



Kentridge High School Booster Club
04/26/16 KRHSBC Executive Board Meeting
6:00 PM, Wild Garlic Restaurant, Fairwood



AGENDA, NOTES, AND DISCUSSION POINTS

AGENDA

- ✓ *How is it going? Status, issues? Any checks over \$1500?*
- ✓ *Booster insurance? Background, recommendation, which carrier, vote needed, when to start*
- ✓ *Treasurer questions*
- ✓ *Communicating spending guidance to parent reps – Football, Robotics examples*
- ✓ *Feedback on booster calendar*
- ✓ *Bylaws update*
- ✓ *Enlist help on wording for all-call email to solicit candidates for booster officers*
- ✓ *Prep for Q4 general meeting*
- ✓ *Wrestling mats – status update?*
- ✓ *Website*

Approved Minutes

- ✓ *How is it going? Status, issues? Any checks over \$1500?*
- ✓ *Couple of catches*
 - Unhappy parent donated through SNAP to Boys' Soccer **and did not realize the overhead %**. She asked Sam to refund her donation and then donated directly.
 - Employer matched **donations may come with stipulations** (Boeing – no travel)
 - New parent reps are unaware – can we just write checks to tournaments and camps?
 - Tied into my insurance topic
- ✓ *Booster insurance – background, recommendation, which carrier, vote needed, when to start*
 - *Background & Recommendation: I asked Eric Anderson about what events and what people are covered by school insurance. He talked with Keith Klug, the KSD Risk Manager, who recommended that KR Boosters acquire insurance.*
 - *Some existing legal protections of the Volunteer Protection Act*
 - *School policies typically don't cover activities and liabilities of booster officers & volunteers because the organizations are separate legal entities.*
 - *Per my discussion with Eric,*
 - *Generally, school ASB sponsored events are covered, camps & clinics not*
 - *Events are covered if ASB sponsors and Boosters support*
 - *No facility charge for ASB sponsored events; not true for booster event!*
 - *Summer events are problematic because ASB cashier is not available*
 - *If Boosters hosts an event without ASB and uses school property, per Keith, Any time you use KSD facilities for an event, KSD requires that you have at least \$1,000,000 of liability coverage and name KSD as an additional insured. This means that the policy will also defend KSD if we are named in a claim that results from the boosters club use of our facilities.*
 - *Scenarios are complicated to interpret. Here are my examples and how Keith responded. It is clear that negligence and intention are central issues.*
 1. Robotics competing out of state
 - Assumptions (School approved event; Kids fill out field trip forms; If parents drive, they fill out proof of coverage; FIRST probably also has coverage)
 - **What if chaperone has an incident away from the robotics competition site such as at the hotel or restaurant?** Depends on the incident. If they intentionally cause harm to someone there is no coverage. If they accidentally cause harm though negligence, KSD would defend them.
 2. Track or football hosts BBQ on school property partly paid by ASB and boosters
 - **Will family attendees be covered?** Covered for what? If they are injured, there is no coverage under any policy unless KSD or the booster club is negligent. If the

attendees cause injury, there is no coverage under the KSD policy, but they might be covered under the booster club if they are a member.

3. Boosters hosts a public fundraiser on the KR track
 - Assumptions (School approved event)
 - **Who covers the community participants?** Covered for what? If they are injured, there is no coverage under any policy unless KSD or the booster club is negligent. Booster club insurance would be primary.
 4. 1 Green Planet fundraiser by boosters on school property
 - **Who covers community participants? ?** Covered for what? If they are injured, there is no coverage under any policy unless KSD or the booster club is negligent. Booster club insurance would be primary.
 - **Who covers booster volunteers?** Booster club
 - **Who covers kids?** Covered for what? If they are injured, there is no coverage under any policy unless KSD or the booster club is negligent. Booster club insurance would be primary. There is no liability coverage for students under the KSD policy.
 - **Who covers coaches/advisors who are also booster volunteers?** Since it is a booster club event, booster club insurance would be primary.
 5. Football parents rent a hall for a booster fundraiser
 - **Who covers booster volunteers and community participants?** Booster club
- *Year round insurance or per event?* Keith suggests buying a year round policy, probably cheaper.
 - *Carrier?*
 - *AIM is used by PTSA (see below) ~\$5XX/yr*
 - *Keith suggested: Our insurance company offers a plan for users of our facilities at very reasonable rates. Kris Lawrence at Kris.Lawrence@propelinsurance.com or (253) 310-4014.*
 - *Basketball acquires for a kids summer camp and Kent Parks December clinic, liability insurance for \$62 from Clear Risk Solutions.*
 - *Football summer camp through ASB/KSD insurance. Has purchased Bell Anderson insurance for youth camp.*
 - *Girls' volleyball has participated in Summer League at the Lake Tapps volleyball facility and has never purchased insurance.*
 - *Wrestling pays for tourneys with prepared booster checks and goes to tourneys on the weekends. What insurance is relevant here?*
 - *Opinions? If yes, when should we start coverage? Increases operating baseline*
Ask scope of AIM coverage – e.g. big crowd gets food poisoning

AIM
Association Insurance Management, Inc.
your partner for insurance and risk solutions

Please check the coverage desired and hit submit at the bottom of this form to process.

Commercial General Liability
 \$1 Million Limit - Cost : \$180.00 \$2 Million Limit - Cost : \$250.00 Other limits available. Call to find out more.

Medical Payments
 \$5,000 Limit - Cost : \$0.00 \$10,000 Limit - Cost : \$95.00 \$25,000 Limit - Cost : \$105.00 \$50,000 Limit - Cost : \$120.00

Tort Limit - Cost : \$999.99 State Tort Liability End-UT ONLY

Non-profit Prof Liability (Officers Liability)* - Cost : \$75.00 \$1 Million Limit

Comm'l Crime & Fidelity (Bond)
 \$10,000 Limit - Cost : \$100.00 \$25,000 Limit - Cost : \$115.00 \$50,000 Limit - Cost : \$140.00 Other limits available. Call to find out more.

Inland Marine (Bus. Personal Property) - Cost : \$115.00 \$10,000 Limit Other limits

✓ **Treasurer questions**

- Has Hexcel \$1000 check for Robotics been received & deposited and Loretta notified?
- Was Boys' Soccer checks deposited and Carla notified?
- What was PTSA decision on the \$? Girls' Volleyball & Boys' Soccer \$84 funds? I owe Micheline an answer. **PTSA will keep funds and reimburse ASB for purchases**
- Did you check on the Childress donation to Swim? **\$250 check was resubmitted.**
- Did Anita sign up for online banking to have access to statements? **Not yet**
- Did Anita request the member group subtitle on the new bank account that was missing?
- Discuss: We would like to set or formalize banking policy that
 - all transactions of deposits and payments have a paper trail
 - parent reps cannot add/delete signers to their accounts
 - no one has credit/debit/ATM cards
- Has Anita seen the new Fred Meyer check?

✓ **Communicating guidance on spending booster funds to parent reps**

- Football example
- Robotics example
- I have maintained that decisions on spending booster funds should be a negotiation between the parent boosters, led by the parent rep, and the coach/advisor
 - Not a unilateral decision on either the part of the coach or the parent rep
 - Suggestion is to create an agreed-upon, prioritized list
 - If needed, follow Robert's Rules of Order to formalize voting and decisions
- ASB vs Booster funds
 - Review this material:
What is ASB money? Associate Student Body funds are raised from ASB card sales, school event entry fees, game revenue, \$50 permits for student parking.
How is funding decided? 30 ASB student members vote line by line on a spreadsheet of project proposals submitted by coaches for the various ASB sponsored sports and activity clubs. ASB has the prerogative to spend less one year to roll over funds to following year to make a large purchase.

ASB funding candidates	Booster funding candidates
<i>"Cake" or Must Have</i>	<i>"Icing" or Nice to Have</i>
Safety gear – e.g. football helmets	Extra helmets if sign-up exceeds expectations
State & regional events: transport & lodging	Non-league invitationals
Wrestling mats (\$8K)	Group dinners with families
Pool rental (\$20K)	Referees for Judo club (unique in Kent district)
Equipment rule changes	Rain gear
	Covered benches for soccer
Football uniforms →	Name placards on uniforms
Standard quality of uniforms →	Higher quality of uniforms
District funded	Camps & clinics
League events	

- Non equipment items are in question – e.g. who pays for \$40K scoreboard in gym – district or building or ASB or booster?

✓ **Bylaws update**

✓ **Enlist help on wording for all-call email to solicit candidates for booster officers**

✓ **Prep for Q4 general meeting**

- Dates for meeting? – Wed June 8, Mon June 6, Tues May 31, Thurs May 26
- New incoming member: Project Unify Club plans to join in the fall (club
 - “Students with and without disabilities participate together as an inclusive group. The basic foundation is: General positive messages.” They are focusing on basketball this year. They may be involved in Special Olympics basketball and soccer. The Unified League competes on Saturdays in Jan and Feb.

- Provide background to ready membership to vote on insurance
 - Status and turn-over for parent reps
 - Candidate officer identification and orientation to roles
- XC had two volunteers sign up at banquet: Angela Weber and Sue Peak. Anita says Sue Peak is great to delegate to and a good worker.
- We need to request that each member group provide more than one parent to boosters.

✓ **Wrestling mats - status update?**

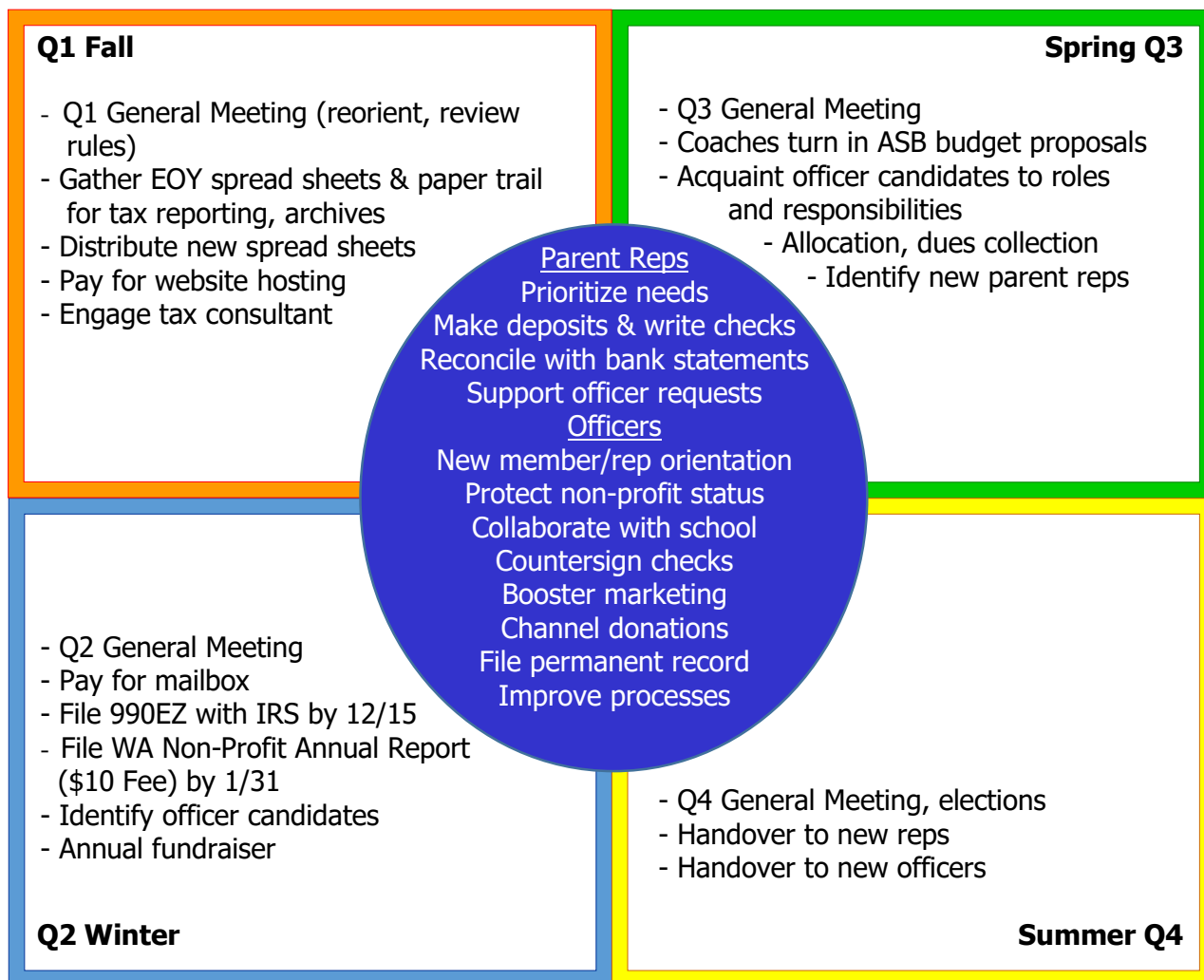
✓ **Website**

- Al is looking into putting Paypal onto website for accepting donations
 - Approval; Setting up a dedicated bank account for receiving donations
- email address
- New web host: GoDaddy, what are other groups using?
- Thanks to Al & students for working toward simplifying the website layout with W3.CSS and a better responsive design that will work on a smartphone
- A few content changes from Kim:

1. Front page: remove Current Member image
2. Edit Front page with update in membership:

The Kentridge High School Booster Club is an umbrella non-profit organization supporting multiple ASB Sports and activities. Our current member groups are Cross Country, Football, Girls' Basketball, Girls' Swim & Dive, Judo, Photo Club, Robotics Club, Track & Field, ~~and~~ Wrestling-, Boys Soccer, and Girls Volleyball. **Project Unify Club is are** joining soon!

✓ **Feedback on booster calendar**



Feedback is always welcome.

Kim Kaiser, KRHSBC President kjk20875@comcast.net 253-630-9296 (h) 206-304-7200 (c)

- Kim's actions
 - Update booster calendar to be used as guide for booster activities
 - Summarize ASB vs Booster information from last meeting; have Eric and Al concur
 - Discuss with Anita, PTSA online accounting tool
 - Establish operating budget baseline for planning purposes
 - Give Micheline slip for \$5138.95 SNAP deposit (4/1); give her my receipt for checking account seed money to be reimbursed
 - Give Anita the deposit slip and receipts for allocations I made at bank

Allocation

Teams	Date of Deposit	Description	Categorization tally on ledger	Amount
Girls' Volleyball	3/17/16	Kim Kaiser's personal money to seed account to buy checks	Program service revenue	\$40
X-Country	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$174
Football	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$47
Girls Swim	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$164
Girls Soccer	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$164
Girls Basketball	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$164
Wrestling	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$174
Photo Club	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$47
Track	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$174
Judo	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$164
Robotics	3/17/16	Transfer from main account for allocation minus dues	Do not tally	\$164
Girls' Swim	3/17/16	Transfer from main account for check from Boeing for Tracy Arnold's volunteer hours match	I-1 Contributions, gifts	\$1000
Football	3/17/16	Check from YourCause from anonymous donor	I-1 Contributions, gifts	\$10
Girls' Volleyball	4/1/16	Check for Snap Raise fundraiser proceeds	Contribution portion of fundraising income	\$5138.95