

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.

Signature Lines

President:

Patrick Bentley

Secretary:

Kimberly Marlow