



# Harwood Boosters Club

harwoodboosters@gmail.com

EST. 1985

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November 30, 2015  
Meeting Minutes  
6:00 p.m. Cafe @ HUHS

Introductions - Anne Latulippe, Melisa Semprebon and Heidi Hill

Approval of Minutes from 11/09/2015 - Previous minutes approved with some minor changes. Anne will make changes and send out to all members for approval.

Financial Report -Treasurer The only new check that has gone out is \$420 to the secretary of State to reinstate our status with them as a tax exempt corporation.

Election of Secretary - Nobody was available for this role. We will keep looking but in the meantime Melisa Semprebon is listed as the Treasurer and Secretary on our 501C3 paperwork. Ann, Missy and Katie will alternate taking the minutes at the meetings.

Defining our Mission -

- Mission Statement -The mission statement that Anne submitted was approved unanimously without any changes.
- Constitution & Bylaws- Anne will begin the process of combining the two documents into one set of bylaws that will conform with today IRS standards. The goal for completion is the Feb meeting.

Possible Ad Hoc Committees (30 minutes)

- Concessions -
  - a. Current and expansion plans- We have decided to add January 23, 2016 middle school games to the schedule. Missy, Anne and possibly Heidi will be available and will recruit others to help.
  - b. There is a small building out by the track field. We were wondering if that could possible be the site of a future concession stand. Heidi said that it was currently being used to store track equipment but that it probably could use a good cleaning and get rid of the items that are broken and not adequate for future use. We have tabled this idea until the spring and will revisit it then.



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- Banners - next steps, cost. Currently we have 4 championship, 3 runner up and 1 spelling correction ready for pick up soon. The total cost will be \$1313.00. There are also 3 more championship banners that need to be done and then we are caught up. The following questions came up that we will ask Barbara about:
  - a. What was the reason we started doing runner up banners?
  - b. How much do they bring at auction?
  - c. How long do we keep them up until we auction again?
  - d. What is a good number to budget as an annual expense for banners?
- 501c3 status/corporation - All paperwork has been submitted and fees paid. Our status is reinstated retroactively but we can not start writing grants until we get the official paperwork.
- Defining our Membership; Engagement, Recruitment, Collaboration & Cooperation
  - a. The Boosters members at the concessions nights will be a very important tool for recruitment. The more they see us and talk to us our presence and continued requests for help should lead to a very vibrant group of people to pool from.
  - b. Missy will look into the cost of doing a Join the Boosters info sheet to be available at any venue we are present at. It will include our mission statement, all contact information, information about what we support and photos of students in various activities. Missy will look at the cost at staples, Vistaprint and and the Pack n Send in Waterbury. We will email the results before the next meeting as this has to be a priority.
  - c. Anne will keep communicating via Front Porch Forum, Exit 10, Highlander Newsletter, Facebook and our Website development.
- Procedures for disbursement of funds:
  - a. scholarships - Barbara was not there and none of us have the actual paperwork for the scholarships that have been used in the past. We have tabled this until the January meeting so we can learn more about the process that is being used.
  - b. grants - We can not start writing any grants until we are fully reinstated as a 501C3.
  - c. purchases - All purchase must be approved by the board and the treasurer should only pay out with written approval of the board. Minutes can be used, or email trail of approval. Items that will be established in the budget will not need approval but will need some sort or receipts. All reimbursements and receipts must list the person to be reimbursed, the details of the expenditures and the purpose if not evident on the receipts. The more information given will result in more accurate financial reports.
  - d. income - Deposits from the concessions and raffle will be locked up at the school over night and Barb or Katie will deposit in the morning. At the end of the night a total should be listed and then confirmed by Barbara or Katie. Final deposit numbers will have to be emailed to the treasury to be recorded in the checkbook. Deposit totals should be split into separate subtotals for record keeping purposes. Ex. Concessions, 50/50



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## Website, facebook and twitter -

- a. The website will not be housed under Washington West. This will result in an expense annually. Anne said \$12 a year for the domain name but the actual housing of the website will be more expensive. She will let us know the cost when she finds out and only do a 1 year purchase at this time.
- b. Anne will continue to maintain Facebook This will be the most effective way for communicating with parents
- c. Twitter- None of the people present were knowledgeable about twitter. Sue will be a resource as well and our kids to get that up and running. This will be a area to reach the students.

## Spirit Store

- a. Where did the money go to start the store? Was that used to design the new online store or is there inventory still available to be sold at game nights? Sue and or Barbara can probably answer this.
- b. We would like to look into spiritwear idea's. Boosters buys a 50/50 if you are supporting your team in someway?
- c. have available Big Finger, pom poms something to get the crowd engaging and supporting our teams in a positive way.

Meeting Schedule The second Monday of the Month is going to be our fixed meeting time unless Holidays require us to change. Next meeting will be January 11, 2016 at 6.00 pm in the Cougar Cafe