**LHS Athletic Booster Meeting**

**Monday, February 9, 2015 @ 6;30**

Meeting was called to order at 6:35.

Minutes from December and January were reviewed and voted on to approve both sets of minutes.

**Treasurer Report**

Dave passed out income and expenses sheets to review.

• we are about $6000 down in concession funds – however, after baseball + track season are accounted for we should only be down around $3000.

• investments up about $1300 and predicted to be up about $2000 at year end.

• we have the $20K to give to athletics. Dave motioned to give athletics the check for $20K, Elaine Gregory 2nd the motion. All in favor. Dave to present Sean Jackson a check for $20K for athletics.

• $4000 earmarked for scholarships

• Night at the Races projected income: approx. $19K

• end of year: looking to be down approx.. $5000

• cash stand point – we are good with $159K ( up $7K from last year this time )

Dave issued some beginning guidelines for boosters taking over team funding. These are start-of-work guidelines. We are asking all board members to review and email Dave at dshaw@ffl.net with any questions, comments are input.

**GUIDELINES FOR BOOSTERS RETAINING TEAM MONEY**

1. Each team has to have a representative to work with the booster treasurer and / or assistant treasurer to ensure that we balance accounts on a monthly basis.
2. Each team must establish and provide guidelines to the boosters who from the team is eligible to make withdrawals. This must be updated annually.
3. If a coach is no longer employed, the athletic director will be responsible for filling the coach’s role and responsibilities.
4. Deposit will be made by boosters on Monday and Thursday. Deposits must be dropped off to the designated booster representative. Deposit must contain the following:
	1. Deposit slip filled out designating the team to be credited
	2. If cash, listing of the denominations to be deposited
	3. If checks, a copy of the checks to be deposited
	4. If more than 5 checks, a tape must be provided.
5. Disbursements will be made on Wednesday and requests must be made 48 hours in advance in writing to the designated booster representative. Receipts for purchases or signed acknowledgements must be turned into the booster representative within 2 weeks after a disbursement is made or no new distributions will be accepted. Any disbursement over $500 must be signed off on by ( 2 ) individuals or have predetermined authority provided in writing at the beginning of the year.
6. No salary distribution or gifts / payments (non-receipt) in excess of $600 can be made from the booster account. Boosters do not prepare W2 or 1099r’s.
7. Boosters will provide monthly account statements to the coach / team.

**Athletic Director Report**

Overall record Conference

Girls basketball 14 – 6 10 – 3

Boys basketball 11 – 6 6 - 5

Wrestling 5 – 7 2 – 4

Gymnastics 6 – 6

Girls swimming 5 - 4 1 - 3

Boys swimming 4 – 5 1 – 3

Hockey 8 – 13 7 – 7

Feb 11 – girls basketball senior night

Feb 21 – girls tournament begins

Feb 24 – boys basketball senior night + red out night for heart disease

March 11 – winter sports award night

March 17 – OHSAA spring sports meeting @ the Civic

**Concession Updates**

• Basketball concessions are winding down. Difficult time with concessions at Harding. Ann set up small table in the corner near cheerleaders and sales seemed to pick up.

• All concession items are now secure.

• Wrestling – concessions income was $1200 for 4 matches.

• Swimming conference meet – concessions income was $700. Future conference meets, boosters will provide the pizza and swim parents to provide the remaining food and drink.

• Roosevelt concessions are cleared out.
• Pool concessions still locked at pool. Pool now being used for PE classes ( no afternoon rec swimming permitted )

• Track concessions – NO middle school ranger relays. LHS ranger relays will be April 17th.

Night at the Races – March 7th. Still seeking sponsorships, gift items, etc. Please keep Amy Kemp in the loop when soliciting a Lakewood business. Ideas how to raise additional funds.

**New business**

• Nominating committee for 2015 – 2016 officers. Ann will be sending out info in the next few weeks.

• March 17 kicks off Spring sports season

**Other business**

• Scholarships – committee to form. Formulate list of questions, location and time and dates of interviews.

Meeting adjourned at 7:28

Next meeting 3 / 9 @ 6:30 – location TBD