiscally responsible, and meet the needs of the program.
  - Our plan is to move forward in a collaborative and concerted fashion.
  - With our recent change in leadership, we need to move forward to elect a new slate of board members and prepare for upcoming activities.
- So, what can you do/how can you help? Well, first, you can volunteer... OR... you can help those who are interested and willing to take on a board member role, you can support the board, the membership, the district, and the coaching staff.
- Work on developing a new process for meetings: as issues arise at meetings that don't appear to have an easy answer that meets the needs expressed, then we will table it, go investigate options/details, bring back pros and cons/information, and present information to the membership for consideration.

### New Executive Board Members

- Vote to elect nominees/volunteers to Board positions – President, VP-President Elect, Treasurer, VP of Fundraising, Secretary
- Even though the bylaws state that the remaining Board member can select people to replace vacated positions on the Board, we are holding a vote for board members to allow for a more transparent and open process.
  - Request for other nominations or volunteers. Call for volunteers or nominations.
    - Allison Woodall volunteered for the position of President; seconded by Paige Ellis.

- Vice President/President-Elect – no volunteers or nominations, but one member is interested in hearing more about the expectations of the position.
  - VP of Fundraising – nomination of Vivian Gray (volunteer) by Allison W.; seconded by (still collecting this info., not in my notes)
  - Secretary – volunteered by Rachel Villareal; Seconded by Jen Habeck
  - Treasurer – nomination of Paige Ellis (volunteer) by Allison W.; Seconded by Mia Scroggs
- If we have only one person nominated (or volunteering) for a position, the bylaws indicate that we will confirm by voice affirmation and a membership vote is not necessary. Also, the Board does not have to be fully filled, as long as there are at least 3 active members.
- ➔ All nominees/volunteers are affirmed.

## Upcoming Activities

We need to plan for upcoming activities. Get dates on events. Updates from Coordinators on socials, fundraising, merchandise, etc.

Coach Roggemann provided updates on upcoming activities and competition events.

- Homecoming – next Friday, October 18<sup>th</sup>
  - All 3 teams cheer at the homecoming game. Coach is working on a plan to rotate them around the field
  - Tickets – some pre-sale at the Kennel, also available online, and at the gate
  - Pre-game activities – there may be additional pre-game activities on the field
  - Football program is still selling mums and garters through October 12

*Question:* The TeamApp indicates that JV should bring the garter gift for their football player(s) on Thursday, but this might be problematic since homecoming activities are the next day and the football players are unlikely to bring the garters to school the next day.

*Answer:* Good point. We will update the TeamApp to indicate that the JV garter gift should be brought to the football players on Friday. Still give Gatorade and a snack on Thursday.

- Cheer Competition Events
  - First UCA Competition is Sunday, Nov. 18<sup>th</sup> in Austin – at the Convention Center
    - All 3 teams will be at this competition
  - UIL Game Day Competition will be January 18-19 in Dallas
    - Varsity Game Day Team = JV + part of Varsity

- Still working on the travel details; could be one or two nights hotel; probably carpool or rent vans; there will also be a competition fee that each cheerleader will be responsible for paying.
  - Second UCA Competition is probably the last weekend of January – TBD
    - All 3 teams will be at this competition
  - UCA National High School Cheerleading Championship – February 8-12<sup>th</sup>
    - Varsity Competition team will go to this competition
- Winter / Holiday Camp
  - Scheduled for Friday, December 21<sup>st</sup> – the first day of winter break
  - Designed as a “shopping day” for parents
  - Some concern since there is a Basketball tournament occurring on the same day and they will be using the gym as well as the bathrooms; so it could be a little difficult to manage with other people in the halls and bathrooms; the cafeteria has been used in the past for this event, so it is a viable alternative; Coach will check with Gorzycki to see if that option is available. Last time we had to pay \$200 for janitors to clean up after summer camp; so that is something to consider.
  - Need to get started on advertising and working with the schools to get the word out.
- Holiday Social Events – team parents are working with the cheerleaders to plan these events for the cheerleaders to celebrate together; there will be an event for each team.
- End of Year Banquet – will be held at Creekside across the street from the Salt Lick on Thursday, March 7<sup>th</sup>.

## Budget Review

- Current Status
  - Review status of budget
    - Anything in italics and shaded is an estimate – I included those numbers to help see how we will end up

*Question:* How will funds raised in excess of the budgeted needs be used?

*Answer:* This can be a point of discussion at future meetings

- Bowie Cheer budget was provided by Coach Roggemann and shows a total less than estimated/budgeted – the treasurer’s totals are closer to the amount budgeted, so these totals are under review and being reconciled – need to verify categories of expenses in bank account to ensure expenses were placed in the proper category.

*Question:* Are the estimates for consulting coaching remaining the same given that we have not had coaching this September? Are consulting coaches expenses paid on a regular basis or in a lump sum?

*Answer:* Consulting coach has just been hired. This was delayed due to previous hiring choices decided not to take the job at the very last minute. Coach's estimated expenses are shown to be less than originally estimated. Coaching expenses are based on a service agreement where we pay up front and it goes to the district and is paid out from that account.

- Donna Dorer provided information on merchandise outcomes to date – again due to turn-over, we are still reconciling, but numbers look very positive
- Kiddie Camp included several fund sources: ~\$60K in registrations, ~\$5000 in merchandise sales, ~\$4300 in concession sales, ~\$1575 in parent concession and sign donations; expenses were a higher than estimated, but we had to buy more stuff for more campers
- Re-visit discretionary expenses in the budget
  - Now that we have a more complete picture of the available funds, we will revisit the discretionary expenses that were included in the budget. Since these were included in the original budget, we do not need to vote to expend these funds. Our plan was to make sure we had enough funds to ensure we could pay for these planned expenses. Now that we know we have enough funds, these items are confirmed for the budget.
    - Memory Books (\$1500)
    - Social Events (\$3000)
    - Senior Scholarships (\$2000)
- Vote on additional suggested expenses - There are some additional suggested expenses that we need to vote on:
  - The additional \$3000 in social events are suggested to be used for:
    - New team sleepover – last year we paid about \$800 which was more than expected; this year we need to estimate a bit more, so the suggestion is to add \$200 to cover these expenses
    - Tickets for family members to attend the End-of-Year Social (~\$2300)
    - Holiday socials – change from \$10 to \$20/cheerleader; so, increase socials budget by \$580
  - We would like to consider paying for some decorations (\$300), a DJ (\$300), and a photo booth (\$300) for the End-of-Year (EOY) social

- Members stated that there really wasn't enough time at the EOY Social for dancing and a DJ, since most of the time is spent handing out awards.
- 2nd competition - \$43/cheerleader = \$2500
- ➔ Members voted to approve all the expenses except the DJ.

## Recommendations of the Executive Board

- Fundraising to defray competition expenses
  - The Board met back on September 25<sup>th</sup> to discuss fundraising options for parents to defray the costs of certain competitions. Last year the Board determined that the Double Dave's fundraiser would be made available to the Nationals Team parents to raise funds to defray the costs associated with attending that competition. This year, Double Dave's has limited the amount of funds that can be raised to \$2500. Last year, approximately \$7500 was raised by the fundraiser, and this was done under the Bowie Cheer school account. The Bowie Cheer school account is limited to 3 fundraisers in a year. So, the Nationals Team parents asked to have the opportunity to fundraise under the Bowie Cheer Booster Club 501(c)(3) account which has less limitations for fundraising. This would allow for more opportunities to fundraise. The Board evaluated this request to determine what was legal and consistent with district and 501(c)(3) rules. The Board recommended at that time that this option be allowed in order to:
    - Provide the opportunity for teams to fundraise under the booster club account to defray the costs of competition expenses that are part of the program
    - The board also voted that having a separate sponsorship effort specifically dedicated to one group within the larger program would potentially conflict with the larger sponsorship program that is already in place, and therefore the board voted to not allow a separate sponsorship effort to be dedicated to a group within the larger program.
    - An option would be to donate directly to the Bowie Cheer school account as a tax deductible donation.
  - We need to vote to allow funds to be expended from the booster account to support and defray the costs associated with competitive team activities. In other words, we need to add a line item for this expense to the budget.
    - The members voted in favor of expending funds raised through the booster club account for the purpose of defraying costs of competition expenses that are part of the program, specifically:

- Allow funds to be expended from the cheer booster account to support and defray the costs associated with overnight competitions as long as the fundraisers used are not the same as (e.g., conflict with) fundraisers used by the general booster.
- The general intent being that fundraisers used by the competition teams do not infringe on/conflict with the fundraisers used to support the general booster program. In other words, if the general booster uses SnapRaise to raise funds, the competition teams cannot use SnapRaise to raise funds.
- Additional stipulations include: tracking and identifying all funds raised; planning, organizing, and implementing fundraising activities; and communicating fundraising activities with the Board to ensure there is no conflict.

### **Action Items**

- Winter Camp location to be selected and advertising to start
- Nationals Competition Team fundraising options to be evaluated and started
- Reconcile budget