BBB Spring Meeting Agenda NOTES

March 5, 2023

1. Call meeting to order 7:02pm
2. Approval of Winter meeting minutes - Darcie Law Motion to approve – Lynn, and 2ND, Patsy, passed by all
3. AD’s Report - Mike Cowdrey - out of town
4. Co-President’s report
   1. If your Booster financials are still operating through the Hills account, please discuss with your Board switching over to a Chase subsidiary account ASAP.
      1. Request an account by filling out this form: <https://forms.gle/pXCqntHiLARxLf1N6>
      2. Make an appointment with Angi Lewis to review your balance.
      3. Reach out to Debbie, Patsy, Linda or Heather for any questions and a reminder of the many benefits having a subsidiary account provides.
         1. [bhboosterfinance@gmail.com](mailto:bbfinance@gmail.com)
         2. [bhacathletics@gmail.com](mailto:bhacathletics@gmail.com)
   2. Please let us know if you didn’t receive the email we sent out on Saturday requesting responses from each booster. Including:
      1. Update the BHHS Sport Schedule with any upcoming meetings, pre-season training, summer camps for elementary or middle school kids and contact information. [BHHS Sport Schedule](https://docs.google.com/spreadsheets/d/1_Hj63XuVgHQciL-zHAsphKNaxg9sHM4Ff6NMvxqjt18/edit?usp=sharing)
      2. Big deal - Boosters got permission from Dr Hartley to host an information table at the 9th Grade Parent Orientation for the first time. Board members, Mike Cowdrey and students from the athletic board welcomed parents and answered questions about high school sports. We encouraged parents to share their students name, contact, and which sports they are interested in to pass on to those boosters, (linked below). PLEASE review this spreadsheet and add these athletes to your sport communications.[Interested in Specific Sports - 9th Grade Orientation Class of 2028](https://docs.google.com/spreadsheets/d/1x7ViAh9hBm7DZuwOph5FpWurtiFDtyy-TH_OCQjpK7M/edit?usp=sharing)
      3. Please fill out the Season Round-up google form, CRITICAL to get graduating members removed from your Chase account and new members added!

<https://docs.google.com/forms/d/e/1FAIpQLSc2OUexaGQBjvry8LFlqBzT4uUAMdunBBFEtlS6SxmRD-m0OA/viewform?usp=sf_link>

* 1. Please start using your sport specific gmails! This will help limit updating errors, and provide consistency between BHHS Sport Schedule contact list, Click Bid, Zelle/Chase statements, and general communication with families.
  2. PLEASE post YOUR team pictures, news and successes on the BHAC facebook page! If your kid would be embarrassed if it was you, post anonymously!
  3. FYI - we can help boosters set up a Text to Give thru Click Bid, instead of Vertical Raise as a fundraiser.
  4. Grant period just closed (it was open February 15-29th). Last grant period for school year. We received 2 grant requests. Next grant period is the beginning of August 2024.
  5. Black Hawk Fever was a big success. Lots of positive feedback on Black Hawk games. The visiting kids were more engaged this year. Will keep the same format for next year. Have Unified team involved next year along with Varsity Girl’s and Boy’s Basketball
  6. Board Update: Seeking new board members for 2024-2025: Community Outreach, Recognition, and Collaboration. Although the Collaboration committee’s focus is to establish and share best practices, a top priority this next year with the concession stand remodel, is to;
     1. adopt a concession plan that relies on a single bulk purchase of concession supplies and food
     2. track and reimburse volunteer hours
     3. Open concession volunteering to any parents enabling them to fundraise for their child’s sport (including off-site sports).
  7. Signing Day is Thursday, April 18, 2024

1. Treasurer’s report
   1. Booster Accounts
2. 23 Booster sub-accounts opened @ Chase to date
3. We have met with BHS finance admin and requested/received a list of all open athletic Hills accounts and current balances. Still waiting to receive a list of P-card holders
4. BASIC Reminder: the “Hills account” is the account of the BHSD. Payments made through “Events” in community pass and/or parent portal are deposited into your Hills account (BHSD account).
   1. Chase accounts are completely outside of the district, so any payments collected thru Click Bid or Zelle will go into your Chase account, and you will see immediately.
      1. Click Bid - use to record and collect booster dues or payments made with a credit card, and access an embedded Zelle payment QR code to allow parents to pay without a fee, which connects to your sport’s Chase subsidiary account. Use Clickbid (which accepts credit cards, zelle, cash check for deposits).
   2. Tips for reconciling Hills sports booster account
   3. P-cards issued by Hills
      1. Collect and turn in to Angi at the end of season!
      2. Delay
5. Here are a few things booster groups can do to help with debit card issues:
   * + 1. Use your debit card for a few small charges so Chase knows the debit card is in use.
       2. Only the card holder can call Chase to discuss debit card issues
       3. If you know of a large charge or upcoming trip, please notify Chase. Call the number on the back of the card or call customer support: 877-425-8100 and ask to speak with the debit card team. For now, please email us with upcoming large charges so we will know if we get a fraud alert.
   1. Standard forms have been created and will be shared with Sports Booster groups, and will be uploaded on the BH Athletic website under the Booster tab.
      1. Transfer authorization request from 1) Hills account > Chase account and 2) Chase account > Chase account
      2. Payment request
      3. End of Season sign-off to financials

Need links from Linda

By-laws needed for all sports

* 1. Budget 2023/24
     1. Athletes in Action - slow ramp
     2. Jock Jams - Reconciled with $8K profit
  2. Accountant Search (501(c)3 filings / 3rd party reconciliation of booster financials

1. Sub Committee Reports:
   1. Secretary / Social Media - Darcie Law
      1. Senior Spotlights –FB and IG
      2. Weekly home games – FB and IG

Post for girls basketball districts – 5:30pm vs Troy @ Troy Athens

boys swim states, gymnastics states, figure skating states?

Esports (Beth Kalusniak) – senior post tomorrow

Natalie Finnerty (BH communications)

* 1. Outreach - Jill Bednas
     1. Instigating separate meetings with elementary BHAC reps to re-engage.
     2. Spring sports please send me a competition date for your community night.
     3. We have youth shirts to give away at Community nights. Let us know if you would like some,
  2. Recognize and Fundraise - Karen Kaplan

Looking into spring student-athlete event after spring season – The dunes on sat or sun afternoon

* 1. Athletes in Action - Gina Perry
     1. If you have someone on your booster board interested in organizing an event for your team, please reach out to Gina for contact information.

Will send (1) Donation Calendar, (2) Instructions, and (3) Donation Receipt from the Athletes In Action Campaign along with meeting minutes.

* 1. Retention / Recruitment - Lynne Gibson (Tony Hitchcock)
     1. Inspiring 8th graders to come to HS for sports

HS players to middle school practices – opportunity to explore

* + 1. Boosters/Coaches - If athletes are interested in playing post-high school, send their names to Tony Hitchcock.
  1. Booster Collaboration - Lynn Colosimo/Brian Boike
     1. Up to date Boosters in a Box for new booster clubs
     2. New Playbook to cover NCAA rules, gifts, etc
     3. Future concessions expansion
     4. Booster collab opportunities - yard signs, printed programs, spirit wear in person sales.

1. New Business
2. Old Business
3. Closing Remarks / Adjournment

ATTENDEES:

Booster Board- Debbie Guetter, Patsy Bugajewski, Linda Gaines, Heather Green, Darcie Law, Karen Kaplan, Lynne Gibson, Brian Boike, Gina Perry

Erin Hunt

Sarah Becker

Cindy Foster

Laura Renton

Amanda Beyer

Erica Holton

Beth Kalusniak

Mona Clugh

Joann Socha

Scott Hayes

Booster Committee Emails

Co-presidents: Debbie Guettler/Patsy Bugajewski [bhacathletics@gmail.com](mailto:bhacathletics@gmail.com)

Finance: Linda Gaines/Heather Green [bhboosterfinance@gmail.com](mailto:bhboosterfinance@gmail.com)

Communications: Darcie Law [bhboostercomm@gmail.com](mailto:bhboostercomm@gmail.com)

Outreach: Jill Bednas [bhboostersoutreach@gmail.com](mailto:bhboostersoutreach@gmail.com)

Recognition/Fundraising: Karen Kaplan/Libby Holton [bhboostersrec@gmail.com](mailto:bhboostersrec@gmail.com)

Retention/college Recruit: Lynne Gibson/Tony Hitchcock [bhboostersrecruit@gmail.com](mailto:bhboostersrecruit@gmail.com)

Booster Collaboration: Lynn Colossimo/Brian Boike [bhboosterscollab@gmail.com](mailto:bhboosterscollab@gmail.com)

Athletes In Action: Gina Parry [bhathletesinaction@gmail.com](mailto:bhathletesinaction@gmail.com)

New Athletic Website: [Bloomfieldhillsathletics.com](http://bloomfieldhillsathletics.com)

Chase subsidiary request [Google Form requesting Chases subsidiary account](https://forms.gle/9221j4vGBbsbvgox5)

Grant application