

**WCHS Booster Club Meeting Minutes**  
**Wednesday, December 11, 2013**  
**7pm – Room 126**

**In attendance:** Ari Storch, Mary Ellen Mengucci, Roya Hakimzadeh Youssefiani, Elaine Arndt, Scott Rivinius, Larry Tanenbaum, Jim Edwards, Joe Muscarella, Lynn Liss, Maury Byrne, Sugam Garg, Paula Goldsmith, Wendy Wilson, Allyson Bergman, John Kwant, Scott Levenson, Erin Conley

**Call to order:** 7:05pm by Larry Tanenbaum, President.

**Approval of Minutes:** Motion to approve the November 13 Minutes made by John Kwant, second by Mary Ellen Mengucci. Motion passed unanimously.

**President's Report:** Larry Tanenbaum

**Update on Artificial Turf Field:** James Song of Montgomery County Public Schools has approved as an acceptable proposal the combined Boosters/Bethesda Lacrosse/Potomac Soccer Association proposal to fund a turf field at WCHS. The process requires a two week period to seek alternative proposals. The proposal will be presented to the MCPS Board of Education at their regular February meeting assuming no alternative proposals are selected by Mr. Song. Until the Board of Education approves the proposal, fundraising is prohibited. Requests were made to get more information on:

- 1) Payment schedule following Board approval (Joe Muscarella)
- 2) Engineering process to assure proper installation (Scott Levenson)
- 3) Feedback from Wootton on newly installed field (Mary Ellen Mengucci)

**Pampered Chef Fundraiser:** As of meeting time, \$560 has been raised. Thanks were expressed to Jim and Maria Edwards, hosts, and Lynn Grody, Pampered Chef representative. On-line orders are open until December 12.

**Treasurer's Report:** Scott Levenson

**The Booster Club Profit & Loss Statement and Balance Sheet** dated 12/10/13 were presented for review. Scott emphasized that \$73,000 in expenditures has been approved to date, specifically \$25,000 for the artificial turf field, \$38,000 for new dugouts, and \$10,000 for a practice wall. From the starting point of \$152,000 in reserves, this leaves \$79,000. \$31,000 has been paid to the Athletic Department for field maintenance this year to date. Scott Rivinius later clarified that more may be required depending on dispute outcome with MCPS and vendor.

**A modification to the Treasurer's Report** was suggested to track major project committed liabilities.

**A discussion was conducted on the best practices** for reserves for an organization such as Boosters including: How much funding should be in reserves? How can Boosters get a detailed budget for the Athletic Department for planning purposes? How does the cash flow schedule for the Athletic Department work? Further discussion was tabled.

**Gala Fundraising Review:** Roya Hakimzadeh Youssefiani

Roya explained the financials from last year's Gala at Bowlmor. \$33,000 was made at the Gala. 200 people were in attendance. Silent Auction made \$25,000. Ticket sales were \$9,060.

**Apparel/Spiritwear:** Allyson Bergman

She is working with Scott Levenson on clarifying expenses/income for spiritwear. The winter season is generally slower for sales. She will be selling spiritwear at the ice hockey game parent meeting this Friday. The spiritwear store will also be open this Friday at the Wootton basketball game.

**Concessions Discussion:** Larry Tanenbaum/Scott Rivinius

Chris Nazarian will be coordinating supplies for concessions. Discussion ensued on how to get coverage for concessions for basketball. The consensus was that this is a service since only about \$80 is made per game. Larry will ask Liz Votaw to check with the girls JV Basketball parents for coverage of the girls varsity concessions. Maury Byrne will approach the cheerleader parents on whether there is interest in covering the concession stand during the games.

**Funding Request – Swim and Dive Team:** Roya Hakimzadeh Youssefiani

Roya highlighted the outstanding accomplishments of the Swim and Dive Team. She requested \$1000 for towels for the swimmers and divers. The request was not entertained since Boosters Club and Athletic Department do not fund individual uniforms or supplies that are not kept in the school inventory. It was requested that she work with Coach Roddy to identify team needs that may be covered by school policy. Suggestions were made that the towels could be funded through a swimming team fundraiser; Boosters would match the amount raised up to \$500. The importance of Swimmers/Divers parents joining the Boosters was also discussed. Jim Edwards specifically noted that it is important that teams who want money from the Boosters also help the Boosters through memberships.

**Athletic Director's Report:** Scott Rivinius

**Concessions:** Scott requested that the volunteers give the cash envelope directly to Stu, Gary Carter, or Scott Rivinius. An internal cash report sheet was provided by Scott Levenson to assist in cash reconciliation at the end of games.

**Financial Requests:**

**Lacross helmets** are 10 years old and long overdue for replacement. This is viewed as a health and safety issue. Athletic Department will pay \$1500, Lacrosse team will pay \$2,500, Boosters will pay \$3,000. Joe Muscarella made a motion for Boosters to approve \$3,000 for new Lacrosse helmets. The motion was seconded by Jim Edwards. After discussion and withdrawal of an amendment, the motion was approved unanimously. In discussion, the concept of providing advance notice of equipment replacement needs for future reserve planning was reiterated.

**Tractor** needed to drag infield. This would assist Varsity and JV Softball/Baseball in field maintenance. Scott requested up to \$3,000 for a used tractor in good condition. Joe Muscarella volunteered to explore the option of having a donation from Home Depot, Lowe's or Strosnider's. By consensus, this request was tabled while Joe completes research. Scott Rivinius will send the tractor requirements to Joe.

**Coaches' Lunch** has been held for two seasons of coaches this year. This is a small amenity that is much appreciated by the coaches. \$340 was requested to cover these lunches. John Kwant made a motion to approve \$340 for the lunch expenditures. Mary Ellen Mengucci seconded the motion. The motion passed unanimously. In discussion, the request was made to provide advance notice of the upcoming expenditures rather than have post-expenditure approval.

**Lightning Detection System** is not working. WCHS is the only school in the county with this system, purchased by the Boosters 8 years ago. Anecdotal observations indicated that the system is accurate and does sound in cases of potential lightning strikes. Scott has to document the condition of the system by going on the roof and taking a photo; if the system just needs to be repositioned and recalibrated, the maintenance vendor could come and take care of it, but \$750 will be needed to reinstate the maintenance contract. Ari Storch offered to ask a local golf club lightning detection maintenance crew to reposition the system if that is necessary. By consensus, the request was tabled while Ari makes contact and Scott updates him on the condition of the system.

**Night at the Races Fundraiser:** Larry Tanenbaum, Paula Goldsmith

**The date is Saturday night, May 3,** the night of the Kentucky Derby, so the theme is “Churchill Downs.” Concerns were expressed on conflicts with the school calendar such as post-season track events. Larry is checking school calendar. The location will be the Pony Express at the Bolger Center. The venue holds 200; pricing is being set at \$75/person or \$150 per couple to include admission, open bar, light refreshments, some raffle tickets, and some betting play money.

**The program** will be a 5 page list of races, sponsors and advertisers. Local businesses need to be approached to advertise, sponsor a race (\$500), and/or donate prizes. Guests will be betting on races with play money and using their winnings to load raffle boxes to win specified prizes.

Paula asked for printer options: suggestions were provided by Mary Ellen, Ari and Joe for follow-up. Paula mentioned a March 15 deadline for program material.

**An MC is needed;** ideas were solicited for a local celebrity to provide the voice.

**The technical committee** is in place, but Paula is seeking confirmation on whether Boosters needs to pay \$450 for the venue to provide support.

**Subcommittee chairs** are in place, but committee members are needed.

**The income goals** include: \$4,000 from race sponsors, \$8,000 from horse sponsors, and \$10,000 from tickets.

Substantial income comes from betting, which needs to be encouraged.

Mary Ellen stated that the Publicity committee needs Jim Edwards to work with Web Coordinator Daniel for on-line ticket purchase. Her committee is complete at the moment.

Scott Rivinius will confirm the ability to raffle Parking Passes.

**Membership:** Jim Edwards

The Winter Sports Membership Status Report was presented. Membership looks light at the moment. He commended Ariane Promisel for recruiting lacrosse parent membership prior to the spring season. Jim will be talking to the parent team reps to make sure Boosters support is being mentioned.

**Basketball Community Night:** Elaine Arndt

The event date is January 10 at the Basketball Doubleheader. The format will be the same as the fall – feeder school students will be invited free and receive a giveaway as well as discount t-shirt. Hardcopy flyers have been distributed to the feeder schools. Flyer is online. Thanks were expressed to Sugam Garg and Mary Ellen Mengucci for the fast turnaround on flyer production. Boosters volunteers will be needed the night of the event to assist with handing out giveaways. Sheila Coleman has organized basketball parents to help on opposite schedules (Girls Varsity covers Boys/Boys Varsity covers Girls). Class of 2016 will be making banners and providing games for halftimes.

**Announcements**

Basketball fundraiser at Potomac Pizza on December 12.

Meeting adjourned: 9:05 by Larry Tanenbaum

Respectfully submitted,

Elaine Arndt

(Acting for Marlo Sims, Secretary)