

# **Springville High School Track and Field Athletic Booster Club**

## **Summary of Meeting Notes: Track Booster Club Initial Meeting**

**Date, Time & Location:** 11/12/2024, 7:00 PM at Springville High School Library

**Meeting Recorder:** Kimberly Marlow

### **Attendees:**

- Board Members: Brandon Seigman, Kevin Gatgens, Ryan Gunnells, Patrick Bentley, and Kimberly Marlow
- Counsel Representative: Chesley Payne

### **Key Discussions:**

- 1. Introduction & Member Backgrounds:**
  - Members emphasized their desire to support the program and contribute to the Booster Club.
  - Each member provided personal backgrounds and discussed their children's involvement in track or related school activities.
  - Highlighted the members' motivations and areas of expertise, including finance, legal advice, and technical support.
- 2. Booster Club Objectives:**
  - To provide resources and support for the track team and coaching staff.
  - Improve facilities and equipment, such as a discus ring and long jump areas.
- 3. Formation & Structure:**
  - Discussion about the board of directors, officers, and the bylaws guiding the Booster Club.
  - Emphasis on having at least a president and a secretary, aligning with state requirements.
- 4. Bylaws and Operating Guidelines:**
  - Bylaws include structure on how meetings should be held, with provisions for video conferencing.
  - Officers and board members must match operational conduct with documented bylaws.
- 5. Committee Roles and Responsibilities:**
  - Outlined the use of committees to distribute workload, enhance fundraising efforts, and engage more parents without formal board positions.
- 6. Financial Considerations:**
  - The need for a budget and potential funding sources.
  - Initial focus on filing the 1023 EZ form for nonprofit tax status due to expected annual earnings under \$50,000.
  - Discussion of potential grants and how to document unforeseen major donations.

- Treasurer role includes financial oversight, including bank account management and possible bonding.
- 7. **Membership Fees and Fundraising:**
  - Ideas for parent and business contributions through tiered membership levels.
  - Fundraising strategies include selling advertising space on apparel, organizing concessions, and producing merchandise like stadium seats and shirts.
- 8. **Bank Account Setup:**
  - Mention of using digital platforms like Venmo for donations while ensuring organizational access and accountability.
  - Members agreed the President and Treasurer would be cosigners on bank account as well as checks and other financial documents

**Elections:**

- President: Patrick Bentley
  - 5 yays / 0 nays
- Vice President: Ryan Gunnells
  - 5 yays / 0 nays
- Secretary: Kimberly Marlow
  - 5 yays / 0 nays
- Treasurer: Brandon Seigman
  - 5 yays / 0 nays

**Action Items:**

- Finalize bylaws with email provisions for meeting notifications.
- File the 1023 EZ form promptly.
- Set up a Booster Club bank account and explore digital payment solutions.
- Prepare a tiered membership and fundraising strategy.
- Confirm officer roles and ensure operational transparency.

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**Signature Lines**

**President:**

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Patrick Bentley

**Secretary:**

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Kimberly Marlow