Comet Booster Club Meeting Agenda

June 7, 2022

5:00 PM

1. Call to Order – who is going to lead the meeting? \*emphasize that we want to keep the meeting to one hour due to games at Cole Park and help needed in concession stand
2. Financial Report and budget presentation- Tami Schuckert
3. Concession Stand – Tami Schuckert: current staffing issues, menus, payable position(s), leads, June 19th tournament
4. Fundraising – Tara Eichhorn

Golf Outing July 16

1. Slide Show of the year’s accomplishments- Mandi Baskin
2. Officer Descriptions:

**President:**  look after the general welfare of the organization, presides at all meetings of the Booster Club, attends all events and functions, appoints committees, enforces the organization’s bylaws, resolves any problems regarding membership, and regularly reviews the organization’s finances with the treasurer. The president should lead by example. Work to inspire others to volunteer, communicate openly, and maintain transparency to build trust with volunteers.

**Vice President:** acts as a second leader to help reduce the burden of work on all executive booster club members. They act as the president’s representative in his/her absence. Must remain familiar with the organization’s day-to-day operations in order to stay engaged.

**Treasurer**: responsible for assuring that all financial records are maintained, and taxes are filed on time to avoid penalties and loss of exemption. The Treasurer is the authorized custodian of the funds of the Booster Club. The major duties include, but are not limited to managing all money associated with the club, maintain an accurate account of all money received and distributed, prepare the club’s annual budget and seek voter approval annually, issue receipt for money received, deposit funds within 7 days of receipt, reconcile bank statements within a month of receipt and resolve discrepancies immediately, present detailed monthly financial reports to the club, and File annual IRS federal taxes.

**Secretary**:

Fundraising Chair: duties include but are not limited to working with committee to develop active and passive fundraising events throughout the year. Collaborate with other board members regarding needs of the club, and scheduling and planning of events.

Concession Chair or combining with another position?

Uniform Management Chair and/or combining with another position?

Social Media Management and/or combining with another position?

1. Discuss terms, By-Laws state 2 years, also tax year end is July 31st, in the future should we coincide with tax year end for clean transfer of Treasurer duties?
2. Volunteers and Nominations for board positions and voting
3. Announcement of new officers and schedule first Board Meeting
4. Future Business:

Hiring for concession stand set up - ASAP

* 1. Workers- Discuss ideas to alleviate the problem of no workers
     1. Easton Valley and Marquette Model- Sophomore Parents

Concession Stand Clean-up days

Football/Track Stand Projects: painting and center island

Operations Account Discussion

Earmark money to replace items that break

Purchase concession stand needs

Homecoming tailgate celebration?

Back to Fall Athletics event?

Uniform Rotation

Equipment wants/needs