

1. Opening 7 pm
  - a. Call To Order & Determine Quorum-all 4 board members in attendance.
  - b. In attendance: **Rob Dineen (Tr), Ben Mauser (boys coach), Jill Tilbury, Michelle Dineen (P), Angelique, Tim Dunn, Sarah Noble, Calvin Noble, Kathryn Sczepanski, John Sczepanski, Jenn Boyko, Zander Boyko, Amanda Wobbema, Bridget Pritchard, Kelly Tomas, Michelle Bachmeier (S).**
2. Approve Regular Meeting Minutes (previous meeting April 18 2023) – completed via EMAIL by Board on 5/1/2023-**Discussion on how minutes should be approved. Many would like to see minutes before they are approved. We will now have the board approve the minutes once they are written, then they will be posted on TeamUnify for everyone to see. They will be approved at the following meeting by vote. If any part needs to be amended, they will be amended by the secretary. Document will say board approved and then will be changed to approved on document head once voted on. We need motions to approve minutes. We currently do not have rules on how meetings should be run in the by-laws. At this time, people must be signed in to see minutes. Discussion on if we should have available for everyone to see on TeamUnify (TU), no decision was made either way. Minutes are needed to show bank that we had a treasurer switch over, are part of documentation. Vote: Yes to approve minutes from April meeting at June meeting. Vote: Yes to using Robert's Rules for meetings.**
3. Board Business
  - a. \$90 to get the booster refiled with the Secretary of State
    - i. **Need to review articles and update for current board information-In 2019 the BC was dissolved and refiled. We had a lawyer as a board member to help out. Expired in 2020 so we need to do again to register our business name that we are operating under. Angelique said she can do the refiling with the Sec of State. Should be able to reapply with same name with new signatures, pay \$90. All information must match old info exactly. A new amendment to articles will be created and given to Angelique. Jill sent link to Michelle D with links for forms, etc.**
  - b. Lawyer Recommendations-**We may not need, will wait to see what Angelique finds out.**
  - c. Booster Minutes Page on the website
  - d. Booster Club does not 'give permission' for anything the team chooses to do. The Booster Club enables funding, if possible. The discussion around what the team wants to do has nothing to do with the Booster Club - it is up to the Coaches, the Captains and BHS.
  - e. Budget Committee
    - i. **Can and Should establish one for 2024-2025 Season.**
4. Action item review

- a. Cristy & Jill - Equipment purchasing cost review
    - i. Swim Gear-**Christy told Michelle D that Elsmore was a good choice and that we should continue to use it.**
    - ii. Photography
  - b. Photo Vendor - President meeting with AD on 5/18. Must we use Kentmuler - at least for the yearbook? Lakeville photographer? The Imagery?-**Jill is still looking into this. She brought in senior posters from lacrosse team done by Mark (last name?) and he does this as a side job. Smaller than ours but cheaper and looked nice. Some people want to make sure they can go back months and years to reorder pics, which we can do with Kemmetmueler. But pics from them are not that good. Girls used The Imagery last year for banners and sr pics and they looked good but quite expensive. Need to make sure equity for both teams.**
5. Treasurer's Report
- a. Bridget Pritchard setup as alternative signatory at Credit Union-**working on getting digital access for Bridget.**
  - b. Discuss Financial Status of Booster Club
    - i. General Savings (\$17,846 with 1 remaining bill for Charter Bus)-**Michelle will ask AD about this (meeting with AD on 5/18).**
    - ii. Sunshine fund (just under \$3k)-**scholarship money for families in need.**
  - c. Budget Discussion for 2023/2024 Season (for a projected 16/16 split of kids) – will be limited to 30 minutes.
  - d. Budget ratification – DECISION REQUIRED. BOARD VOTES TO APPROVE.
  - e. Spending process
    - i. Invoice whenever possible as first option back to club - use PO Box and '[treasurer@blazeswim.org](mailto:treasurer@blazeswim.org)' as accounts. I can assist in setting up wherever possible. Debit card available for electronic purchases as second option. Private Reimbursement third option.-**We have Paypal, we are working on getting Venmo. Angelique said she could help create a QR code. No previous Venmo since former treasurer banked at same bank as booster club (BC).**
    - ii. Preferred vendors (Historically)
      - 1. Swim Equipment - Elsmore
      - 2. Fan Shirt / Section Shirt - Elsmore, Universal Athletics
      - 3. Towels - Universal Athletics
      - 4. Photography – under review with BHS
      - 5. Trophies and Awards - Trophy House
      - 6. Caricatures - Michael Stetzler Caricature and Art
    - iii. New Vendors to Review?
      - 1. Clothing and Signs/Banners - <https://paarsports.com/services/>
      - 2. ...?-**Looking at new vendors for equipment, shirts, photography.**

- iv. Empowerment - Board, Captain's Parents and Coaches will be empowered to spend within Budget thresholds. Any overage (planned or otherwise) requires Board approval.
  - v. Reimbursement - Electronic submission to '[treasurer@blazeswim.org](mailto:treasurer@blazeswim.org)' including reason + receipt.-**This email address will stay the same for next treasurer.**
  - f. 2023 Taxes (Form 990) will be addressed in July 2023
  - g. **We had about \$32000 in expenses last season, \$31000 in. Approximately \$1000/athlete when figuring all expenses and based on 16 athletes/team (even though actual athlete numbers were somewhat different). Figures on budget are a general amount to help forecast budget for 23/24, understand money movement, seeing big picture and to make best decisions. Data from last year was used. We know figures will change as the year goes on based on number of athletes, money from fundraisers, if we change vendors and number of seniors. No matter number of athletes we will still have some fixed expenses we have to pay. BC won't make decisions based on number of athletes. Current budget doesn't include travel trip expenses and will be extra for parents. It does include coaches expenses for travel trip and some transportation. Parent-funded income total includes booster fees and other fees (such as parent banquet fees). In budget, swimming equipment includes suits, bags and towels. Rob will change budget to include apparel for 4 girl and 3 boy coaches (includes diving coach). We will look into publicly publishing budget. Will give budget to captains and their parents, if they need more money they can come to board for approval. Want to make sure teams are equitable even though they have different wants and needs. No nickel and diming. Questioning if we have too much money in the bank for a nonprofit and that we have more than most BCs. We want to spend while our kids are in the program but keep an eye on the potential for big purchases in the future. Need to reach out to coaches to see if any big purchases are coming up. Booster fee to remain \$180. Rob called for board to approve 2023-2024 budget, 1st motion-Michelle D., 2nd motion-Bridget. 4 yes votes to approve budget.**
6. IT Business
- a. Site Updated, DNS Updated - Site changed to '[www.blazeswim.org](http://www.blazeswim.org)'
  - b. Admins currently restricted to coaches + board. Who else needs access (Captains)? Parent accounts with previous elevated access are just parent accounts again.-**Email Rob if you want access.**
  - c. Content Cleanup is in progress
  - d. Creating 'alumni' segment of users is not yet started-**doing this to help clarify sites.**
  - e. Creating season registration for 23-24 has not yet started.-**Jill gave Rob info on how to do this.**

- f. Explore conversion to Active.com (or alternative) - WIP-**Nobody likes the new TU upgrade. It is paid through 12/23. We have stayed with TU since Kim likes it. We will discuss this more and look at what other clubs are doing. Coaches have access to TU-email and calendar.**
  
- 7. Team Reports/Info
  - a. Towel Order - WIP
  - b. Ensure EVERY kid gets a backpack
  - c. Discussion around 'third coach' and what is the number of students required to make it valuable?-**This will be discussed when Kim and Ben can both come to meeting. Kim has said in the past that she would like to keep 3 coaches. Needs to be figured out this year. BC pays for 3rd coach, coaches are employees of district and we are billed by BHS.**
  - d. Girls Team
    - i. FUTURE BUSINESS
      - 1. 2023/2024 - Update Handout from BHS-**need to be done.**
      - 2. 2023/2024 - Update Handout from Booster-**these updates need to be done.**
      - 3. Registration Setup on website
  - e. Boys Team-**Ben will shadowing Kim during girls' season. Ben has open swim for next couple of weeks for BHS students only after school, ends 6/7. Need to do Google sign-up. No coaching but workout written on board. No charge.**
  - f. **5 years ago there was a disparity between the teams: Girls team had a huge support system and were the majority of the board with little involvement from the boys coaches or parents. Boys team wasn't doing as well so used girls team as a model once Ben came onboard. He also started meetings with boy and girls captains and their parents. Both experiences should be similar while keeping their own traditions. We want to keep funding equitable even if teams are doing different activities and keep info flowing between teams. Currently, many think the teams' experiences are pretty even, but some parents are unsure of experiences on either team since the boys team is quite young. Also want to make sure teams are fundraising evenly.**
  - g. **There were some concerns about the teams not being unified and supporting each other. The history: A couple of years ago the BC's former president tried to get someone to volunteer for her position, and she went to many swim events (boys and girls) to find someone. At that time most of the board was from the girls team. After Kelly was done, no one stepped up so the board only had a treasurer and volunteer coordinator from the girls team. They went to the boys Davanni's night and tried to find volunteers and the parents felt like they were being berated and didn't like the atmosphere. The board members felt overwhelmed doing everything by themselves. Some parents said they tried to step-up in previous years but**

were shot down each time (previous president unaware of this). Some stated for the past several years the boys team was very young and the parents were still trying to figure things out. Everyone now wants teams to be unified and support each other. Need to talk to coaches and captains' parents so emails re: meets and volunteering go to both teams through TU and Bridget will send volunteer requests to both teams. Continue building on this from last year when teams helped each other out and cheered for each other. It was good to get feelings aired out. Also, please ask anyone on the board if you have questions.

- h. Ben stated the Farmington diving coach was looking at applying here but Ben was worried about the coach having mixed priorities, judging and having time to coach both teams. Dylan Hall is helping Ben on diving part of summer camp and is applying to be girls diving coach. Other places to find out season info: South Suburban conference website, MSHSL website, and the athlete parent association (Ben can give you contact info for the association). **We really need to rebuild our feeder program!**

8. Volunteering/Communication

- a. Candidates from families to join the board? **-Would like to see more girls' parents involved. We have 3 open positions. It would be nice to have posters with team info using a QR code.**

9. Fundraising

- a. Goals will be set for the entire organization, to be supported by both teams. Required to deliver the quality of season intended. **-We make \$300/home meet for timers and \$300 for working homecoming game. With budget info, we can increase fundraising efforts, number of volunteers and set fundraising targets.**
- b. Elsmore - Separate Team Site and Fan Site
  - i. Team Site for kids for equipment
    - 1. Summer Sales for Girls-**This is open from 6/5-6/16 for suits, swim bags and swag. Boosters paying for suits for all athletes, one new bag and towel/career. Kim orders girls' fan shirts in the fall and hands out those and suits. Elsmore gets very busy so having 2 order times works the best (need 4-5 weeks to get items in). Boys also have 2 ordering times but had delay in tees last year.**
    - 2. Late-Summer Sales for Girls new to team
    - 3. Early Fall sales for Boys
    - 4. Late Fall sales for Boys new to team
  - ii. Fan Site for everything else with a % kickback to the Booster team (or fixed price markup on everything?) **-This is being worked on. It would**

**be open year-round for family/fam merch and is separate from the sites for the athletes.**

- c. Cub - need to reach out to lock in as many days at as many Cubs as possible.-**Bridget called and will go in and talk to him on 5/19/23.**
  - d. Basketball tournament opportunity-**MYAS basketball tournament, could make up to \$10,000 but big commitment and maybe would have to have Black Dog help. Maybe we could do it in the future if we have big ticket items to buy or we see a change in fund raising. Next one is in 2 weeks but no way we can get organized in time.**
  - e. Next big Expense for Booster Club for BHS?-**No items at this time. Maybe get circuit and TVs between BHS and ERMS to watch diving, it is hard when you have divers and swimmers in your family and no fans at ERMS to watch. It was mentioned that ERMS needs blocks. To get new blocks at BHS in 2018, BC fundraised like crazy and Black Dog and school paid some.**
10. Next Meeting Schedules (per bylaws at least quarterly)
- a. June 20, 2023
  - b. July 18, 2023
  - c. August 15, 2023
11. Adjourn-**Rob motioned to adjourn, 2nd motion Bridget. All voted yes to adjourn the meeting at 9:05 pm.**

## Burnsville High School Swim and Dive Booster

### Profit and Loss by Tag Group

July 1, 2022 - May 15, 2023

	TOTAL
▼ Revenue	
▶ Contributed income	10,062.92
Fundraising Income	21,557.75
Investment income	2.23
<b>Total Revenue</b>	<b>\$31,622.90</b>
GROSS PROFIT	<b>\$31,622.90</b>
▼ Expenditures	
▶ Advertising & marketing	208.17
Awards & grants to others	805.00
▶ Coaching	2,210.00
▼ Contract & professional fees	230.00
Fundraising fees	9,779.00
<b>Total Contract &amp; professional fees</b>	<b>10,009.00</b>
Events and Meals	8,178.04
▶ Office expenses	437.95
▶ Photography	1,094.74
Supplies	211.96
Swimming Equipment	6,555.83
Swimming Meet	117.00
▶ Travel	2,560.34
Trophies and Awards	318.57
<b>Total Expenditures</b>	<b>\$32,706.60</b>
NET OPERATING REVENUE	<b>\$ -1,083.70</b>
NET REVENUE	<b>\$ -1,083.70</b>

## Burnsville High School Swim and Dive Booster

### Statement of Financial Position

As of May 15, 2023

	TOTAL
▼ ASSETS	
▼ Current Assets	
▼ Bank Accounts	
PRIMARY SHARE (0001) - 1	2,941.22
SMALL BUSINESS CHECKING (0002) - 1	17,846.57
<b>Total Bank Accounts</b>	<b>\$20,787.79</b>
▶ Accounts Receivable	\$0.00
<b>Total Current Assets</b>	<b>\$20,787.79</b>
<b>TOTAL ASSETS</b>	<b>\$20,787.79</b>
▼ LIABILITIES AND EQUITY	
▶ Liabilities	\$1,700.00
▶ Equity	\$19,087.79
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$20,787.79</b>

Accrual basis Monday, May 15, 2023 07:06 PM GMT-05:00