



Booster Club Board Meeting Minutes
Thursday, December 14, 2023
6:30pm-8:00pm

VCS Athletic Department Office

In Attendance: Irene Stevens, Lauren Cracraft, Teresa Travis, Gabriel Calderon

- I. Opening Prayer - Irene Stevens
- II. Budget Update
 - a. Current Balance: \$ 17,118.00
Pending Deposits: \$ 4,157.00 Double Good Fundraiser
Pending Withdrawals: \$ 6,600.00 \$3,100 VB, \$3,500 BB
Net Balance: \$14,675.00
 - b. Reimbursement Policy - this was distributed to all board members and can be found in Attachment #1 to this document
- III. Snack Shack
 - a. Gym Kitchen
 - i. FRIDGE - Outstanding action item
 1. Gabriel to research fridges and gather all information for cost, delivery, installation, haul-away for old fridge, etc. and provide recommendation to board as soon as possible
 - b. Upcoming home games:
 - i. Basketball:
 1. 1/5 (all) - POC: Teresa - CANCELLED
 2. 1/9 (all) - POC: Teresa
 3. 1/19 (all) - POC: Lauren
 4. 1/25 (all) - POC: Teresa
 5. 1/30 (V Boys, Girls) - POC: Teresa
 6. 2/2 (V Boys, Girls) - POC: Revy
 - ii. Soccer:
 1. 1/10 - POC: Lauren
 2. 1/22 - POC: Revy
 3. 1/29 - POC: Lauren
 4. 1/31 - POC: OPEN
 5. 2/7 - POC: Teresa
 - iii. Plan to buy Items in bulk for January.
 - c. POC's and Board Participation in Snack Shack - All hands on deck still needed.
- IV. Membership
 - a. GroupMe Removal - Revy and Vishal to coordinate removal of members who have not paid to date

- b. **White Elephant Gift Exchange in January** - suggested by member, probably not feasible with so many home games in January
 - c. **February Membership Meeting**
 - i. Date: TBD
 - ii. Theme: Cookie Exchange
- V. **Upcoming Events**
- a. **ESPY (May 2024)**
 - i. Sunrise
 - 1. \$12k-\$17k based on 200-325 guests
 - 2. All inclusive, little needed from Boosters to execute day of event
 - 3. Ramp up sponsorships to offset additional costs
 - ii. Harvest
 - 1. Will price match 2023 quote
 - 2. Need to coordinate with multiple vendors. I.e. food, tables, linens, silverware, etc.
 - 3. Cannot grow event beyond historical capacity
 - iii. Will hold meeting in January for ESPY planning
- VI. **Fundraising**
- a. **Double Good Fundraiser RECAP**
 - i. \$4,157 raised - \$632.18 operating costs = \$3,524.82 net profit
 - ii. Less work than See's Candy Fundraiser and generated relative profits
 - b. **Crab Feed Raffle Basket (2/24)**
 - i. Theme: Sporting tickets
 - ii. Lauren will fill out an application and submit to Debbie
 - iii. Lauren will create SignUpGenius to generate donations
 - c. **See's Candy (2/26-3/8)**
 - i. Lauren confirmed with Debbie the following:
 - 1. Boosters can begin promoting fundraiser in 2/16 parent newsletter
 - 2. Boosters can send home order forms with students on 2/23
- VII. **Booster Board Election in February**
- a. All board seats open for replacement
 - b. Lauren will draft message to Boosters and Nomination Form via Google Forms
- VIII. **Proposals**
- a. SignUp Genius paid subscription - Will not move forward at this time
- IX. **Next Meeting - Week of 1/8 - will send poll on GroupMe**



BOOSTER CLUB EXPENSE REIMBURSEMENT POLICY

Purpose: VCS Booster Club recognizes that booster members will incur expenses related to VCS events and/or Athletic department. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) expenses are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred.

Receipts: Receipts are required for all expenses incurred. A credit card receipt may be used to document the vendor and date of an expense, provided other required details of the expense are fully documented.

Scope: It is the policy of the VCS Booster Club to reimburse only reasonable and necessary expenses. Any expense in excess of \$50 must be approved by the board in advance. Reimbursement requests must be submitted with corresponding receipts within 30 days of the expense. All reimbursement requests received after the 30 days will not be approved. Any exceptions to this policy must be approved by the Board.