

Marcus High School Aquatics Booster Club -- Board Meeting
Thursday April 20, 2023 6:30 pm
Brandon Dion - Head Coach
David Conrad - Assistant Coach
Sherry McGuire -- Dive Coach

Call to order at 6:32 by Janet Smerud, Booster President

To approve minutes: Michelle Hernandez, Angie Morrison, Julie Huer

Minutes: Sarah Brown taking minutes this evening

In attendance: Janet Smerud, Michelle Hernandez, Brandon Dion, Sherry McGuire, Sarah Brown, Angie Morrison, Christine Smith, Julie Heuer, Nancy Luleff, Heather Thompson

First issue is the board is currently without a parliamentarian so for this meeting an acting parliamentarian is designated by the Board. Christine Smith volunteers and is appointed for the course of the meeting as acting parliamentarian.

Treasurer's Report (Michelle Hernandez):

Michelle spoke of the Budget and Financial Reports. She passed out financials and reported on beginning balances, income, expenses, and ending balances. See complete financials (ask Michelle for them as attachment).

Beginning balance as of 2/23/2023: \$39,509.10

Income of \$4,440.92

Expenses of \$8839.34

Ending balance as of 4/20/2023: \$35,110.68

No questions are asked on the budget. These financials will be finalized.

Additional financial reporting:

Update on Texas Comptroller query. After last meeting it was brought up that there is an open account with Texas Comptroller for previous booster club. Michelle Hernandez was made aware of the account and at this meeting Nancy Luleff passed on the information she had regarding account closure to Janet Smerud and Michelle. This will be added for an update at the next booster board meeting.

Question is asked do we need to file the sales tax report. Michelle Hernandez confirms yes we do, and she has already filed it prior to the due date so we would be able to get a discount.

Parliamentarian: Charity Barth will be stepping in as the interim parliamentarian until the end of the year. The Board will appoint her as the interim parliamentarian. Michelle Hernandez makes a motion to accept her through the end of the fiscal year, Julie Heuer seconds, and the board approves her as the interim.

Committee Reports

Nominating Committee:

- Nancy Luleff Presents the Slate to the group consisting of:
- President (Janet Smerud), VP (Christine Smith), Secretary (Julie Heuer), and Treasurer (Ingrid Schwindinger)
- Previous directions included confirming the interest of parliamentarian and at this time the Nominating Committee is recommending Charity Barth be considered for the spot next year as well.

Corporate Liaison (Michelle Hernandez reported):

- McAlister's Bite Night was reported on last time, with income of \$52.44
- Handel's Ice Cream Bite Night occurred since last meeting with no income (\$0) since only two people said they were with Marcus.
- Froyo-Joe coming up
- Discussed Bite Nights not very profitable but are free money
- Discussed status of the Sports Team Opportunities where we could make money doing concessions at sort/concert venues. We don't know a possible take-away yet so Janet will continue to follow-up to get more info so we can decide if this is an opportunity we want.

Publicity (Sarah Brown):

- Keeping with Smug Mug due to higher costs elsewhere
- <http://marcusaquatics.net/> is up and running now -- we had the domain and are finally using it

Hospitality: No Update**Team Building:**

- Deferring event to the 2023-2024 year. Discussed that we should give the team 4/5 options and the team can vote on it.
- Castlewood has space at the club house end of summer to book a party for before the start of the year
- Brandon will look at dates to determine which dates works best. Probably a 3-hour gathering. Janet Smerud will look at Aug 4th, 11-2 or 2-5) and connect with Coach Conrad (Castlewood contact). Back up option suggested to contact Lantana if Castlewood is already booked.

Bylaws Committee:

- Committee not in attendance so Michelle Hernandez reports changes made to address "mandatory" wording. The changes were to Article V - Membership and Dues, stating "Membership shall be open, without discrimination, to any guardian who is in the Marcus High School Aquatics program and has paid their annual membership fee."
- These changes are reported today and available for review for 20 days.
- Discussed this timing and need for presentation of nominations and to reduce parent burden we are going to move the next General Meeting to Monday, May 15th 6:30 and at that time seek approval of the bylaw changes and the board elections.

Lead Reports:

No swim or dive update tonight.

Water Polo (Nancy Luleff):

- Upcoming – Fundraiser weekend of April 28-29. Southwest Zones will be at two pools. Zones taking care of admissions but we are going to run parent volunteers and student volunteers, being reimbursed for hospitality. Janet Smerud will follow up on process for purchasing/reimbursement for hospitality. We will receive 30% of profit (other 40% to Zones, 30% Maverick)
- We will creating new google form for new members so next year's athletes can sign up now to be contacted over the summer for activities and information.

Coaches Report:

- Water Polo alignment: Jesuit moving out and South Grand Prairie is moving in
- Aug 17,18,19 will be first tournament varsity only, 6 games over 3 days
- Other options (Jesuit, Highland Park tournaments) may be possible but undecided

Senior Night: No Update

Banquet: Discussed if we had feedback or should do the same next year. Everyone liked the location but feedback on the food was mixed so we suggest looking for different food.

Old Business:

- TISCA -- payments made out to Flower Mound and Lewisville per report but we are still short. If we receive money from schools who haven't paid yet (\$260 outstanding) we will complete those payments.
- Kyle Tilley -- check cut to LEF
- Districts - paid out to Flower Mound and Lewisville
- Region is not paid out as we still have several schools outstanding (from 2 districts)

New business:

Financial Reconciliation Committee: We will need to establish a financial reconciliation committee. This will have 3 people and 1 alternate for to review books. At year end, Michelle Hernandez will file taxes (June 30th), and then within 30 days prepare and give books to committee for reconciliation.

Spirit wear: Keeping open year-round. Let's set up before water polo and get ahead by setting for 2023-2024. Design ideas and requests accepted.

Upcoming events:

April 22 – Water Polo Game hosted by Flower Mound

April 29-30 – Southwest Zone Spring Champs

2023-2024 Team Registration:

Discussed plan to open registration early this year so that people can pay dues before school year starts.

To do list prior to opening includes determining dues for next year based on this year's financial information.

Feedback from parents (both at this meeting and reported by others) was that the webstore is too complicated. Having to use team unify and the webstore for registration and payment is a challenge.

Questions was asked if we can move back to Team Unify for both registration and payment. Consensus is the only thing not on Team Unify is payment and people didn't like going to the Team Unify for registration and then having to go to the Webstore

Janet Smerud will investigate what we would need to do to move to Team Unify for both. Nancy Luleff volunteered her previous team unify experience to help.

Michelle Hernandez discussed financial implications of changing platforms and early registration:

- Water Polo is one budget line

- Swim has two budget lines - First Period Swim and JV Swim are another two as they are required to be two different prices as they do not provide equal opportunities, such as the Aggieland trip, which is offered to Varsity (1st period) only
 - Money needs to be allocated to the correct place
- Processing fees need to be mapped to a bucket and captured (similar to how we manage transaction fees now)
- We would need to set up Escrow lines in the financials so that we could keep next year's money separate from this year and then move to the proper budget next year
- Registration must be closed when the books are closed and reconciliation is happening
- Time is needed to close books so registration would need to end ~June 15th to allow adequate time to prepare end-of-year

Meeting Adjourned at 7:29

Re: MHS Aquatics Minutes Thursday April 20

AM Angie Morrison <angiecraft@ yahoo.com>
To: sarah_f_brown@ yahoo.com; Michelle Hernandez; Julie Heuer
Cc: You

Fr 4/21/2023 1:31 PM

I approve the minutes. They looks good to me! Thanks Sarah

Angie

[Sent from Yahoo Mail on Android](#)

On Fri, Apr 21, 2023 at 10:41 AM, Sarah Brown <sarah_f_brown@ yahoo.com> wrote:

Given my novice attempt at keeping up with the meeting I present some minutes for review. Please please make any suggestions you need to be able to approve them as I may have missed things.

I'll edit and get a clean copy back to you for approval and for Johanne to do her next steps.

Sarah

Begin forwarded message:

On Friday, April 21, 2023, 12:40 AM, Sarah Brown <sarah_f_brown@ yahoo.com> wrote:

Re: Fw: MHS Aquatics Minutes Thursday April 20

MH Michelle Hernandez
To: Sarah Brown
Cc: You; Angie Morrison; Julie Heuer

Sun 4/23/2023 10:21 PM

looks good to me, only thing I notice is the budget lines near the end.

Water Polo is one Budget Line, but then First Period Swim and JV Swim are another two as they are required to be two different prices as they do not provide equal opportunities - aka the Aggieland trip. We also have Swim only and Dive. Dive was all First Period, but swim only was charged the first period rate given that they were provided instruction during the WP season, also the majority - not all were first period. Then we also have to capture the sibling discounts on each of these levels. I believe that covers the first bullet point.

Michelle

From: Julie Gibbs <julesag25@ yahoo.com>
Sent: Saturday, May 6, 2023 4:00 PM
To: Johanne and Marc <marcetjohanne@ msn.com>
Subject: Re: MHS Aquatics Minutes Thursday April 20

I approve.

Sent from my iPhone

On May 6, 2023, at 11:43 AM, Johanne and Marc <marcetjohanne@ msn.com> wrote:

Marcus Aquatic Booster Club

Budget to Actual

From July 1, 2022 to June 30, 2023

	Actual	Budget	Difference
Cash Balance Forward	0.00		
Income			
Administration			
1_ Income from old Swim and WP Accounts	46,403.00	46,403.00	0.00
Activity Fees - Swim 4th Period	3,175.00	3,175.00	0.00
Activity Fees - Swim and Dive	11,100.00	11,100.00	0.00
Activity Fees - Water Polo	9,340.00	9,340.00	0.00
Cash for Change Inc	1,900.00	1,900.00	0.00
Convenience Fee Paypal Income	541.78	550.00	(8.22)
Interest Income	0.00	2.00	(2.00)
Meals for Other LISD Dive Teams	170.10	260.00	(89.90)
Fundraisers			
Fundraising - General	6,209.14	8,000.00	(1,790.86)
Fundraising - General and Corporate Sponsors Income	6,209.14	8,000.00	(1,790.86)
Fundraising - Kyle Tilley Invitational	2,299.54	3,000.00	(700.46)
Fundraising - Kyle Tilley Invitational	2,299.54	3,000.00	(700.46)
Programs			
Banquet	2,620.00	1,900.00	720.00
Banquet Inc	2,620.00	1,900.00	720.00
District	3,181.13	3,181.13	0.00
District Event Admissions/Heat Sheets - Swim and Dive	2,115.83	2,115.83	0.00
District Sales Taxable Items	1,065.30	1,065.30	0.00
Events - Swim and Dive	370.00	500.00	(130.00)
Event Meet Fees - Swim and Dive	370.00	500.00	(130.00)
Events - Water Polo	700.00	700.00	0.00
Event Volunteers	700.00	700.00	0.00
Region	13,085.90	15,150.90	(2,065.00)
Region Event Admissions/Heat Sheets - Swim and Dive	4,255.42	4,030.42	225.00
Region Event Meet Fees - Swim and Dive	6,995.00	9,285.00	(2,290.00)
Region Other Income	62.68	62.68	0.00
Region Sales Taxable Items	1,772.80	1,772.80	0.00
TISCA	10,070.33	10,545.33	(475.00)
TISCA Event Admissions/Heat Sheets - Swim and Dive	3,989.55	3,989.55	0.00
TISCA Event Meet Fees - Swim and Dive	5,996.00	6,271.00	(275.00)
TISCA Other Income	0.00	200.00	(200.00)
TISCA Sales Taxable Items	84.78	84.78	0.00
Non-Unit Income			
Pass-through Income	25.00	25.00	0.00
Waterpolo Jacket Inc	518.00	518.00	0.00
Total Income	\$ 111,708.92	\$ 116,250.36	\$ (4,541.44)

Marcus Aquatic Booster Club

Budget to Actual

From July 1, 2022 to June 30, 2023

	Actual	Budget	Difference
Expense			
Administration			
Administration	1,851.48	3,000.00	(1,148.52)
Administration - PO Box and Stamps	182.50	250.00	(67.50)
Bank Charges	0.00	35.00	(35.00)
Cash for Change Exp	1,900.00	1,900.00	0.00
Dive Equipment	1,018.42	1,500.00	(481.58)
Donations - Adopt an Angel Program	469.21	469.21	0.00
Equipment - Swim, Water Polo, Pool	114.99	1,000.00	(885.01)
Insurance Expense	685.00	685.00	0.00
Offsite Storage	1,401.00	1,401.00	0.00
Parent Booster USA	765.75	765.75	0.00
Processing Fee PayPal Expense	502.87	550.00	(47.13)
Program Fees	322.00	500.00	(178.00)
Publicity	229.94	500.00	(270.06)
Sales Tax	535.71	500.00	35.71
Senior Year Book Ad	336.38	800.00	(463.62)
Team Issued Items	9,607.08	9,600.00	7.08
Z_Carryover for 2023-2024	0.00	30,525.31	(30,525.31)
Fundraisers			
Fundraising - General	2,174.69	2,700.00	(525.31)
Fundraising	2,174.69	2,700.00	(525.31)
Fundraising - Kyle Tilley Invitational	2,267.05	484.14	1,782.91
Fundraising Expenses - Kyle Tilley	2,267.05	484.14	1,782.91
Programs			
Aggieland Meet	8,641.13	8,641.13	0.00
Aggieland Meet	8,641.13	8,641.13	0.00
Banquet	7,319.89	8,000.00	(680.11)
Banquet Exp	7,319.89	8,000.00	(680.11)
District	2,422.68	1,298.83	1,123.85
District Meet Expenses - Swim and Dive	1,081.56	598.83	482.73
District Payouts	1,341.12	700.00	641.12
Events - Swim and Dive	4,065.70	5,438.00	(1,372.30)
Meet - Hospitality	86.94	100.00	(13.06)
Meet Fees - Swim and Dive	129.39	150.00	(20.61)
Meet Meals - Meals for Other LISD Dive Teams	190.08	1,188.00	(997.92)
Meet Meals - Swim and Dive	3,659.29	4,000.00	(340.71)
Events - Water Polo	9,414.10	9,414.10	0.00
Meet Fees - Water Polo	2,721.44	2,721.44	0.00
Meet JV Refs - Water Polo	1,030.00	1,030.00	0.00
Meet Meals - Water Polo	5,662.66	5,662.66	0.00
Region	3,144.51	8,123.19	(4,978.68)
Region Meet Expenses - Swim and Dive	2,594.51	1,623.19	971.32
Region Meet Officials - Swim and Dive	550.00	500.00	50.00

Marcus Aquatic Booster Club**Budget to Actual**

From July 1, 2022 to June 30, 2023

	Actual	Budget	Difference
Region Payouts	0.00	6,000.00	(6,000.00)
Scholarships	5,909.63	5,909.63	0.00
LEF - Kyle Tilley Scholarship	1,050.00	1,050.00	0.00
LEF - Swim and Dive Scholarship	4,859.63	4,859.63	0.00
Senior Night	2,019.54	2,962.12	(942.58)
Senior Night - Swim and Dive	557.42	1,500.00	(942.58)
Senior Night - Water Polo	1,462.12	1,462.12	0.00
Team Building	650.00	4,000.00	(3,350.00)
Team Building Activities	650.00	4,000.00	(3,350.00)
TISCA	8,103.99	4,754.95	3,349.04
TISCA Meet Expenses - Swim and Dive	3,430.36	2,000.00	1,430.36
TISCA Meet Officials - Swim and Dive	754.95	754.95	0.00
TISCA Payouts	3,918.68	2,000.00	1,918.68
Non-Unit Expense			
Pass-through Expense	25.00	25.00	0.00
Waterpolo Jacket	518.00	518.00	0.00
Total Expense	\$ 76,598.24	\$ 116,250.36	\$ (39,652.12)

Marcus Aquatics Booster Club - Budget Income and Expense Report
Board Meeting
Wells Fargo Bank - From 2/23/2023 to 4/20/2023

BEGINNING BALANCE 2/23/2023: \$ 39,509.10

Income

Administration

Convenience Fee Paypal Income	\$	3.92
Meals for Other LISD Dive Teams	\$	88.14
Administration Total	\$	92.06

Fundraisers

Fundraising - General

Fundraising - General and Corporate Sponsors Income	\$	118.86
Fundraising Total	\$	118.86

Programs

Banquet

Banquet Inc	\$	500.00
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Events - Swim and Dive

Event Meet Fees - Swim and Dive	\$	50.00
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Region

Region Event Meet Fees - Swim and Dive	\$	3,260.00
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TISCA

TISCA Event Meet Fees - Swim and Dive	\$	420.00
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Programs Total \$ 4,230.00

TOTAL INCOME \$ 4,440.92

Expense

Administration

Administration	\$	488.33
Administration - PO Box and Stamps	\$	16.50
Processing Fee PayPal Expense	\$	3.64
Program Fees	\$	80.00
Publicity	\$	79.95
Sales Tax	\$	308.49
Administration Total	\$	976.91

Fundraisers

Fundraising - General

Fundraising	\$	17.27
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Fundraising - Kyle Tilley Invitational

Fundraising Expenses - Kyle Tilley	\$	1,782.91
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Fundraising Total \$ 1,800.18

Programs

Banquet

Banquet Exp	\$	802.45
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District

District Payouts	\$	1,341.12
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Events - Swim and Dive

Meet Meals - Meals for Other LISD Dive Teams	\$	(43.96)
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Meet Meals - Swim and Dive	\$	43.96
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TISCA

TISCA Payouts	\$	3,918.68
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Programs Total \$ 6,062.25

TOTAL EXPENSE \$ 8,839.34

ENDING BALANCE 4/20/2023: \$ 35,110.68

Date	Number	Description	Amount
Receipts			
02/25/2023	150	Agnieszka Panczyszyn-Web Store Order	\$ 158.48
02/26/2023	151	Kerns, Megan-Web Store Order	0.00
		TOTAL	<u>\$ 158.48</u>
Deposits			
02/24/2023		TISCA and Region Meet Fees	\$ 3,025.00
03/04/2023		Region Payment from Mailbox	600.00
03/21/2023		Mailbox - TISCA and Fundraising	447.44
04/12/2023		TISCA Cash - Given to Shannon	30.00
04/14/2023		Banquet Security Deposit Return	500.00
		TOTAL	<u>\$ 4,602.44</u>
Payment Authorizations			
02/23/2023	230	Angie Morrison - Record Boards	\$ 48.00
02/25/2023	231	FMHS Swim and Dive Booster Club - District Payout	670.56
02/25/2023	232	LHS Swim and Dive Booster Club - District Payout	670.56
02/25/2023	233	Janet Smerud - Awards for Banquet	500.50
02/25/2023	234	Michelle Hernandez - 2 Frames for Sponsor Pics	17.27
03/04/2023	235	Sara Sprawls - Flowers and GF Cake for Banquet	153.95
03/04/2023	236	Awesome Times - Banquet Food	100.00
03/04/2023	237	Richardson ISD - Irving Paid us for Region when they should have paid Richardson ISD	320.00
03/04/2023	238	Janet Smerud - Bubble and Tape to store Letters	21.95
04/02/2023	239	FMHS Swim and Dive Booster Club - TISCA Payout	1,949.34
04/02/2023	240	LHS Swim and Dive Booster Club - TISCA Payout	1,949.34
04/02/2023	241	LEF - Donation from the KT Invitational to the KT Memorial Scholarship held by LEF	1,782.91
04/12/2023	242	LHS Swim and Dive Booster Club - TISCA Payout from McKinney Boyd Cash	10.00
04/12/2023	243	FMHS Swim and Dive Booster Club - TISCA Payout from McKinney Boyd Cash	10.00
04/12/2023	244	Sherry McGuire - All American Diving Applications and associated costs	98.44
04/19/2023	245	Michelle Hernandez - Record Board	464.44
		TOTAL	<u>\$ 8,767.26</u>
Transfers			
03/04/2023	46	PayPal	\$ 154.84
03/06/2023	48	Payment of SmugMug Subscription	(79.95)
03/27/2023	50	Sales Tax Payment for Period Ending 3/31/2023	(308.49)
		TOTAL	<u>\$ (233.60)</u>