

North Branch Quarterback Club Minutes
6/23/15
NB High School Room B100

Meeting called to order: 6:32 pm

Members Present:

Barb Hensch, Alice Peterson, Kim Smith, Coach Ferraro, Jim Peterson, Matt Kozel, Gary Amunrud, Kate Amunrud, Tracy Hartmann

Approval of Minutes: Done

Issue or Topic:	Treasurer Report (attached)
	Alice Peterson
Points of Discussion:	Current Balance is \$6,368.30
Action Required:	Continue to bring report to each meeting

Issue or Topic:	Mission Statement
	Barb Hensch/Catherine Fair
Points of Discussion:	1. Barb passed out proposed changes done by Catherine (attached)
Action Required:	Review for next meeting

Issue or Topic:	Upcoming Meetings
	Barb Hensch
Points of Discussion:	1. All remaining meetings for 2015 are on the Quarterback Club website 2. Facility usage form needs to be submitted
Action Required:	Kim will complete and submit form

Issue or Topic:	DQ raffle
	Kate Amunrud
Points of Discussion:	1. 2 more days are coming up for sales 2. approximately half of the tickets are remaining - can be sold at brat stand, FFF, Home Game Sales
Action Required:	Need volunteers (football players) for sales activities.

Issue or Topic:	Letter Writing Campaign
	Kim Smith
Points of Discussion:	1. Barb and Kim will kick-off campaign on 7/1/15 at 10:45am with players 2. Approximately 70 players are to be expected

Action Required:	Barb and Kim to facilitate kick-off
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Issue or Topic:	Rat Rod
	Amy Hunziker
Points of Discussion:	1. No Update
Action Required:	Will need volunteers (football players)

Issue or Topic:	Brat Stand
	Amy Hunziker
Points of Discussion:	weekend of 8/7/15-8/9/15 is confirmed
Action Required:	Amy will need to create a schedule and possibly hang up in weight room for players to sign up

Issue or Topic:	Viking Cards
	Coach Ferraro
Points of Discussion:	<ol style="list-style-type: none"> 1. Adrenaline card will be passed out on 7/30/15 2. Sales blast will be 8/13/15 3. Will have gas deal this time
Action Required:	Have cards ready by 7/30/15

Issue or Topic:	Spring Fundraiser
	Coach Ferraro
Points of Discussion:	1. Coupon books have not sold as well as he had hoped - coaches have sold more than the players
Action Required:	Will have 9th graders sell left-overs and possibly have at Brat Stand

Issue or Topic:	Scholarship
	Gary Amunrud
Points of Discussion:	<ol style="list-style-type: none"> 1. Gary is reviewing procedure and application 2. Should stress to applicants the importance of typing up application and obtain references
Action Required:	Will bring updated application to 7/21/15 meeting

Issue or Topic:	Football Floats and Fun
	Barb Hensch
Points of Discussion:	<ol style="list-style-type: none"> 1. 7/24/15 confirmed 2. need chair to run - duties would include: asking businesses to come, food for concessions and players

Action Required:	Finalize plans at next meeting
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Issue or Topic:	Program
	Barb Hensch
Points of Discussion:	<ol style="list-style-type: none"> 1. Need someone to chair - Alice will assist 2. Barb will have captains contact businesses for advertising - Coach will talk to businesses as well 3. Discussed possibility of having Post Haste do much of the publishing work
Action Required:	Begin finding advertisers, Alice will discuss pricing with Post Haste

Issue or Topic:	Homecoming
	Open
Points of Discussion:	<ol style="list-style-type: none"> 1. Need chair for coordination 2. Parade (Val Anderson/Julie Belisle) - No Update 3. Will add to agenda discussion needed with Mrs. McKenzie and Mrs. VanDyke to have student council involved with Tackle Cancer
Action Required:	Need a chair

Issue or Topic:	Senior Spotlight
	Stephanie Johnson
Points of Discussion:	<ol style="list-style-type: none"> 1. No Update
Action Required:	None

Issue or Topic:	Team Meals
	Open
Points of Discussion:	<ol style="list-style-type: none"> 1. Need Chair 2. Kate Amunrud volunteered to head up 10th grade team feed
Action Required:	Need a chair

Issue or Topic:	Home Game Sales
	Tracy Hartmann
Points of Discussion:	1. No Update
Action Required:	Need to order an inventory of apparel
Issue or Topic:	Coach's Comments
	Coach Ferraro
Points of Discussion:	<ol style="list-style-type: none"> 1. Coach's Association golf tournament will be 8/15/15 2. Will most likely not be doing Midnight Madness this year due to schedule 3. Passing league is on Sundays 4. In need of a Quarterback 5. Weight training program has approx 70 players grades 8-12
Action Required:	None

Issue or Topic:	Fundraising Ideas for this year
	Tracy Hartmann
Points of Discussion:	<ol style="list-style-type: none"> 1. Socks: Cost would be \$10/pair - we would sell of \$15. Coach would like for his players. Other ages and sports would most likely like to get some as well 2. Script Gift Cards: Would be good for Christmas time
Action Required:	Tracy will order sock samples and see about volume pricing - Will need to order soon

Issue or Topic:	Other New Business/Comments
	Barb Hensch
Points of Discussion:	<ol style="list-style-type: none"> 1. Barb, Coach, and Gary met to discuss fundraisers - it was agreed to that Coach will use the money from his fundraisers to support the Coaches, and QB Club will use the money from their fundraisers to support the players 2. Barb passed out the updated Coach's Wish List with status updates (attached) 3. Lindsay would like everyone to check the QB Club website as she has updated the Board Member page 4. Logo is being changed on the website - Banner will be changed in the future
Action Required:	None

Meeting Adjourned at 8:37pm

- Next Meeting: 7/7/15 B100 @ 6:30

Treasurers Report 6/23/2015

Budget Item	Sum of Debit (-)	Sum of Credit (+)
2014 Clothing Sales		156.00
adjustment from inventory		30.00
misc sales		20.00
Sales from NB Community Expo		106.00
2014 Football Scholarship	2000	
Denn Scholarship	500	
Jacobsen Scholarship	500	
Thauwald Scholarship	1000	
2015 Bagging Groceries		1353.95
Fundraising total		1353.95
2015 Clothing Sales	484.63	168.00
adjustment from inventory		63.00
inventory purchase	382.63	
Sales from NB Community Expo	102	105.00
2015 DQ Raffle	80	905.00
misc sales		460.00
printing	80	
Sales from NB Community Expo		445.00
2015 Rec Night		500.00
cosponsor rec night 3/20		500.00
Beginnnging Balance		6090.33
(blank)		6090.33
Donation	93	
Gift Basket for Sunrise Carnival	93	
Football Program 2014		227.50
Ad revenue		227.50
Fundraising: Viking Card 2014	429.85	55.00
coach clinic	285.57	
hotel reimbursement for coach clinic	144.28	
misc sales		40.00
Sales from NB Community Expo		15.00
AGM meeting 2015	60	
printing of reports	60	
Titanium Sales		45.00
Sales from NB Community Expo		45.00
Window Clings		15.00
misc sales		15.00
Grand Total	3147.48	9515.78

Current Balance

6368.30

Quarterback Club Meeting on June 23, 2015

Proposed Mission Statements

Current Quarterback Club Mission Statement:

The purpose of the Quarterback Club is to provide opportunities to build spirit and support on behalf of the football programs within the North Branch community.

Alternative Mission Statement A:

The North Branch Quarterback Club is a volunteer organization committed to the support of the football athletes of the North Branch Area High School. We do this by providing assistance not only to the athletes, but to the coaches and the overall Football Program.

Vision Statement:

We strive to provide opportunities to build spirit and support between the High School Football Programs, the Youth Programs, the Community and Local Businesses.

Alternative Mission Statement B:

Vision Statement:

We strive to engage the entire community in embracing and supporting the development of strong moral character and tenacity of our football student athletes that will prepare them to succeed as adults and aspire to be leaders in their community.

Mission Statement:

The North Branch Quarterback Club is a volunteer organization of community members, including parents and coaches, committed to the support of the football student athletes of North Branch Area Schools. We provide financial assistance and opportunities to build relationships in the community through events, fundraising and volunteer service.

North Branch Area Booster Clubs:

Viking Volleyball:

Vikings Volleyball is dedicated to the development of student athletes in the elements of Competition, Dedication, Sportsmanship, & Teamwork

Vikings Blue Line Club:

The Blue Line Clubs primary mission is to raise funds to support the High School Hockey Program. We are made up of volunteer parents committed to helping the hockey program thrive. We are able to do this through various fundraising activities.

Basketball Court Club:

The Court Club is a volunteer organization committed to supporting the North Branch Girls and Boys Basketball programs. We support the basketball program by maximizing the experience for the players and to support and assist the coaching staff. The Court Club raises funds for the team throughout the year.

Coach Ferraro Requested Changes to QB Club

February, 2015

- 1) **All debits shall be approved by head coach. *"Associations and Booster Clubs wishing to purchase materials (including transportation) for their activity must submit a request to the Head Coach and AD for approval"* (per Association and Booster Club Guidelines from ISD 138, dated 6/2012).**

Status: The QB Club reviewed our monthly reports with the Head Coach to ensure he was comfortable and confident that we were spending funds earned wisely and in support of the Football Program. The money raised from QB Club coordinated fundraisers will be managed by the QB Club, via the current documented process, per our current Bylaws. See 2) for improved financial reporting.

6/11 Update: Confirmed with AD that the initial intent regarding this portion of the *"Association & Booster Club Guidelines"*, was not to give the Head Coach or AD overall authority regarding the funds generated by Booster Club managed fundraisers. The comment pertained to anything an Association or Booster Club wanted to buy on behalf of the Program (i.e. uniforms, equipment, bus transportation, etc.). Also, according to Randi Johnson (Finance/HR), separation should occur to prohibit and protect School personnel from potential fraudulent activity/accusations.

- 2) **Monthly finance report including all debits and credits for every month.**

Status: QB Club currently provides reports at each QB Club meeting. We will initiate electronic reports and provide a copy, via email, to the Coach at the beginning of each month.

- 3) **No mine or yours when it comes to the money. This money is raised by the High School Football team. Once the High School football team needs are met, then and only then will we help out other groups.**

QB Club cleared a misunderstanding that we were paying for Soccer banners that were displayed at the Stadium. We also provided coach with our check register noting all withdrawals and deposits to ensure he is comfortable that we spend money raised by the QB Club on the High School Football Program and players.

There are currently 4 funding sources for the Football Program expenses. Three are managed by the School District, with the 4th being the QB Club.

6/11 Update: Coach's concerns also included money earned via the sale of Viking Cards, which traditionally was a School managed fundraiser. The your's/mine comment was intended to assure coach that no money earned from the Vikings cards sales would be

used for events funded via QB Club managed fundraisers. Examples include (not limited to): Team Meals, Banquet and Football Floats and Fun.

4) Must create separation of the NBAAA and the Booster Club. We need to create our own 501c3 non-profit status.

Status: The process to become a 501c3 organization will take approximately 6 months and \$500. We will need to purchase, and pay annual premiums for Directors and Officers (D&O) Insurance. Currently, the QB Club is under the NBAAA, which is a 501c3 organization. We benefit from their tax except status and are currently covered under their D&O Insurance. This will remain on our list of future considerations. Perhaps an activity for 2016, if warranted. As a side note, the Hockey Boosters and Basketball Boosters are currently under the NBAAA.

6/11 Update: Assigned to Gary Amunrud to research. Attaining a gambling license was also discussed. This will require additional research and a dedicated resource for accounting and reporting to the State. Hockey Blue Line Club could be a resource of the size/scope of the effort and time. Not assigned as of this time.

5) Current mission statement needs to change to put the focus on the High School Football Program: The purpose of the Quarterback Club is to provide opportunities to build spirit and support on behalf of the football programs within the North Branch community.

Status: There is/was confusion as to what is defined as "*football programs within the North Branch community*". We will clean up the verbiage to reflect High School Football Program as time allows. Youth teams are our feeder program and help to run/man several of our annual fundraisers. The Youth Football teams also currently provides support at our Varsity Home Games Sales table. Partnering with the Youth is a benefit to the High School Football Program as it relieves time pressures from Varsity parents and motivates the younger players and parents to become more involved.

6/11 Update: Assigned to Barb Hensch and Catherine Fair. Clarified at June 2, 2015 QB Club meeting that NO financial support has been provided to the Youth Football/Traveling Football Association.

6) No officer of the booster club shall be an officer of the youth board.

Status: The 20/80 rule applies (20% of the people do 80% of the work). This will remain on our list of future considerations. Perhaps an activity for 2016, if warranted.