

## **Roosevelt Athletic Booster Meeting Agenda and Minutes**

June 11, 2018 – 7:00PM, Roosevelt High School Library

1. Approval of Minutes from prior meeting – approved
2. Team Highlights (Skipped due to key agenda item priorities)
3. Treasurer Report – Financials are on the website
4. New Business (items submitted to RABC Directors prior to meeting)
  - a. 2018/2019 Officers. Pam Cohen (President) and Frank Fulton (Secretary) ending terms. Frank will continue to attend as Boys XC Rep for 18/19.
  - b. Gambling License renewal – Tim and Monty. We will renew the license for next year. Quarterly reporting is a requirement. Keeping the license current reduces cost and complexity.
  - c. Transportation Report – Frank (See appendix)
  - d. Erin Paxinos – Update on Athletic Trainer and Summer Hours
    - i. Mike R. resigned as RHS trainer and Erin is looking for a replacement. Temporary replacement identified to work with spring Football and early summer activities.
    - ii. Mike had excess hours left since he left suddenly, so we are not planning to pay for additional summer hours this year.
    - iii. Confirmed budget for supplies.
  - e. Guest Presentation: Jamie Simone and Chad Harvigton - CrowdRazr platform
    - i. \$13k through baseball 2018, \$22k for NE Seattle
    - ii. Software driven, free product, national campaign in August. Local (RHS kids coming here in a few years).
    - iii. Credit card fees only (2.9%). Need to review the user policy and data privacy implications.
    - iv. Frank talked to Ryan Sherlock and he and Chad will discuss a Football fundraiser in the summer.
  - f. Frank Fulton draft policy for RABC CrowdRaising complete and appended.
  - g. <http://roosevelatleticboosters.org> 'hacking issues' not a hack but a simple virus from a SportsEngine user. Her credentials have been disabled; no further action.
  - h. Funding Requests: Football: Total cost of item: \$35,087.96 for uniforms, \$2,499 for video camera/stand. Amount being requested from the boosters: \$4,770.99. Motion made and approved.
5. AD Report – Ryan Sherlock (No report. Ryan Sherlock not in attendance).
6. Next RAB Meeting scheduled for September 10, 2018. Meeting schedule for 2018/19 added to booster website.
7. Adjournment at 8:05.

### **Addendum(s)**

#### **Request for grant from Roosevelt Athletic Booster Club:**

Date of request: 6/11/2018

Team: Football

Representative Name: Tia Cantrell

Rep. E-mail: [rtcantrell@comcast.net](mailto:rtcantrell@comcast.net)

Rep. Phone: 206-650-0989

Item being requested: Uniforms and Video Camera

Total cost of item: \$35,087.96 for uniforms, \$2,499 for video camera/stand

Amount being requested from the boosters: \$4,770.99

Date funds needed: August 1, 2018

Please plan to attend the meeting where your request will be discussed and plan to address the points outlined below:

- Rationale:
- The exact cost of the item to be funded and what comparison bids you have considered: \$37,586.96
- When a similar item was last funded: Uniforms 2015/2016, video camera never funded to my knowledge
- What funds are in your team's account: \$8,338.65 (+\$3,000? Osmer Donation)
- How much the team has contributed to Boosters in terms of attendance at meetings and fundraising: 100% attendance. Brought in \$4,900 total at auction and \$5,900 total from raffle)
- For uniforms, that the AD has reviewed the proposal in terms of official colors: yes

For club teams, the proportion of Roosevelt students on the team and how other schools where team members originate will support the funding:

### **Roosevelt Athletic Boosters Fundraising Guidelines**

May 15, 2018 (appended to June 11, 2018 RABC Minutes)

Frank Fulton on Behalf of Roosevelt Athletic Boosters

- 1) Funds raised by students *under the supervision of or at the direction of school staff* are public moneys and must be accounted for in accordance with state law and constitute public funds (ASB funds).
- 2) Money raised "***at*** activities conducted with the approval, ***and*** at the direction or under the supervision of the school district" is ASB money.
- 3) Funds raised by Booster Clubs or Organizations in conformance with the limitations and preclusions defined herein are Private Funds.
- 4) A Booster Club is any Booster Organization:
  - a) registered with the State of Washington;

- b) controlled by the Booster Club Board of Directors;
  - c) regulated by Articles of Incorporation;
  - d) doing business as an independent, non-profit entity with 501(c)(3) status;
  - e) governed by current organizational by-laws;
  - f) holding a valid IRS tax identification (EIN) number;
  - g) holding a valid Washington State UBI#;
  - h) operating with best efforts to follow clearly defined school, district, and state policy governing public and private funds;
  - i) overseen by named officers who adhere to a duty of care to know and follow relevant rules and are precluded from personal gain.
- 5) Booster Club Funds may NOT be raised on school property during school hours or be raised at the direction of or under the direct supervision of school personnel.
  - 6) Students may not handle cash or fund proceeds in any form.
  - 7) Where student peripheral involvement is evident (video appearances, images), Booster Officers or Booster Members must do the majority (more than 60%) of the work.
  - 8) The word 'Boosters' must appear in all public signage and communication where the school name is used, including social media (example: Roosevelt High School Baseball must be conveyed as Roosevelt High School Baseball Boosters and conform with the requirements defined in (3) above for the purposes of fundraising).
  - 9) If Coaches or Staff are used in fundraising activities they must be members of the governing Booster Club conducting the fundraising, pursuant to the membership covenants defined in the relevant Articles of Incorporation or Registration and supporting by-laws.

### **Transportation Report**

- 1) Department Head Stephen Jones - 25+ years at FedEx and Waste Management. He understands process and workflow, but he is working with a tiny staff and antiquated, under-optimized systems. We can't change those conditions, and neither can he (my takeaway, not to be construed as a complaint; there is no complacency on this team, but they are small, under-tooled, and overloaded).
- 2) Errors (compounded by lead time exceptions) kill the probability of a good outcome. I saw manifests, in real time: 175 students on 2 requested buses, unbudgeted buses ordered 4 days before a planned trip, non-specific destinations (Seattle Center), and a myriad of other sloppy, conflicting, or missing details.
- 3) Requests come via email, are entered into an SAP ERP module that does not employ error checking or workflow. Multiple fields, long, un-hyphenated numbering and alpha-numeric coded identifiers,

entered at high volume (410 individual requests in the first week of May, 2018), and then.....transferred, manually, inexplicably, one field at a time, into an Excel spreadsheet.

4) Numbers:

- a) 100+ schools, each with a unique (different) school transportation coordinator, many with multiple (@RHS, Ryan, Disney, Holly, perhaps others), sending e-mails.
- b) 21 different commercial bus vendors, each with different contracts and payment requirements.
- c) 1.5 FTE's. Total. And a guy in IT.
- d) Bus lead time requirement - 14 Calendar days. ANY request outside of this window 50/50, or more accurately, random.
- e) Total Approximate orders from Sept 2017 to June 2018: **208**
- f) Total Charter Services received (other than Yellow Bus service): **108 (52%)** \*This is due to the time of the scheduling of the events\*
- g) Orders requested under 10-days: **74 (36%)** \*This causes challenges with our vendors and their scheduling ability. Less time = Less scheduling opportunity. Vendors are now asking 3-5 days in advance. \*Orders affected due to the ordering system: 31 (15%) \*This was mostly during the beginning of the school year. Some is also due to delayed budget uploads\*
- h) Time Changes per Roosevelt: **20 (10%)** \*Different time requests impact vendor scheduling, change in vendor type, cost effectiveness, etc.\*
- i) # of Cancellations: **17 (8%)** \*Depending on when events are cancelled, cancellations also impact vendor scheduling for other schools, increases cancellation charges, etc.)
- j) Same-Day orders: **4 (2%)** \*Same day-ordering doesn't allow for vendors to plan their driver route schedules, impacts the ordering system and will not guarantee bus assignments\*
- k) Transportation Error: **2 (1%)** <Dates were 3/15 and 5/10. 3/15: 4 days to find charter services, none available, 5/10: Transportation Error>
- l) Buses turned away from School: **2 (1%)** \*Charter services were cancelled at location. This affects relationships with our vendors, and schools can be charged the full cost of the trip. \*

5) ACTION ITEM

- 6) Cannot affect District headcount, process, systems, or budget, so we need to clean our side of the street. Add a core volunteer position to the RABC called Transportation Liaison:
  - a) 'Meets' with Ryan / Disney M/THR each week;
  - b) Copied on all Bus Requests and Comm Strings
  - c) Works to identify workflows and process that insure that Roosevelt Athletics Bus requests are timely (=/+14 days), accurate, and complete.

