



## June 3, 2024 Sports Boosters Meeting

7pm @ [LHS Library](#)

All are welcome!

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### Meeting Minutes

1. Welcome - Maureen Currie
  - a. Exec Board Members: President - Maureen Currie, Vice President - Tara Cooling, Treasurer - Monika Salquist, Secretary - Liz Basallaje
  - b. Advisory Board Members: Athletic Director - Drew Marino, LHS Principal - Brandon Wall
  - c. Kris Suzuki, Todd Varnell, Jeff Page, Jeff Argabright, Asma Ghorri, Denise Holm, Alexis Hoekstra

Meeting started at 7:04 pm

2. Introductions - All
3. Athletic Director Update - Drew Marino
  - a. Awesome Spring Season.
    - i. Softball won CCS championships and made it to Norcal semi finals.
    - ii. Boys volleyball won CCS and Norcal finals!
    - iii. Baseball made it to CCS finals.
    - iv. Tennis was undefeated in league.
    - v. Track finished 3rd in league. Many students went to CCS and one competed for state.
    - vi. Golf finished 3rd in league. One student qualified for BVAL.
    - vii. Swim finished 2nd in league.
    - viii. Badminton finished 4th in a league that was very competitive. One mixed double went to CCS finals.
  - b. There were three league MVP's from Leigh this school year for boys volleyball, girls soccer, and baseball.
4. Coach or Sports Rep Updates
  - a. Coach Argabright - Boys Volleyball
    - i. Won 18 games in a row to end the season which included some close games. Finals were single elimination so it was stressful. Winning CCS and Norcal finals was a good way to send off the ten seniors. Special congratulations to Liam

Popejoy for being named league MVP. We have seven players returning to Varsity next year. JV placed 2nd in league.

- ii. Alexis remarked on how Jeff makes such a positive impact on the boys, keeping things fun. Thank you for your hard work, Jeff.

5. Treasurer's Report - Monika Salquist (refer to finance reports for specifics)

a. [June Report](#), [BvA](#), [Balance Sheet](#)

- i. We are aiming to operate at a loss this year and currently have the capacity to spend some money.
- ii. Received \$750 Rotary Club Donation.
- iii. Elizabeth ordered flannel pants for next year's inventory.
- iv. Quickbooks renewal was \$1296. YTD taxes totaled \$4,320, covering filing fees for previous years (617% of budget)
- v. Jeff Page asked if we have explored looking at the snack shack analysis from a net versus gross perspective. This is however a challenge due to the carryover inventory. He also observed that our margins indicate we are only making slightly more than we are spending. Given this, should we consider raising our prices? Other snack shacks are charging more. Additionally, Karen and Monika have ideas for introducing new items to the snack shacks.
- vi. We are completely separate from HSC now with our own tax ID. Discussion about how we can become a company match option for particular companies. Will need to look into this.
- vii. Approximately \$2,000 in donations from sponsorships for the senior book have not yet been deposited yet.
- viii. A question was raised about where the money from team fundraisers goes. The funds go directly to the team. Another question was asked about whether the money is used to buy new uniforms, and if so, how often? They are used to buy new uniforms every 2-3 years, with Sports Boosters typically covering half the cost. The district pays for coach and referee stipends.

b. Funding Requests

- i. Backpacks for all sports except football, softball, baseball, and tennis (have own bags)
  - 1. The request would be coming out of the Non-Specific Sports Budget of \$7000. The total cost for 200 backpacks would be \$9,700, amounting to \$40.75 each, including embroidery with the school logo. Shipping and tax alone exceed \$1,500. Drew will cover the remaining cost from the athletics budget.
  - 2. A question was asked about the expected lifespan of the backpacks. The current ones, which need to be replaced, were purchased 5-6 years ago.
  - 3. Motion to approve \$7000 to cover the cost of backpacks was made by Alexis Hoekstra and seconded by Kris Suzuki. Motion passed unanimously.
  - 4. We have now spent to our budget.
  - 5. Flag football may start in the fall and will need uniforms.
  - 6. A question was asked about how much the Stampede brought in last year. It was approximately \$1,550.

6. Audit Reports - Jeff Page

- a. Sports Boosters hasn't had an audit for a few years due to the absence of an auditor. The audit for the 2022-2023 school year was done this year. The audit for 2020-2021 hasn't been completed yet. The audit for 2021-2022 will be done this summer.
  - b. The audit was conducted according to the Bylaws. It was noted that the Bylaws state an audit should be done twice a year. Is this practical? Jeff suggests finishing the year and reviewing the binder before the next year. The Bylaws will need to be changed to reflect this.
  - c. Jeff shared a draft of the audit findings and recommendations.
    - i. Bank statements should be updated monthly.
    - ii. Regarding depositing cash from snack shacks, maybe the Bylaws should be changed to allow board members other than the Treasurer to deposit cash.
    - iii. Kris was asked for her recommendation. She suggested that next year's board and those overseeing the snack shacks can decide how they want to handle cash deposits.
    - iv. There's a suggestion to adhere to reporting within a calendar period rather than generating the report just before the meeting to align with bank statements. Maureen noted that having a current budget report better facilitates decision-making regarding expenditures. We are managing based on a budget, not a specific amount.
  - d. Thank you to Jeff for all of his hard work.
7. Review and Approve [May Mtg Minutes](#) - Maureen Currie
- a. Motion to approve minutes from the May meeting was made by Maureen Currie and seconded by Todd Varnell. Motion passed unanimously.

#### 8. Committee Reports

- a. Senior Recognition – Alexis Hoekstra & Kris Suzuki
  - i. This will be the final book since this class was the last one at Leigh during the pandemic. Due to printing issues, it's not ready yet, but it will be available tomorrow or Wednesday.
  - ii. Fundraising - Open
  - iii. Kendra Scott Mother's Day/Graduation Fundraiser - Saturday, May 4th, 4-6 PM  
Maureen is still awaiting a response to determine how much money we raised.
- b. Dining Night - Christine Weitz
  - i. May - Kirk's Steakburgers (25%) Did not happen. Will try to set one up with them early next year.
- c. Snack Shack – Open (supported by Kris Suzuki)
  - i. A question was asked about why we don't accept electronic payments. The Wi-Fi doesn't work reliably for baseball and sometimes not for football either. We are still waiting for a hotspot.
  - ii. When Kris purchases inventory, she always seeks out sales to minimize costs. Currently, there is no inventory, so it will need to be built up next year.
- d. [Social Media](#) & Website – Rachel Zanger & Michele Anderson
  - i. Send photos and highlights to [leighsocial@gmail.com](mailto:leighsocial@gmail.com)
  - ii. Need to fill the Web Master role.
- e. HSC Liaison
  - i. Stampede was successful.

- ii. The Leigh HSC is seeking volunteers for 2024-25 term.
  - iii. The nacho bar for staff was much appreciated.
  - iv. Financially, it was a successful year.
  - v. Grad night has sold out.
- f. [Merchandise](#) – Elizabeth Sorace
- g. [Donation Drive](#) – Karen Owczarczak & Vanessa Michaelson
- h. Communications - Open

#### 9. New Business

- a. Vote for amended [2024-2025 Board Slate of Nominees](#)
  - i. Motion to approve the addition of Todd Varnell to the 2024-2025 Board Slate of Nominees as Vice President was made by Kris Suzuki and seconded by Alexis Hoekstra. Motion passed unanimously.
- b. Fridge purchase for Snack Shack
  - i. Received \$750 Rotary Club grant. Maureen is asking for someone to shop for the fridge, with delivery scheduled for August.
- c. CUHSD Booster Club Renewal and Fundraising Reporting Process
  - i. Renewal Deadline - 6/21
    - 1. We need to be in compliance with the district. All booster clubs must renew and submit a budget. Maureen will work with Monika to create the budget for submission.
  - ii. Fundraising Reporting Deadline - 8/21
    - 1. Brainstorm around fundraising ideas for 2024-25
      - a. Alexis suggested hosting an event where parents can enjoy a fun night and donate money to Sports Boosters, such as a Check Writing Fundraising Night.
    - 2. We need to submit a list of specific fundraising events. The main goal is for the district to ensure that nothing inappropriate is happening.

#### 10. Old Business

- a. 2024-25 Board and Committee Members
  - i. Open Positions
    - 1. Merchandise Chair
    - 2. Fundraising Chair - Asme and Denise are both interested in this position and are willing to share the role. We need new ideas for fundraising, as the current incentives aren't exciting. Asme inquired whether any events had been held in the past. There have not been any events.
    - 3. Communications Chair
    - 4. Senior Recognition
- b. Board/Committee [job descriptions](#) - Reminder to update or add any missing job descriptions. Please go in and edit the document. We will review the job descriptions at the start of the next school year.
- c. Would like to see more coaches come to the meetings.

#### 11. Adjourn – Next meeting tentatively set for August 19, 2024

Adjourned at 8:57 pm