

2024 10 07 October Board Meeting

Date: Monday Oct 7, 2024
Time: 7 - 8.30pm
Location: Virtual: meet.google.com/xmo-fhet-swz
Attendees: *Board:* Maija, Sue, Annie, Hyo-Jin, Liza, Karen, Nate (joined call @ 8.10pm)
Community: Saira
Absent: Jen, Sara

Agenda:

Board Matters (Maija)

- Minutes from last meeting
 - Doc: [2024 09 16 Meeting Minutes](#)
 - Proposal: Approve minutes
 - **Proposed: Liza**
 - **Seconded: Hyo-Jin**
 - **All approved**
- Board email approval for ¼ page advert in CRLS Hall Of Fame brochure
 - Doc: [Advert](#)
 - Hall of Fame [webpage](#)
 - Hall of Fame [invite](#)
 - **Suggestion that Board could go to HOF event**

Finance Update (Sue)

- Budget update
- Team fundraising
 - Doc: Sept Financial Statements (will be sent after meeting)
 - Doc: [YTD Financials](#) (will be sent after meeting)
 - Football account update
 - **Back in the black after two home games**
 - **Sue working with Monique for reimbursements / banking money (Venmo)**
 - **Working through process kinks to make more efficient and easier**
 - **Future use of equipment? Limited teams will be able to make use of equipment but we should share with team liaisons.**
 - Miscellaneous
 - **Fundraising currently from soccer (boys and girls), golf, football, volleyball**
 - **Planned fundraising - baseball (Oct flatbread), various teams @ Patty's 5km (Sept) & Fall Classic 5km (Oct), orienteering (January flatbread)**
- Squash account
 - Proposal: Approve set up of squash team account within FOCA

- Initial set up of squash team will be as a club and not as a team supported by the Athletics Department. Aim is to set up as a varsity sport in future years.
- FOCA could set up an account but the team will not be eligible for grants or scholarships, as FOCA should formalize rules.
- Proposed: Annie
- Seconded: Karen
- All approved
- MIT-Lemelson Grant for crew athletes
 - Tom asked FOCA to administer funding related to an “Invention program” from MIT-Lemelson, which some crew athletes applied to
 - Sue / Maija will talk with MIT-Lemelson in next week or so, to get additional information on the ask
 - MIT-Lemelson: Sponsor for City Run (2 years running)
 - Board cautious about setting up accounts for individual students, who are not affiliated with a team supported by the Athletics Department
- Other matters
 - Sue signed agreement with Accounting company and is scheduling financial reporting for 2023/4 financial year

City Run (Liza)

- Hyo-Jin is the co-City Run Director with Liza
- Annie will transition her responsibilities, as City Run Director Emeritus
- Plan to discuss sponsorship @ next FOCA meeting - Oct 22

Grants (Karen)

- Doc: [Grants small group discussion September 24](#)
- Discussion was curtailed by time - will be discussed at another meeting

Remainder of the agenda was not discussed:

Communication with Teams (Maija)

- Doc: [List of teams](#)
- Doc: [Info shared with TL / Coaches](#)
 - [Coaches' intro deck](#)
 - [TL information pack](#) - Need to add 7% slide, update grant dates, add scholarship slide, fundraising for program, importance of Venmo text
- Doc: [Subjects to cover with TL / Coaches](#)
- Doc: [Team liaisons / FOCA member](#)
- Match board member with team - To be done through email

FOCA Events (Maija)

- Doc: [FOCA Calendar](#)
- 9/26 Curriculum night
- 10/22 FOCA general meeting ([Agenda](#))

Miscellaneous (Maija)

- Updates from [meeting with Tom](#)
 - Follow up with Tom: Maija to add to next meeting agenda
 - How can FOCA help with hire new coaches?
 - Cut sports - Can coaches should send cut lists to guidance counselors so that they can help kids navigate a change either within the athletics department or some other extracurricular activity?
 - Equipment - How do families know that help is available?
 - Team liaison / coaches: Maija to share info:
 - Ask to review team pages on CRLS athletics website (ideally ahead of season)
 - Equipment - Help is available for families
 - Board to discuss:
 - Can FOCA 'co-host' / loop TL in, so that we collect contact information for future donation requests?
 - Sports: Boys and girls Basketball, girls soccer, boys and girls volleyball, baseball, softball, Football (flag football?), golf, tennis?
- Sports sign up evening (Jen)
- Fundraising ideas (Jen)

To Dos

- ☒ 7% slide (**Maija**) to make and circulate slide for inclusion in Sept general meeting deck
- ☒ Grant giving (**Karen / Annie / Nate**) to meet to review grant guidelines
- ☐ Sports sign up support (**Jen**) to think about virtual night to support people
- ☒ Flyer (**Sara**) to revamp flyer for curriculum night
- ☒ Meeting with Tom (**Maija**)
 - ☒ 2024/5 changes:
 - ☒ Budget - will finalize this summer
 - ☒ 2 FOCA meetings per season - beginning and end
 - ☒ Monthly board meetings - open to all
 - ☐ Use of popcorn machine during basketball games
 - ☐ Cheer managers may be available to help?
 - ☐ Monique - Who was she using to help volunteer?
 - ☐ How can FOCA help with hiring new coaches?
 - ☐ Cut sports - Can coaches should send cut lists to guidance counselors so that they can help kids navigate a change either within the athletics department or some other extracurricular activity?
 - ☐ Equipment - How do families know that help is available?
- ☐ Identify and recruit Board Members
 - ☒ **Maija / Liza** to follow up with proposed individuals
 - ☐ **Board members** to identify potential Board members, when attending events
- ☐ Fundraising (**Jen**) - Compile list of fundraising ideas
- ☐ Finance (**Sue**)
 - ☒ Identify teams who need more FOCA support (no financial activity):
 - ☐ No spending or fundraising (2 years): Cheerleading, golf, sailing
 - ☐ Some fundraising but no spending: Boys tennis
 - ☐ No fundraising but some spending: Gymnastics
 - ☐ 2022/23 reports: Transfer everything from Bette
 - ☒ 2023/4 reports: Follow up with Accountant to ask to prepare tax filings
 - ☐ Share info on fundraising - how to deal with \$\$ if does not identify team
 - ☐ If no boys / girls defined - Split 50-50 across teams
 - ☐ Unlabelled - Goes to general fund
 - ☐ Add onto website: check memo with team name
- ☐ Board member - team connect
 - ☐ **Board members** to identify a 3 teams (one per season) who they will actively support