

Leigh Sports Boosters
Meeting Minutes 6/7/2021

Attendees: Jennifer Lipscomb, Megan Devlin, Maureen Currie, Rachel Duncan, Jake Shaughnessy, Kris Suzuki, Jamie Glanville ,Doug Evans*

1. 7:11pm meeting called to order. No introduction needed as everyone on the call knows each other
2. May Meeting Minutes
 - a. Minor changes to the Football update in section 6. There were 5 players nominated to 1st Team and 3 players to 2nd Team. Max Griffith was the League MVP
 - b. Motion to approve May Meeting by Megan Devlin
 - c. 2nd Motion by Maureen Currie
 - d. No objections, May Meeting Minutes have approved
3. Treasurer's report – Maureen Currie
 - a. Doug Evans will join the call at some point tonight to deliver his audit report findings
 - b. We decreased our net loss for the year to -\$4,467.45 vs a budgeted loss of -\$20,580.
 - c. 38% of budget on income, income from this month came from z\$50 Corporate match and \$2038 from the Senior Program sponsorships
 - d. Megan Devlin requested a \$1500 increase in the merchandise budget to buy item in advance for fall sales and sponsorships. She is looking to restock popular items like pajama bottoms and hats.
 - e. A motion was made by Megan Devlin to increase the merchandise budget by \$1500.
 - f. 2nd motion by Rachel Duncan. No opposed.
 - g. A \$1500 increase in merchandise budget approved
4. Committee Reports
 - a. Fundraising – Rachel Duncan
 - i. There will be three sponsorship levels next year to support Sports Boosters. Level 1 for \$50 includes a yard sign. Level 2 for \$100 included a t-shirt. Level 3 for \$250 includes sign, shirt, and hat. We will promote sponsorships each season, fall, winter, and spring.
 - ii. Season Passes -all sport option and seasonal option. Jen Lipscomb noted that next year these funds will be split 50/50 with ASB and in the 2022-2023 school year, this will no longer be a fundraiser for Sports Booster. Per Jake, this is a district wide change to secure more funds league and referee expenses
 - iii. Banners – Rachel will connect with Jake on banners
 - b. Merchandise – Megan Devlin
 - i. We replenished supplies for our extended flash sale

- ii. Most of our new orders came from Union MS sales. A memo on the sale was included in the UMS principal's newsletter
 - iii. Looking to streamline the number of items for sale, basic items with higher margins
- c. Communications -Jamie Glanville
 - i. We love pictures! We want to encourage more people to send pictures our way so that we can include all sports
 - ii. Teams can send summer training pictures
 - iii. It would be great to have one parent/coach from each team to take and send pictures to us going forward
- d. Senior Sports Program – Kris Suzuki
 - i. Published and very successful. Sponsorship allowed for each senior athlete to receive one program.
 - ii. This was previously a cheer fundraiser. Cheer did books for fall and winter sports.
 - iii. There could be an opportunity to work with cheer to produce another book for next year. Ideas for collaboration with Yearbook, Photography Club (if there is one), and photography elective class
- e. Snack Shack – Kris Suzuki
 - i. Will check fall schedule, planning for a normal school year but district protocol are still TBD for fall
 - ii. Option for Food Vouchers for officials, referees, etc. will be revisited prior to next year.
- f. Dining Night Out – Dana Mantle
 - i. No update

Note: Jamie Glanville leaves the meeting

- 5. Athletic Directors Reports – Jake Shaughnessy
 - a. New AD interviews may be happening soon
 - b. Sports Update
 - i. Girls Basketball was eliminated at CCS
 - ii. Boys Basketball plays tomorrow night
 - iii. Baseball - CCS starts Saturday
 - iv. Track & Field – CCS Trails, Saturday, Final 6/19
 - v. Golf – 1 girl golfer going to CCS
 - vi. Softball – has a game tonight, results tbd
 - c. Off Season Sports Started today but many coaches are waiting for June 15
 - d. Rachel Duncan asked why there was no state competition. Jake said there were not enough teams in NorCal, only CCS and Oakland; NCS/Sacramento-San Juaquin divisions did not compete
 - e. Sports PE back next year

Note: Rachel Duncan & kris Suzuki leave the meeting

- f. Funding Requests

- i. Trainer – was paid full to budget
 - ii. Water Polo – Maureen indicated that there is about \$6K left in new sport start up budget
 - 1. Request #1 from Jake – Storage Shed for pool deck \$4092 to store balls and equipment
 - 2. Request #2 from Jake– T-shirts for inaugural season \$568
 - 3. Request #3 from Jake – Ball carts. \$314.60 for 2 carts on wheels, have a bag inside so balls can be transported, \$283.76 Large storage cart for pool deck
 - 4. *Discussion PAUSED - Doug Evans joins meeting to give AUDIT Report for 2019-2020 fiscal year
- 6. Audit Report – Doug Evans
 - a. Audit complete
 - b. Maureen did a great job as treasurer
 - c. Discrepancies Findings
 - i. PayPal/Square EFT printouts and paperwork. No wrongdoing just some missing pages
 - ii. Uniform Purchase from out of state did to pay sales tax. That is considered a liability. Suggested to buy from in state vendors
 - iii. Cash Box accounting – separate cash box seed \$ out from deposits
 - iv. Add a signature line to Expense Request form requestor
 - v. Will audit 2020-2021 school year later this year

Note: Doug Evans leave the meeting
- 7. Coach Sports Rep Updates
 - a. Gabe Gallman was named League MVP for Boys Basketball
- 8. Bylaw Update
 - a. Reviewed suggested changes line by line
 - b. Final revisions will be posted online for membership to review
 - c. Will vote to approve at first meeting in August
- 9. Return to Athletic Directors Funding Requests
 - a. Water Polo -
 - i. Maureen, Megan, Jen agree that hed and carts considered part of startup budget.
 - ii. Question why shirts are included in this request to Sport Boosters? Jen Lipscomb indicates that she does not want to be included in the decision for this expense request.
 - iii. Jake - this was inaugural season; water polo will have to fund raise next year. Water polo does not have a uniform. Players bought their own suits. Boys water polo has \$100 in team account, Girls Water polo has \$500
 - iv. Maureen - since no uniforms, ok with justifications for purchase from SB
 - b. Maureen – will send expense request to Kara Butler for merchandise bought for raffle/events
- 10. Meeting adjourned at 9:23pm

