

BOOSTER CLUB MEETING MINUTES

Wednesday, May 6, 2009

Trina Becker called the meeting to order and lead the prayer at 7:07pm in the DB Library.

Present for the meeting: Tom Kettman, Pat Monat, Dave Floyd, Theresa Schmitz, Konnie Haywood, Trudy Breitbart, Erik Smith, Jane Becker, Connie Mangrich, Dawn McMahon, Trina Becker, Jammi Welter, and Kim Rottinghaus.

Minutes from the April meeting were read and approved by Dawn McMahon and seconded by Jammi Welter.

Committee Reports

Finances

Dawn McMahon reported the net worth at \$134,292 (this includes various items money is set aside for through the archdiocese). She will be depositing @ \$2700 in addition to that. The cost for improvements to the ball diamonds to date is @ \$1600. Electrical and fencing need to be completed yet. More bills to come in yet for this project. The March VB tournament – final profit was \$10,845.

Concessions

Trudy Breitbart will coordinate concessions for softball and baseball. Konnie Haywood will help with the girls' games.

Discussion regarding band using the concession stand and retaining the profit from the state event held at school a week ago. In the past, the band has had to pay the cost for entry fees for this event and has retained proceeds from the concessions sold to off set that project. We discussed changing that so all things are treated equally. The Booster Club should help with the expenses for band program and the concessions proceeds will go back to the Booster Club just as they do for all other events such as little kids wrestling tournament and softball tournament. Those teams do not retain profit from concessions. Tom Kettman asked "why" can't they each do their own concessions and keep the profits. We discussed how the Booster Club operates and what the mission/goal is for the organization – The Booster Club operates to generate funds to support all sports and extra-curricular activities at Don Bosco. All proceeds from fundraising efforts go into the BC account. The Booster Club then uses those funds to provide necessary items for all sports and extra-curricular activities. As stated in the by-laws, "The club is responsible for long term planning, goal setting, and implementation of programs and policies to ensure that coaches and students that participate in extra-curricular activities have appropriate funding to allow them to compete and participate at a competitive level."

Bobbie Schares, Trudy Breitbart, Pam Schares, and Sue Weber are planning to coordinate concessions for the softball tournament July 3-4, 2009.

Merchandise and Apparel

Bobbie Schares reported via email: Wrestling champ shirts have been ordered, @ 197 pieces. She is working on baseball and softball designs. She will work on a state track design to be ready if anyone qualifies for state track. Golf posters are printed and will be delivered to school within the week. Corey Carlson has a date set up to do the baseball poster and Jane Becker needs to set up a date for softball with Karen Breitbart. Bobbie will order captain chairs to sell. Bobbie will also start working on designs for the softball tournament shirts.

Kim Rottinghaus reported that several high school girls have expressed an interest in helping the Booster Club with merchandise and apparel. Kim met with Lizzy Breuer and Leigh Ann Weber before the meeting to go over the procedures and what we do in selling shirts, etc. These two along with Elly Reiter and Molly Schares will help us out as needed. The newly formed Art Club (teacher is Carrie Schaefer and student Tristen Haywood) is also interested in helping with

designs and other things as needed. The girls will help us with shirt designs, creating order forms, distributing and posting order forms and flyers, filling orders and distribution.

Fundraising

Volleyball Tournament – final profit @ \$10,845. Next big project will be the softball tournament on July 3-4, 2009.

Old Business

Softball Dugouts

Bob Demuth still has some wiring to do and the fencing company needs to finish. Should be completed next week.

State Wrestling Expenses

Final reimbursement has not been completed. Will report final expenses at June meeting.

Transportation – Mini Bus

Trina reported that she spoke with the DOT in Des Moines and the bus we would like to purchase would only require a Class D license, not a CDL or a bus drivers license. Since the total vehicle weight is under 20,000 (actual weight is 12,300) and it is not handicap accessible, this should be OK. Dave Floyd pointed out that what license is required will be at the discretion of the officer involved if that should ever happen. It was discussed and decided that this bus would greatly help our transportation needs and if it ends up that a CDL is required that is easier to get than a bus drivers license and some coaches have a CDL and would be able to drive the bus. This bus costs @ \$50,000. Erik will contact Hogland Bus Co to work out the final specifications on ordering the bus and will also get the proxy from the archdiocese to move forward with this. The bus will take @ 4 months to build. Kim Rottinghaus made a motion to purchase this bus, seconded by Trudy Breitbach. The BC will pay the title and license for the first year.

New Business

Caring for Baseball and Softball Fields

John Breitbach has been caring for the diamonds in the past, donating his time and expense for the product used. Corey Carlson has asked the BC to pay for the product used to control crabgrass, etc. The Booster Club will do that. Trina Becker reported that Greg Becker may be able to get the product we need at a reduced cost. Trudy Breitbach mentioned that Cedar River Milling gives us a discount on this. John Breitbach will continue to do the work on both diamonds, including weed control around fence lines. Teresa Schmitz has donated product for some of this also. John Breitbach will work with Corey to continue this and the BC will pay for the product needed to do the work.

Rock is needed around the softball diamond, especially the driveway in. Jane Becker will talk to Brian Delagardelle about the neighbor moving their sump pump to another direction so it doesn't create the washout on the drive into the softball diamond area (behind the bleachers, etc.). How much rock do we need there and what does that cost? Tom Kettman suggested we use recycled asphalt chips.

Jane Becker will send out thank you's to those who helped with the dugout renovation, etc. and all the work at the diamonds this spring.

Raffle Letters to out with Alumni Newsletter

This year the annual raffle will be sent out with the alumni newsletter in August. This will save money on postage and printing when we combine the two – they both get mailed to the same list of addresses. Date to mail out will be August 25, 2009. We will need to work with Bobbie Schares and her company to complete this entire project. Discussion on whether we can or can not legally

send out raffle tickets in the mail. Erik will check into this. More discussion to follow – who is in charge of doing this?

Discussion on Meeting with PTO

BC officers met with PTO officers and a few others (Julie Niemeyer, Tim Horrigan, and Scott Reiter) at the request of the school board to discuss changes in the operations for these two groups. The School Board is asking the BC to go to K-12 organization and focus on the extra-curricular side of projects, events, and fundraising efforts for the Bosco System and the PTO to go to K-12 organization and focus on the educational side of projects, events, and fundraising efforts for the Bosco System. Each organization has been asked to update the by-laws and submit them to the school board for review at their next meeting in May. These changes are planned to begin in the fall and will probably take the first year to determine how to operate various projects between the two groups. We will work together and may combine some fundraising efforts. This would mean that the BC would then take on jr high athletics and extra-curricular activities (both income and expenses). The PTO is already planning to restructure some of the activities they have done in the past. Activities Directors will remain the same (Jane Becker 9-12 and Corey Carlson K-8).

Officers for Next Year – 2 year terms are up

Jammi Welter, current VP, will move into the Presidents position next year. We need to elect VP, secretary, and treasurer for 2009-2010. No one has volunteered to run for these positions. Dawn McMahon has agreed to continue as treasurer unless someone else is interested in doing so and Kim Rottinghaus has agreed to continue as secretary unless someone else is interested in doing so. We do need someone to run for VP. Kim will post notices in the bulletins once again and official elections will take place at the June meeting.

Other Business

Erik presented information from VIPS (a company out of Cedar Rapids that specializes in school system projects for a wide variety of needs). The BC has been asked to help contribute to the potential building project. Erik's presentation is specifically for renovating the locker rooms. The locker rooms have been on our "list of things to do" for the past year as they are in desperate need of renovation. We have four locker rooms and regardless of what is decided on regarding the new building and renovations at DB, these locker rooms will not be moved, they will be updated. The proposal discussed includes doing everything possible in the best way – completely rebuilding the four locker rooms to brand new everything. That estimate is @ \$292,000. This is not a hard bid, it reflects the absolute maximum that this part of the project could cost. VIPS needs a commitment letter to move forward with plans and specs. With this letter, they will start work on all plans and specs and prepare all necessary paper work to start the bid process. Prior to release of plans for bid, a fee of \$2,400 is required to cover the cost of the plans and specs. This would need to be paid to VIPS in order to proceed. This fee will be applied against the final contract amount once a contract is entered into between the Bosco System and VIPS. Services include: all plans and specs, all administrative items, permits, demo, concrete and masonry, rough and finish carpentry, new lockers, new showers, new restroom fixtures, ceramic tile, new paint, and new light fixtures. This is just a brief description and will change as final plans are determined and bids come in. We will also look for any donated materials, etc. if anyone is willing to do any of that. Erik suggested that we move forward with this now so it can get started. We know we are going to remodel the locker rooms, regardless of what is going to be done with the new building project. Whoever manages the locker room project will also work with the building project to ensure collaboration of efforts. The locker rooms would be a project that the Booster Club will contribute to. Kim Rottinghaus made a motion to move forward with the letter of commitment to VIPS, seconded by Trudy Breitbach. Further details and information at the June meeting.

Pat Monat asked the BC, "How do you determine what projects you'll do and how to spend the money that is raised"? Kim Rottinghaus explained that in the fall (usually late July and early August) the BC puts out a request to all coaches and activities directors to submit what they need

for the upcoming year to the BC for review. Once we receive all the submitted projects, the officers meet with the AD and principal to review them and decide what to implement for the upcoming year. This was done last August and the plan was then submitted to the school board for review and approval. From there, projects are implemented throughout the year.

Pat asked, "If I need something who do I submit that to, the BC or the AD/Principal"? Jane Becker told her that projects for the BC to pay for should be submitted to the BC in August. The BC works with the AD and Principal in determining what should be done for the upcoming year. It was also discussed that coaches/directors answer to the AD/Principal.

We held various discussions on fundraising, selling shirts, communication, and collaborative efforts between the BC and coaches/activities directors. The Booster Club operates in support of all sports and extra-curricular activities for Don Bosco.

It was explained the BC operates as follows: Many people from within the Bosco System help out in many ways with the various fundraising efforts organized by the BC (concessions, mdse sales, advertising, golf outing, softball tournament, volleyball tournament, raffle, etc.). The proceeds from ALL these projects are deposited into the BC fund. The BC fund then pays for the various items needed by all sports and extra-curricular activities. Coaches and directors are encouraged to come to the BC when they need something (preferably in August when the BC plans the budget for the year). Requests submitted after that may not be considered as funds have already been allocated for the year at that point. The BC estimates the income for the year, reviews the costs associated with the various projects submitted by both coaches/directors and the school in general (such as locker rooms, medical kits, chairs for the gym, etc.). It is then determined by the officers, the AD, and the principal how those funds will be spent for the upcoming year.

The school also presents the activities budget to the BC each year in August. This budget reflects all projected income and expenses for all activities at DB. Income includes gate, season tickets, drama, and donations. Expenses include advertising, awards, dues/misc, general maintenance, officials, postage/telephone, travel, and general budgets and uniform budgets for the following: band/chorus, baseball, boy's basketball, cheerleading, drama, girls basketball, golf, softball, speech, track, volleyball, and wrestling. The school then asks the BC to make up the difference to balance this budget. So each year, the BC contributes funds to the activities budget for the school. Last year this was \$28,100. If there are other expenses that should be accounted for through the activities budget that needs to go through Jane Becker for review.

In the past, coaches and directors were used to generating their own funds in support of their programs. Fundraisers were not a collaborated effort and coaches said they would prefer to not have to coordinate their own fundraisers so the BC over the past few years has tried to take on that burden for them and in return provide them with the necessary items to be able to compete and participate at a competitive level. Very few requests have been turned down. The BC can only help support the things the club is aware of. If coaches and/or directors need something they should submit those requests in the fall. The club can not guarantee all requests will be approved, but the club will do everything it can to support these programs.

The goal is to coordinate efforts to generate funds to support those programs, and coaches/directors who so generously volunteer their time. The Booster Club is governed by the School Board. The club consists of five committees (concessions, merchandise, fundraising, finance, and advertising). The purpose of each committee is outlined in the by-laws. Members of the club include all parents, alumni, faculty, staff and supporters of Don Bosco. Officers of the club consist of President, Vice-President, Secretary, Treasurer, and Executive Officer (AD). They shall be elected every 2 years by members that are present at the final meeting of the school year held in June. All members are eligible for any office or committee chair. The BC meets the first Wednesday of every month (except July) at 7pm in the DB library unless otherwise noted. All coaches and activities directors (all sports, band, speech, and drama are supported by the BC) are strongly encouraged to attend. The BC operates in support of their activities and the best way

to stay informed is to attend the BC meetings or to send a representative from your sport or activity to report back to coaches and directors. Monthly meeting agendas are emailed out prior to the meetings (coaches and directors receive those agendas) and minutes following approval are posted online at www.boscosystem.net .

Meeting adjourned at 8:30pm.

NEXT MEETING WILL BE JUNE 3, 2009 AT 7PM IN THE DB LIBRARY.

Respectfully submitted,

Kim Rottinghaus