

**Minutes of the May 5, 2015  
CHS Athletic Booster Club Meeting**

**Members in Attendance:**

Paul Anello	Christy Hartigan	Mark Steward
Dawn Avallone	Tracy Hickey	Celeste Stinson
Robert Barnett	Mark Kellstrom	Lisa Tencic
Sue Barry	Joanne Kowalczk	Jennifer Terry
Cathy Chin	Dawnel Kraus	Lisa Tognola
Rich Connors	Amy Mason	April Wingate
Mark Devlin	Cathy McAuliffe	
Nora Graham	Tracy Ness	
Jeff Hale		

**Meeting was called to order at 7:33 p.m.**

Copies of the minutes of the April 7, 2015 meeting were provided for review. Paul Anello asked that everyone please sign the attendance sheet.

**Secretary's Report:** Dawn Avallone reported that "thank you" notes were received from the following: (i) softball team for funds used toward the purchase of sandwiches for the teams participating in the team's Susan G. Komen Cougar Classic Tournament, and (ii) Peter Daquila for donations totaling \$4,796 for soccer clinics and boys and girls LAX video taping services.

**Treasurer's Report:** Mark Steward reported that approximately \$850 in additional funds were received last month in annual appeal donations and \$1,330 in additional funds were received in concession sales. Checks were written to cover the following previously approved items: (i) \$4,000 for LAX video taping, (ii) \$798.29 for fan buses in February, (iii) \$2,130 for coaches' clinics and coaches' stipends, and (iv) \$764 for team stipends.

Copies of the Treasurer's Report were provided for review.

**Head Liaison's Report:** Celeste Stinson reported that we have a new softball team liaison lined up for next year.

**Concession's Report:** Lisa Tencic reported that she has been holding one of the cash boxes for the past couple of weeks so that the shack can easily be opened whenever appropriate. There are no more weekend games to cover. She will not be making any additional large food purchases this year.

**Athletic Director's Report:** Bill Librera noted that many of the spring teams are already into championship competitions. Fall Cougar Weekend and the Winter Cougar Classic basketball tournament have been planned for next year. Summit will be back in the basketball tournament this time around. Bill has already gotten a tentative stipend list together for this fall's coaching

positions as well.

A question was raised about the football staff and whether everyone will be back next year. Bill indicated that the goal is for everyone on the current football staff to return next year. Coach Izsa will be holding a meeting for football parents to share information about upcoming camps.

It was noted that there was some dissatisfaction with the way that winter cheerleading played out this year. The cheerleaders did not cheer at as many games as they were told they would, and they did not participate in any competitions. Hopefully this can be addressed after the winter cheerleading program begins receiving funding from the SDOC. Both this year and last year, winter cheerleading was funded solely by cheer parents and ABC donations.

**Approval of Prior Meeting Minutes:** The minutes from the April 7, 2015 meeting were approved.

**Board Approved Purchases/Funding:** The following funding requests were approved by the Board since the last meeting:

1. **Boys Golf Lunches.** \$50 to cover team lunches for states, and \$50 to cover team lunches for the TOC, if the team qualifies.
2. **Haas Field Bleacher Flags (for Girls LAX, Field Hockey & Soccer).** Up to \$1,100 for 10 nylon flags and 10 posts for mounting the flags. This amount was approved on short notice so that the flags could be installed while this spring season was still underway.

**Coaches'/AD's Requests:** The following new funding request was presented for the group's consideration, voted upon and approved:

**Boys' Tennis Lunches.** A total of \$175 was requested to cover boys' tennis lunches. The request was made for \$110 to cover lunches at the April 12<sup>th</sup> Millburn Tournament and \$65 to cover lunches at the April 26<sup>th</sup> Morris County Tournament.

Discussion followed regarding the recent number of requests for funding to cover tournament lunches and whether this is the kind of spending the ABC should be considering. Covering the cost of team lunches is a nice way for the ABC to show support of those teams that do not typically seek funding on bigger ticket items from the ABC. However, the team stipends were put in place to allow teams to receive fixed funding on a per student basis that could cover smaller consumables, so that these items would not need to be brought before and considered by the larger membership. It may be that many of the teams are not yet accustomed to having a team stipend available. Perhaps we need to consider raising the team stipends so that smaller teams have a base amount to work with (i.e., stipends could be the greater of \$250 or \$8 per student athlete). As a group, it would be better to focus on considering bigger ticket items requested by the teams. We will need to establish clearer guidelines on when tournament lunch requests should (or should not) be entertained by the ABC membership as a whole.

**Old Business:**

1. **ABC Vice President Candidates for 2015-2016.** The group voted upon and unanimously approved Tracey Ness as the ABC Vice President for 2015-2016. Thank you for stepping up Tracy!

2. **Web Ad Lead Status**. Brian Tobin will be taking over for Mike Blazoski. Thank you for all of your dedication, Mike, and thank you for agreeing to help out, Brian!
3. **Concession Leads**. We are still in need of fall, winter and spring concession leads for 2015-2016.
4. **By Laws Rewrite Update**. Rich Connors will provide Paul Anello with the name of an attorney who can conduct a final review of the by laws for us before the revisions are finalized and presented to the membership for a vote.
5. **CHS ABC Annual Scholarships**. Sue Barry and her fellow parent volunteers have completed their review of the applications for the three \$2,500 scholarships that are awarded annually by the ABC each June. They need to have checks cut so that the funds can be presented to the winners at the upcoming award ceremony.
6. **Spring Fundraiser**. Rob Barnett indicated that approximately \$11,0000 has already been raised in sponsorship funds in connection with the Boosters Beach Bash fundraiser that will be held on Friday, May 22<sup>nd</sup> at Noe Pond. Some sponsors from last year backed out when they learned that this year's event was not a golf event. There will be several terrific silent auction items up for bid. Barney will be updating the promotional flyer to include the silent auction items that are available.
7. **Cougar Classic 2015-2016 Beneficiary**. It was previously suggested that the John Taylor Babbitt Foundation be the beneficiary of the next Cougar Classic Winter Basketball Tournament. We will put this to a vote at the June meeting. This organization was founded by a Chatham family who lost their son to Sudden Cardiac Death. The foundation raises funds for the purchase and placement of AEDs in all places of public assembly, as well as for training the public on how to use AEDs to prevent Sudden Cardiac Death.
8. **Status of Varsity/IV Baseball Field Repairs**. The pitcher's mound on the varsity baseball field has been fixed using funds previously donated by the ABC. The SDOC did end up bringing in a new vendor to do the work, as the vendor initially selected could not complete the job in a timely manner.
9. **Process for Requesting Booster Funds and Team Stipends**. Paul handed out and reviewed a memorandum regarding the process to be followed for requesting booster funds and access to team stipend funds. (See attached copy of the memorandum.) Please share this information with incoming liaisons and team coaches so that they will be aware of how to proceed going forward.

**The meeting was adjourned at 8:25 p.m.**

**The next meeting will be held on Tuesday, June 2, 2015 at 7:00 pm in the CHS Media Center.**

**To: CHS ABC Team Liaisons**  
**From: Paul Anello**  
**Cc: Robert Barnett, Mark Steward, Dawn Avallone and Lisa Tencic**  
**Re: Process for Requesting Booster Funds and Team Stipends**  
**Date: 5<sup>th</sup> May, 2015**

This memo outlines the process to be followed when requesting (1) general CHS ABC funding, or (2) access to CHS ABC team stipends.

### **CHS ABC General Funding Requests**

- First, the funding request is submitted by the coach or the team liaison (but both on copy) to Bill Librera, CHS Athletic Director (“CHS AD”), for review and approval.
- If CHS AD approves of the expenditure, the CHS AD will first determine if the SDOC budget can support the request. If the SDOC budget cannot support the request, then the CHS AD will bring the request to the CHS ABC for funding under “New Coaches Request”.
- The request will then be presented to and discussed by the members in attendance at the next occurring CHS ABC monthly meeting.
- The request will then be presented again to the members in attendance at the following monthly CHS ABC meeting for a formal vote.
- If the CHS ABC membership approves of the request,
  - CHS ABC provides a check for the approved amount to the CHS AD.
  - The CHS AD facilitates the distribution of the approved funds on behalf of the requesting team through the appropriate SDOC account. This allows for the proper audit trail and control.

### **Access to CHS ABC Team Stipend Requests**

- The team stipend was set up to cover smaller, incidental items that in the past came before the CHS ABC for a vote.
  - We agreed as a membership to give the teams some flexibility in these areas by creating a small stipend, based on the number of athletes participating.
  - We also did not want the CHS AD to have to handle small transactions for incidental items.
  - We created a process whereby these requests can instead come directly to the CHS ABC President and Treasurer for approval and disbursement. (Note: A full membership vote is not required for the disbursement of team stipend funds.)
- First, the team liaison needs to work with the coach and the parents of the team captains to determine how they would like to use the team stipend.
- Once use of the funds has been agreed upon by the liaison, coach and parents of the team captains, the team liaison can forward his or her request directly to the CHS ABC President and Treasurer with a copy to the CHS AD.
- The CHS ABC President and Treasurer may, in their discretion, consult with the remaining CHS ABC officers before approving of the disbursement.

- If approved, the CHS ABC Treasurer will disburse the requested amount from the team's stipend allotment, but only after first receiving either (i) a receipt substantiating any amount already expended in anticipation of receiving the stipend disbursement, or (ii) an invoice detailing the amount that the CHS ABC should pay directly to a vendor from the team's stipend funds. Team stipend funds will not be disbursed by the CHS AD from any SDOC accounts.

### **Scope of CHS ABC Team Stipends**

Each team will receive a team stipend allocation to be used at their discretion for smaller, non-material items. The intention is to try and select items that will make the largest benefit to the program as a whole. Examples include:

- uniform supplement/augmentation
- team banners, flags, etc.
- senior recognition activities
- food/beverage during tournament travel
- end of year banquet

The funds are allocated based on total players in the program at all levels, Varsity, Junior Varsity and Freshman as provided by CHS Athletic Director, Bill Librera. The total funds will equal the total players in the program multiplied by \$8 per player.

At the end of the respective season, any unused funds are returned to the general CHS ABC account ("use or lose it").