



Athletic Boosters

Coal City Athletic Boosters
General Membership Meeting
August 22, 2016 @ 7pm

Attendance: Lori Johnson, Beth Garcia, Carrie Skubic, Amy Murphy, Deb Campos, Melissa Caruso, Amy Gernenz, Carol Halliday, Chris Harseim, Britt Harseim, Nicole Hawkins, Linda Micetich, Nicki McKinney, Janine Michalak, Lori Moir, Dennis Murphy, Tim O'Keefe, Marla O'Keefe, Natalie Smolik, Toni Spencer, Kim Wasielewski, Jodi Christensen, Colleen Arias, Jodie Crawford, Sara Smith, Julie Mueller, Jeanne Pullara, Carrie Cullick, Tracy Carlson, Jen Hakey, Kristin Copes, Amy Walker, Jodi Chapman, Betsy Cowherd, Janet Hutchings, Dawn Clayburn

Meeting was called to order at 7:02pm. Introductions of all officers.

Secretary's Report: Minutes were approved with corrections. *Motion made by Lori Moir and seconded by Beth Garcia. Motion carried unanimously. The May 31st minutes were motioned to be placed on file by Amy Murphy and seconded by Deb Campos. Motion carried unanimously.*

Treasurer's Report: A 2016-17 budget was presented to the membership. *A motion was made by Nicki McKinney to accept the budget as presented and seconded by Betsy Cowherd. Motion carried unanimously.*

President's Report: First, I would like to begin with a special thank you to my board members for all their hard work and extra time spent this summer to bring great things to our student athletes in 2016-2017.

We have been able to add: Middle School Concession Stand to the softball/baseball double headers on Saturday mornings; Fundraisers to help provide financial relief to student athletes through reduced athletic fees or other specific needs; Implemented new procedures for coaches shares expenditures; Thoroughly cleaned both the inside and outside concessions stands and were able to donate coffee pots no longer needed to a local church.

Beth Garcia and I met with Dr. Bugg and board President, Ken Miller to discuss future goals and ideas for the organization.

Next, I'd like to present an overview of our current board transition from the former board beginning with our last Athletic Boosters General Meeting dated May 18, 2016. The Athletic Boosters account balance as of May 18, 2016 was \$37,021.01.

During this meeting, discussions occurred about purchasing the following:

Items:	Actual cost:
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Hot Chocolate Machine	\$2,152.61
Soccer Shelters and Benches	\$9,704.49
Hot Dog Machine	\$ 249.99

Other expenditures by the former board during the period of May 18, 2016 thru June 1, 2016 include:

\$1,429.62 - former board member mileage reimbursement

\$16,000 - donation in the form of sixty-four \$250 checks to the board of education for the purchase of an Activity Bus.

After receiving our Boosters materials from the former board on June 7, 2016 the beginning account balance for 2016-2017 was \$5,209.95. The Boosters records were then to be turned into Administration for their yearly audit on June 8, 2016.

Upon further reviewing of all materials, items were discussed and taken action upon during several Executive Meetings. That information follows:

Expenses for 2016-2017

\$20,000 - Earned shares money

\$4,000 - 8 Scholarship Awards

\$4,500 - Required Concession Stand Start-up

Total: \$28,000 needed.....\$5,209.95 actual.

Reports also showed the following data regarding the yearly startup balances:

June 1, 2013 - \$19,995.89

June 1, 2014 - \$27,045.40

June 1, 2015 - \$27,533.19

June 1, 2016 - \$ 5,209.95

Therefore our current board requested to the Board of Education the return of the \$16,000 activity bus donation, as that topic was tabled for future discussion at the May 18 meeting, and was needed for the future preservation of the Coal City Athletic Boosters Program. After the June 29, 2016 Board Study Session, the \$16,000 donation was returned to the Boosters by the Board of Education.

We continued to try and close the \$10,000 deficit but were unable to return or exchange the hot chocolate machine or soccer shelters due to their special order status. Until the audit is finalized and reported to us on September 7, 2016 we will not know if the Boosters will have any findings.

We are proud to announce that thru brainstorming sessions and a lot of hard work, we are moving in a positive direction by adding new approaches and ideas to our program. We ask that you please be patient and understanding of our current financial situation and know that we would truly appreciate any extra help and support that you can give us this upcoming year.

Athletic Director: Dan shared information on upcoming tournaments held at Coal City. The first upcoming tournament is on October 17th & 19th. There will be two games on Saturday, October 17th for softball. IHSA individual wrestling sectionals will be held at February 10 & 11th, Friday night start at 5pm, and will conclude around 9pm, Saturday will have two sessions in the morning at 9am – afternoon with finals. We will again be doing the Thanksgiving basketball tournament.

February 21st dual team sectional waiting on approval from IHSA. Dan asked if we have a middle school rep. Julie Hutchings is doing baseball/softball. Lori working on the fall sports. Any updates will be posted on the website. A question was asked to Dan where the admission fee goes to, and Dan explained that it goes back into the school's overall athletic budget.

Old Business: Athletic trainer tables were presented by Dan at a former meeting, and the board indicated that they will review this expenditure at a future date based on our budget.

New Business: Shared the changes in the by-laws. See Attachment 1 for the changes. The changes in red are additions, and those with strikethrough will be deleted. One additional change was requested to be added to the by-laws. This change will be placed under Article IX, letter G. The verbiage will read, "Mileage accrued by a board member needs to be turned in on their personal taxes and are not eligible for reimbursement from the Booster Club." *A motion to change the by-laws as presented and with the one addition was made by Melissa Caruso, Deb Campos seconded. Motion carried unanimously.*

A discussion occurred on the scholarships. The board shared they will be forming a committee to make some changes to the scholarship application and who would be eligible. The board shared that they want the process to be open to anyone who participated in a sport at Coal City, and that participation at the Athletic Booster meetings are not a criteria. A question was asked about scholarships for an athlete who may have been injured and are unable to play their senior year. The response was that is the direction we are going. So, "yes" they are eligible.

Discussion about the concession stand took place. A question was asked about who was responsible for the money at the football game. Lori indicated that the board will take care of the football concession stand money. The board did a bid for the pizza vendor this year, and Geo's Pizza will be our vendor. The board will take responsibility for ordering the pizza for all sporting events. Deb Campos asked about having pizza available after half time so the band members can get something to eat as well. She said in the past the pizzas were either out or close to running out, and they were told not to order more. Questions were asked about the middle school games and ordering pizza. The board needs to work on this. We need to have some discussions with Lori Moir about the pizza needs at middle school.

Other questions were raised about previous expenditures. A question was asked if anyone can use the shelters. Dan said they are portable, and they could be moved. Another question was asked if the previous board is being investigated, and Lori stated we are waiting for the final audit to be presented.

An open gym request was made, and Dan mentioned that a district employee would need to be there.

Motion to adjourn at 7:52pm was made by Marla O'Keefe, seconded by Carrie Skubic. Motion passed unanimously.

Next Meeting – Monday, September 26th at 7pm. Location will be the Coal City Middle School.

**BY-LAWS
FOR
THE COAL CITY UNIT 1 ATHLETIC BOOSTERS CLUB**

Article 1 Name
The name of this organization shall be the Coal City Unit 1 Athletic Boosters Club.

Article II Objectives

- A. To promote, assist, provide services and contributions to athletic ~~and~~ ~~extra~~curricular programs.
- B. To encourage good sportsmanship, high moral standards, and communication among the athletes, coaches, and administration.
- C. To provide financial resources, equipment, and other athletic needs for students that are in need of financial assistance.

Article III Policies

- ~~A. This shall be a non profit, non sectarian, and non partisan organization.~~
- B. This organization shall cooperate with the Athletic Department.
- C. Individuals who volunteer to work at an athletic event are to be admitted to that event free of charge. For **IESA/IHSA** sponsored events, a list will be provided to the athletic director so volunteers are able to get in free of charge.
- D. Voting on any issue shall be accomplished by a majority vote of members in attendance including officers (except for the President). Any member who attends the meeting shall have a right to vote, however only one vote per family is allowed.
- ~~E. Active members from the previous year have authority to vote at the first meeting of the current year as long as dues have been paid.~~

Article IV Membership and Meetings

- A. Any person **who has an athlete in the Coal City Unit 1 District** who pledges to uphold the objectives and policies of this organization is eligible for membership and may become an ~~active~~ member.
- B. The amount of five dollars (\$5.00) shall be paid for dues per family per year.
 - ~~a. An **active member** shall be defined as a dues paying member who paid their annual \$5.00 dues during the current school year. In order to be eligible for scholarships, active members must have volunteered and attended at least three (3) meetings during the current school year, and their dues must have been paid on or before November 1 of the current school year.~~
 - b. Membership will be listed on the Coal City Athletic Boosters' webpage (<http://coalcityathleticboosters.weebly.com/>).**
- C. The fiscal year shall be from June 1st to May31.

Article V Meetings

- A. Monthly meetings will be scheduled and posted on the Athletic Boosters' webpage (<http://coalcityathleticboosters.weebly.com/>). If a holiday should occur the board shall schedule accordingly.

Article VI Officers

- A. **Executive** Officers of this organization shall be President, Vice-President, Secretary, and Treasurer and up to four (4) Members at Large.
- B. The voting officers of this organization shall be the Vice-President, Secretary and Treasurer and Members at large. The President shall have the final vote only in case of a tie.
- C. Eligibility of officers – any person seeking an officer's position must live in the Coal City School District, **and has a student participating on an athletic team.** Only active members are eligible to be nominated for or seek an officer's position. ~~New (non-active) members may be voted into office if there are not enough active members willing to take office.~~
- D. Election of officers – officers shall be elected at the May meeting and take charge on June 1st
- E. Officers shall hold a position for a period of one (1) year and may run for an officer's position again the following year.
- F. A resignation shall be presented to the board in writing.
- G. **If the President position becomes vacant, the Vice President will assume the President's responsibilities.** If a vacancy should occur the remaining executive board shall appoint an active member to fill the position ~~with the exception of president.~~

Article VII: Officer Responsibilities

The **President** shall preside at all meetings. The president shall oversee all aspects of this club. He/she shall serve as the liaison between the Boosters Club and the ~~Administration~~ Athletic Director.

Agendas – Prepare agendas for all Executive Board and General Membership meetings

By-laws – **Present** any necessary changes to the by-laws during the year

Scholarship Night – Attend annual scholarship night with the Vice-President to present scholarships

The **Vice-President** shall be an aid to the President and shall perform the president's duties in his or her absence **or vacancy.**

Scholarships - Provide yearly to the high school guidance office an updated annual scholarship application.

Manage and oversee the Scholarship Committee

Keep track of who claimed scholarship money

Make certificates for winners

Attend annual scholarship night with the President to present scholarships

The **Secretary** shall keep an accurate record of all meetings. He/she shall record the minutes of all regular meetings and any executive meetings.

Minutes

Record the minutes of all Executive and General Membership meetings

Post General Membership meeting minutes on the website
Keep a copy of all minutes in a binder

Membership

Update and make copies of blank membership forms to distribute
Keep copies of completed forms in a binder
Post a current copy of members on the website

Updates to website & Facebook page

Keep current all information on the Coal City Athletic Boosters' website
Keep current any pertinent information or news on the Coal City Athletic Boosters' Facebook page.

The **Treasurer** shall receive all money of the Boosters Club. He/she shall keep an accurate record of all money brought in, receipts, and expenditures. The Treasurer shall dispense funds when authorized. He/she shall give a financial report at all monthly meetings and a year-end report at the May meeting.

Bookkeeping

Prepare all checks and distribute as necessary
Prepare bank statements
Make deposits at ~~Centrue~~ bank
Provide materials to Unit Office for audit

~~Minutes~~ **Monthly shares distribution**

Bank statements/invoices
Year-end report

Financial reports

Prepare and give a financial report at all meetings
Prepare a budget for the new school year
Keep track of all expenses and income

Money boxes

Prepare money boxes ~~to give to the Money Box chair~~ for concession stands for both the high school and middle school.

The **Members at Large** shall help with any or all duties as needed to help the organization run smoothly.

Concession Stand Chair and co-Chair

Concession stands shopping
Stock the stands with candy and drinks
Be in charge of keys to the concession stands
~~Set up stands for tournaments (MS)~~

Pick Night/Stand Volunteer Coordinator Chair

~~Pick Night:~~

Organize "pick night" dates and times
Make "pick night" sign-up sheet (~~need all HS sports schedules~~)
Email coaches & team parents about meeting and get team parent names
Run "pick night" night

~~Volunteer Coordinator:~~

Send reminder emails to team parents a week before schedule to work
Make sign in sheets for all events

Keep team parent list up to date

Advertising/Marketing Money-Box Chair

Responsible for sending letters to solicit advertisements in the fall and winter programs.

Design and organizing the program booklet

Take photos of sporting events and promote on the Coal City Athletic Boosters' social media outlets

~~Shares Program Chair~~

~~Collect shares request forms from coaches — get them to the treasurer~~

~~Keep track of who used shares money~~

~~Email coaches shares money total for the year~~

~~Email interaction with coaches during the year~~

Article VIII Executive Board

- A. The Executive Board shall consist of the officers and also up to four (4) active members at large. ~~Any active member may become at member at large, by being nominated by an active member.~~ Nominations will be taken at the April meeting. The election shall take place ~~at the same time as nominations for officers~~ in May. If only four (4) nominations are received, no vote will be necessary. If no nominations are made, the Executive Board may appoint up to four (4) Members At Large at their own discretion.
- B. The Executive Board shall transact the necessary business between regular monthly meetings.
- C. The Executive Board shall have the authority to approve without general membership vote any expenditure of up to \$250 ~~per request~~ to any one organization. Any expenditure of general funds over \$250 shall require an advance approval vote by the Executive Board and then be presented and approved at a General Membership meeting ~~with the exception of concession stand supplies, allocated shares, and scholarships for approval.~~
- D. The Executive Board and Concession Stand Coordinator shall be covered under a liability policy and fidelity bonded.

Article IX Funds

- A. Any officer has the authority to spend up to one hundred dollars (\$100) when needed for the Athletic Boosters Club without member vote and board approval.
- B. The Treasurer, President, ~~Vice President, Secretary~~ and Concession Stand Chair shall have signatory authority.
- C. In the event of an emergency and for convenience, the president and concession coordinator shall be issued debit cards, if desired by the board. These debit cards shall be used when payment is necessary and the treasurer is not available. Prompt detailed notice shall be given to the Treasurer within 24 hours with a receipt to follow.
- D. A balance in the amount of ~~four thousand five hundred dollars (\$4,500.00)~~ twenty-thousand (\$20,000) shall be set aside for the next year startup funds for concession stands, scholarships, and prior share commitments.
- E. All money collected from any concession shall be counted and signed by an adult prior to leaving the stand.

~~F. The Executive Board has authority to use up to five hundred (\$500) at their discretion of the 50/50 money collected at games to use on miscellaneous expenses not previously in the approved budget.~~

G. The Executive Board has authority to allocate the 50/50 money collected towards scholarships

H. Mileage accrued by a board member needs to be turned in on their personal taxes and are not eligible for reimbursement from the Booster Club.

Article X Amendments

A. These by-laws may be amended by a majority vote at any regular meeting of this organization with an approved motion. The motion shall be reviewed and discussed and then voted on.

Amended by the General Membership Board on November 14, 2012

Amended by the Executive Board & General Membership Board on March 20, 2013

Amended by the General Membership Board on May 18, 2016

Amended by the General Membership Board on August 22, 2016

Secretary

President