



HERNDON HIGH SCHOOL SPORTS BOOSTER CLUB

Herndon High School Sports Booster Club · P.O. Box 101 · Herndon, VA
20172

January 6, 2019 Sports Booster Meeting - Meeting started at 6:00 pm

Attendees: Iris Britt, Nancy Czenas, Amy Emmatty, Jonathan Frohm, Dan Coghlan, Dave Jones, Kelli Jordan, Joshua Jordan, Loubna Hanna, Danielle LaRosa, Heather Metz, Jennifer Schoenefeldt, Tamra White, Melanie Mulcahy

1. **Sports Booster President, Amy Emmatty:** Call to order/Welcome to everyone. Announced that minutes for the October and November meeting have been reviewed and sent via emails. Minutes were approved.
2. **Recording Secretary, Loubna Hanna:** sign-in-sheet for everyone to sign. Notes from previous meetings will be posted on herndonathletics.com. Kelli has access and will work with Loubna to get notes posted asap. Discussion about consolidating all booster information on Memberplanet. More to come.
3. **HHS DSA Report, Jonathan Frohm:**
 - a. Explained that the next six weeks will be hectic with lots of away games.
 - b. Hall of Fame inductees were announced. Every time a team gets a plaque, it will have the names of the team members and will be added to the hall of fame.
 - c. Discussed school record signs for track and swim. The signs are in need of updating. Need to determine how to get these signs updated and maintained going forward.
4. **Indoor Concessions, Heather Metz:**
 - a. We are doing very well.
 - b. The only question is who will be opening/closing for basketball: they have 2 shifts and volleyball has 3 shifts. The opening responsibility has to rotate. Dan and Jonathan offered assistance for opening as someone from administration is always present.
 - c. Need to ensure all after school concession volunteers have keys (Loubna needs one as she is now filling a critical vacancy in the after school concession volunteers)
 - d. Nancy will share the Google Doc for the concession volunteers
 - e. Heather will provide volunteers with a sheet where they'll record what hot food is unsold
5. **Outdoor Concessions, Joshua Jordan:**
 - a. The new concession will not be ready/open in Fall: the construction schedule keeps changing.
 - b. They will replace the turf in the summer, and work on the press boxes.
 - c. So, it looks like we will be working with the old concession another year

6. Apparel/Spirit Wear Report, Jennifer Schoenefeldt

Nothing to report

7. Membership Report, Kelli Jordan:

- a. Nothing new to report.
- b. Preparing for the Spring. Current 8th graders will be coming for curriculum night.
- c. Suggested to hold informational nights, around April timeframe, with current student athletes.
- d. Discussion of reducing membership price come spring for the spring sports season: proposal to be discussed at the February meeting.

8. Wish List, Amy reported

- a. To date, the wish list received \$9250 in donations. A few items were fully funded -refer to the list Amy sent via email prior to the meeting
- b. Already ordered several items from new Booster Business account on Amazon, with tax exempt status confirmed.
- c. Several items have already been delivered – cheer mats, wrestling bike, more on the way.
- d. Discussion of leveraging the Amazon account for concession stand stock.

9. Golf Tournament, Melanie Mulchay

- a. Golf Tournament is scheduled for June 15, 2020 at the Algonkian Golf Course.
- b. The contract is ready to go, we just need \$100 deposit

10. Treasurer's Report, Dannielle LaRosa

- a. Treasurer report circulated via email prior to the meeting
- b. Request to Jonathan for the \$15,000 field maintenance invoice
- c. Outstanding item to determine – what happens next for field maintenance? This is the last of the 10 \$15,000 annual payments boosters is contractually obligated to pay. Is the county picking up maintenance moving forward? If so, the \$15,000 we have in reserve to cover next year's payment could be redirected to other needs.
- d. Scholarship: Unanimous vote to continue scholarship funding at \$6000. The amount had been increased to \$6,000 last year after being reduced previously.
- e. Discussion of booster involvement in the administration of the scholarships, our need to be involved, the need to increase applications this year, and the need to simplify the process for applicants. The scholarships are funded by the boosters, and need to have some booster board involvement. More to come at February's meeting.
- f. Loubna, Tamra, and Heather all expressed interest / willingness to form scholarship committee and participate in administration of the scholarships moving forward.

10. Goodbye to the Gym – Amy Emmatty

- a. Goodbye to the Gym Celebration preparation has started, but it's time to kick it into high gear if we are to pull off this event
- b. Silent Auction work has begun. Amy S and Dave are leading – coordinating with Monica to ensure current sponsors and advertisers are included and acknowledged
- c. We need lots of volunteers: food, decorations, coordinating volunteers, cash management. We need to do something to recruit more volunteers.

- d. We need to come up with a detailed list of tasks and events so people can volunteer.
We should provide a point of contact for every task and event
- e. For our immediate needs: Thank you to all who raised their hand to lead or help secure a lead for each of the following:
 - i. Food coordinator: Heather
 - ii. Decorations: Loubna
 - iii. Silent Disco: Iris
 - iv. DJ: Bach 2 Rock, Iris to coordinate with Silent Disco
 - v. Silent Movies: If we do this, Melanie has movies
 - vi. Silent Auction: Amy S and Dave
 - vii. Finances: Dannielle
 - viii. Spirt wear: Jennifer
 - ix. Volunteers: Nancy
 - x. Tours: ?

11. Calendar of Meetings

February 3
March 2
March 30
May 4
June 8

12. Adjourn-the meeting was adjourned at 7:17pm

Next meeting: February 3

HERNDON HIGH SCHOOL SPORTS BOOSTERS
PROFIT & LOSS COMPARISON

	July 1 to December 31, 2019				July 1 to December 31, 2018			
	Revenue	Expense	Profit		Revenue	Expense	Profit	Profit Gain
Core Business								
Memberships	37,192	(3,445)	33,747		29,115	(3,501)	25,614	8,133
Concession Stand	27,416	(13,562)	13,855		25,454	(12,623)	12,832	1,023
Corporate Sponsors/Ads	22,650	(586)	22,064		16,500	(339)	16,161	5,903
Wish List	9,220	-	9,220		11,832	-	11,832	(2,612)
Clothing	6,452	(6,938)	(486)		8,185	(3,103)	5,082	(5,568)
Hornet Classic	-	-	-		-	(100)	(100)	100
Program Sales	905	(409)	496		-	-	-	496
Other	329	-	329		179	-	179	151
Total Core Business	104,165	(24,939)	79,226		91,265	(19,666)	71,599	7,626
Other Expenses							-	
Turf Replacement			-				(15,000)	15,000
Athletic Donations-Award Nights/Weight Room			(52,500)				(7,500)	(45,000)
Athletic Donations-Wish List			(1,359)				-	(1,359)
Scholarships			-				-	-
Bank Service Charges			(2,714)				(1,379)	(1,336)
Office & Web			(240)				(717)	477
Letters, Plaques & Trophies			(1,496)				(1,161)	(335)
Banquet Expenses			(130)				(311)	181
Custodian Gifts			-				-	-
Interest Income			508				563	(54)
Total Other Expenses			(57,931)				(25,506)	(32,425)
Net Income			21,294				46,094	(24,799)

HERNDON HIGH SCHOOL SPORTS BOOSTERS
BALANCE SHEET - DECEMBER 31, 2019

	Checking	Money Market	Cash Box	Total
Cash	22,910	102,456	70	125,436
Accounts Payable	6,502			6,502
Brick Highway		1,944		1,944
Scholarships		4,960		4,960
Team Accounts		56,283		56,283
Total Liabilities	6,502	63,187	-	69,690
Equity	16,408	39,268	70	55,746

Equity	55,746
Set Asides from Equity:	
Cash Reserves	(20,000)
Field Maintenance - 2019-2020	(15,000)
Scholarships - Spring 2020	(6,000)
Wish List Obligations	(7,861)
Custodian Gifts	(600)
Letters, Plaques, Banquet, Office	(5,000)
Total Commitments	(54,461)
Available Cash	1,284

Change in Liabilities November 6 to December 31, 2019					
	Balance Oct 7	Deposits	Disbursements	Balance Nov 5	
Accounts Payable	5,525	977	-	6,502	\$5.2k Gregorios, \$1.1k CFA Amy Steil, \$200 DL
Total 100 Year Brick Highway	1,944	-	-	1,944	
Donald Soberdash Memorial Fund	500	-	-	500	
Jimmy McLaughlin Scholarship	4,460		-	4,460	
Team Accounts					
Weight Room	-	20,000	-	20,000	Sports Boosters contribution towards the \$90k required
Athletic Trainers	11,640	-	(229)	11,412	
Band	55	-	-	55	
Baseball	9	-	-	9	
Basketball	10,468	-	-	10,468	
Dance Team	302	-	-	302	
Drama	55	-	-	55	
DSA discretionary funds	1,093	-	-	1,093	
Field Hockey Reserve	1,472	580	(594)	1,459	\$580 parent donation, \$600 senior nt
Football	2,764	-	(102)	2,662	Team dinner, Kelli Jordan
Gymnastics	10	-	-	10	
Lacrosse- Boys Reserve	1,092	-	-	1,092	
Lacrosse - Girls Reserve	4,033	-	-	4,033	
SAGA reserve (Recycling)	343	-	-	343	
Soccer - Boys Reserve	(16)	-	-	(16)	
Soccer - Girls Reserves	1,026	-	-	1,026	
Softball Reserve	257	-	-	257	
Swim Team Reserve	971	-	(511)	460	4 Coaches Uniforms
Tennis - Girls Reserves	1,466	-	-	1,466	
Volleyball - Girls Reserve	-	-	-	-	
Wrestling Reserve	96	-	-	96	
Total Team Reserves	37,139	20,580	(1,435)	56,283	
Total Liabilities	50,859	21,557	(1,435)	69,690	

HERNDON HIGH SCHOOL SPORTS BOOSTERS
CHANGE IN CASH - Nov 6 to Dec 31, 2019

Opening Cash, November 6, 2019		149,790
Deposits		
Wish List	7,720	
Concessions	4,499	
Field Hockey - Parent Donations	580	
Donations	270	
Interest Income	164	
Total Incoming Cash		13,233
Disbursements		
Athletic Department Donation	32,500	
Wish List - Amazon Purchases	1,359	
Awards - Campers Trophies	701	
Concessions - Heather Metz	398	
Awards - McCabe's Printing	273	
Bank Service Charges - Credit Card Fees	206	
Banquet - Eileen Boone	130	
Sponsorships - Monica Snowden	83	
Football - Kelli Jordan	603	
Swim - Kathy McLaughlin	511	
Field Hockey - Kristin Campbell	237	
Field Hockey - Sally Toner	191	
Field Hockey - Michelle Batt	96	
Field Hockey - Sandy Ellen Sciortino	70	
Trainers - Lisa Petruzzi	229	
Total Outgoing Cash		37,587
Ending Cash, December 31, 2019		125,436