

**FCVA Meeting
February 12, 2018
Meeting Minutes**

Attendees: Stacey Kolk, Maureen Burgess, Jan Moorehead, Cindy Hixson, Michelle Hautanen, Jen Bonsu-Anane, Amanda Dininu

Treasurer's Report/Voting on FCVA expenditures - Maureen Burgess

Expenditures in excess of \$200, voted via email

Boys Basketball - purchased personalized shooting shirts

Unified Basketball - purchased apparel

Track and Field - purchased apparel and entry fees

Wrestling - Applied \$ for lodging for their trip

Donations to Hope for Gus - \$364.50

Donations for Hoops for Hope - \$508.00

Girls Lacrosse - discussion regarding a one time donation of \$1200 from FCVA to Conval Athletics for an assistant coach. Mark Swasey will need to approach School Board for approval. Stacey will update Derek S (girls lax coach) and ask him to follow up with Mark S.

To Request Funds - A signature is required from BOTH the Head Coach and Mark Swasey

Apparel Orders - Need Approval from Mark Swasey PRIOR to placing the order

Team Trips - Need Approval from Mark Swasey PRIOR to booking the trip

Team Deposits and Donations - accepted anytime!

Apparel % concern will be readdressed at a later date, tabled for now

IRS/Taxes Update- *Note the below information was sent via email to FCVA board members to be included in the February minutes* -

Maureen Burgess spoke with the IRS re past years taxes:

2014-2015 year (year 1) - FCVA did not file

2015-2016 (year 2) was filed

2016-2017 (year 3) extension was granted with due date of 6/15/18. This extension was also granted for all State reporting as well.

Maureen was told that year 1 was waived because FCVA filed year 2. Maureen does not have to file an amended return for year 2 taxes even though we made a tad over \$50,000 threshold after she made a few changes to accounting for income. (Under \$50,000 means filing a postcard - simple and done online) Priority 1 for Maureen at this time is State filing for year 2.

FlipGive Fundraiser - postponed to April Meeting

Cindy Hixson has an idea for an FCVA fundraiser with T-shirts that are Sport specific ex) 'Conval Mom' with a logo of whatever sport your child participates in. FCVA would receive a small portion (\$5 or ? amount). A concern was raised about the Conval Store (Deb Coyne) and Cindy H stated she already spoke with Deb and she is OK with the idea as it does not conflict with the school store.

Long sleeved shirts are \$12 plus \$1 for each sport icon. The short sleeved, tie-dyed and other styles, prices forthcoming. When to roll out - possibly after tryouts. Katherine Heck (Fundraising Chair) is ok with this idea. Mark Swasey, AD has to approve.
Tentative vote for March meeting.

Old Business

Winter Brochure - Looked Great! Mike Henry has additional brochures for Seniors as some Srs may have been overlooked due to the way the brochure was disbursed. Jen Bonsu-Anane will check with Mike H.

By-Laws Committee - New Conflict of Interest Policy. Maureen moved to adopt and Michelle H 2nd with the new policy being accepted.

Question was raised if this policy applies to Coaches as well. If so, then the coaches/parent reps would need to get prices for 2-3 vendors for fairness/fair price

FCVA Purchase Ideas to benefit all sport teams

- Convection Oven - Maureen to price/investigate
- Sound System for Outdoor Stadium - Michelle H to check with the Football boosters to see if they'd be interested in possibly splitting the cost with FCVA.
- Team Development Clinics - Stacey K to check into for March meeting

Update Window Film - This idea will be tabled until next fall. Stacey will reach out to Gib West to clarify as FCVA does not have a clear understanding of where the idea stands and is receiving conflicting messages

New Business

- FCVA Record Storage - Maureen B
We have permission, now we are waiting for a fireproof filing cabinet of the correct size from Hustons.
- Other groups selling baked goods during games - there is a specific request for an outside group to sell baked goods during games. After some deliberation, a vote was taken, denying the request. Stacey K will contact the GB group with the Boards decision.
- State Wrestling Tournament - maybe work with Sr class - N/A
- CVHS Graduation Concession open - will work with Jr class and see if they are interested
- FCVA Internal Controls List - a Control Checklist was discussed per the Bylaws committee. FCVA needs to establish an operational budget
- Team Budget Process and team spending - FCVA would like the teams to have a spending threshold. What % should it be? Should it be a percentage? If so, should that number be influenced by the number of athletes on a given team? Discussion to continue.

Next FCVA Meeting 3/12/18 at 7 pm