



## **HERNDON HIGH SCHOOL SPORTS BOOSTER CLUB**

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

---

March 4, 2019 – Meeting called to order at 6:00pm

Attendees: Jonathan Frohm, Nancy Cazenias, Kim Douglas, Jennifer Shoenefeldt, Amy Emmatty, Dan Coghlan, Stephanie Naski, Rebecca Shapiro, Dannielle LaRosa

Meeting Agenda:

I. Call to Order/Welcome, Amy Emmatty

Welcome. Goal is to keep things short as the spring meet the coaches night and golf tournament meetings both begin at 6:30, so let's jump right in.

II. Recording Secretary's Report, Susan Anderson – Approve minutes. Sign-in sheet.

Susan was unable to attend the March meeting. We moved forward with approving Dannielle moved to approve prior month's minutes, Stephanie and Kim seconded. They are ready to post.

III. HHS Athletics Director Report, Jonathan Frohm

Winter season has ended, and the awards night went well. As Spring kicks in everything is in a good place and working well. Renovations have tennis is off-site, and community use of the fields has begun.

Athletics will be more impacted next year by construction.

Jonathan working on list to share list of what we have purchased – with the \$17,500 we have given to date.

In preparation for future Wish List campaigns, and to understand needs across teams, at the end of the season coaches will be asked to provide needs to Jonathan. Those needs can then be shared with the boosters.

IV. Membership Report, Stephanie Naski/Rebecca Shapiro

Memberships are now on sale. In the past month we have received orders for 3 new memberships. Home games start next week and we expect a few more.



## **HERNDON HIGH SCHOOL SPORTS BOOSTER CLUB**

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

---

V. Sponsorship/Advertising, Monica Snowden

Monica was unable to attend. Update to come at April meeting.

VI. Communications, Susan Anderson

Susan was unable to attend and has decided to not continue on the board next school year. We will need to find a new communications chair.

VII. Concessions, Kelli Jordan

All is going well. Getting things in place for the spring season. Nancy has organized a consolidated SUG for volunteers across teams as multiple events happening on the same evening.

VIII. Apparel/Spirit Wear Report, Jennifer Schoenefeldt/Kim Douglas

All is going well.

IX. Treasurer's Report, Dannielle LaRosa

P&L – Things are continuing to look good. We currently have \$13k available to donate to athletic dept. Will decide on final amount as we get closer to the spring awards night. Fundraising is continuing.

The Girls tennis team did fundraising in 2010 and never touched it. The money is still on our balance sheet.

Need to discuss with coaches to get funds out of team accounts.

We are working on getting invoices from Gregorios so we can pay them.

Sports camps needed paperwork signed. This brought to light the need to ensure the booster insurance coverage is adequate. An additional rider was purchased to ensure we are covered. Individual sport coaches run the camps, but the camps are run “under the direction of the sports boosters” and are thus our responsibility.

X. Works in Progress (Old Business)

- a. Golf Tournament – The golf tournament committee is meeting at 6:30 for updates and next steps.
- b. Volunteer Needs – We need to identify at least 3 new board members for 2019 – 2020 school year.



## **HERNDON HIGH SCHOOL SPORTS BOOSTER CLUB**

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

---

- c. Job Descriptions – progress has begun, but we need to have descriptions for all board positions
- d. By-Laws – tabled at the moment
- XI. New Business
- XII. Adjourn – The meeting concluded at 6:29pm.

Next Meeting April 1, 2019

**HERNDON HIGH SCHOOL SPORTS BOOSTERS**  
**PROFIT & LOSS COMPARISON**

	July 1 to March 3, 2019				July 1 to March 3, 2018				
	Revenue	Expense	Profit		Revenue	Expense	Profit		Profit Gain
<b>Core Business</b>									
Memberships	29,100	(3,251)	25,849		24,814	(3,168)	21,646		4,203
Concession Stand	32,072	(15,184)	16,887		31,019	(31,161)	(142)		17,029
Corporate Donations/Ads	16,500	(486)	16,015		5,833	-	5,833		10,182
Wish List	13,882	-	13,882		-	-	-		13,882
Clothing	8,490	(3,103)	5,387		9,928	(7,262)	2,666		2,721
Hornet Classic	540	(100)	440		-	-	-		440
Other	1,238	-	1,238		1,768	(975)	793		445
<b>Total Core Business</b>	<b>101,822</b>	<b>(22,124)</b>	<b>79,698</b>		<b>73,362</b>	<b>(42,566)</b>	<b>30,796</b>		<b>48,901</b>
<b>Other Expenses</b>							-		
Turf Replacement			(15,000)				(15,000)		-
Athletic Donations-Award Nights			(17,500)				(15,000)		(2,500)
Athletic Donations-Wish List			(1,334)				-		(1,334)
Scholarships			-				(4,000)		4,000
Bank Service Charges			(1,413)				(8)		(1,405)
Office & Web			(770)				(1,011)		241
Letters, Plaques & Trophies			(2,740)				(3,365)		625
Banquet Expenses			(311)				(590)		279
Interest Income			806				16		790
<b>Total Other Expenses</b>			<b>(38,262)</b>				<b>(38,958)</b>		<b>696</b>
<b>Net Income</b>			<b>41,436</b>				<b>(8,162)</b>		<b>49,597</b>

<b>Remaining - Booster Commitments</b>									
Field Maintenance									
Wish List			12,548						
Scholarships			6,000						
Letters, Plaques & Trophies, Programs			2,260						
Admin - insurance, p.o.box			750						
Custodian Gifts			450						
Reserve - Maintain \$20k, Beginning balance was \$13.4k			6,600						
<b>Total Commitments</b>			<b>28,608</b>						

<b>Uncommitted Net Income</b>	<b>12,827</b>
-------------------------------	---------------

**HERNDON HIGH SCHOOL SPORTS BOOSTERS**  
**BALANCE SHEET - March 3, 2019**

	Checking	Money Market	Cash Box	Total
<b>Cash</b>	<b>23,830</b>	<b>77,092</b>	<b>70</b>	<b>100,992</b>
Accounts Payable	8,671			8,671
Brick Highway		2,138		2,138
Scholarships		5,460		5,460
Team Accounts		29,608		29,608
<b>Total Liabilities</b>	<b>8,671</b>	<b>37,206</b>	<b>-</b>	<b>45,877</b>
<b>Equity</b>	<b>15,159</b>	<b>39,886</b>	<b>70</b>	<b>55,114</b>

Change in Liabilities February 3 to March 3, 2019					
	Balance Feb 4	Deposits	Disbursements	Balance Dec 31	
Accounts Payable	6,958	6,436	-4723	8,671	
Total 100 Year Brick Highway	2,138			2,138	
Donald Soberdash Memorial Fund	500			500	
Jimmy McLaughlin Scholarship	4,960			4,960	
Team Accounts					
Athletic Trainers	8,302			8,302	
Baseball Reserve	80			80	November 2013. \$80 from Brick Highway donation
Basketball - Boys Reserve	6,568		(6,568)	0	Transferred balance to school
Cheerleading Reserve	(0)			(0)	Transferred balance to school
Cross Country Reserve	4,537			4,537	Not actively used since 2016. \$120 expense in April 2018
Dance Team	25			25	
DSA discretionary funds	1,166			1,166	Last used in 2017. Used for kids: entrance fees, insurance, basketball scoreboard, etc.
Field Hockey Reserve	3,164			3,164	
Golf Reserve	2,986			2,986	Last used October 2007
Gymnastics	10			10	In 20 years, the only activity was a \$10 deposit made in 2012
Lacrosse- Boys Reserve	1,500			1,500	Used during season
Lacrosse - Girls Reserve	2,192		(47)	2,145	Misc donuts, drinks
SAGA reserve (Recycling)	343			343	August 2004 money was deposited
Soccer - Boys Reserve	285			285	June 2018 - about \$300 withdrawn each June
Soccer - Girls Reserves	919			919	100% Funds from Brick Highway, last deposit September 2014
Softball Reserve	257			257	Rarely used. Last used September 2014
Swim Team Reserve	1,359		(80)	1,279	Four lunches bought for coaches at States
Tennis - Girls Reserves	1,667			1,667	Fundraiser in 2010. \$120 used in 2012
Track & Field Reserve	70			70	Transferred balance to school account in 2017. Probably forgot this last \$70
Volleyball - Girls Reserve	828			828	Last used in 2015. They had two fundraisers, one in 2016, and March 2017
Wrestling Reserve	47			47	
<b>Total Team Reserves</b>	<b>36,303</b>			<b>29,608</b>	
<b>Total Liabilities</b>	<b>50,859</b>	<b>6,436</b>	<b>(11,418)</b>	<b>45,877</b>	

**HERNDON HIGH SCHOOL SPORTS BOOSTERS**  
**CHANGE IN CASH - FEBRUARY 2019**

<b>Opening Cash, February 5, 2019</b>		<b>113,414</b>
Deposits		
Concessions	1,751	
Hornet Classic	540	
Membership	150	
Program Sales	28	
Amazon Smile Donation	27	
Interest Income	<b>115</b>	
<b>Total Incoming Cash</b>		<b>2,610</b>
Disbursements		
Athletic Dept Donation	<b>10,000</b>	
Boys Basketball	<b>288</b>	
Gregorios - August to November Pizza	<b>4,194</b>	
Concession Expenses	<b>529</b>	
Square Fees	<b>22</b>	
Concession Expenses	-	
Neff Company - Shipping	-	
The UPS Store-Programs	-	
Square Fees	-	
SCC ID: 0334232-6	-	
<b>Total Outgoing Cash</b>		<b>15,033</b>
<b>Ending Cash, March 3, 2019</b>		<b>100,992</b>