



Columbia Heights Athletic Boosters

530 Mill Street N. E. Columbia Heights, MN 55421

Minutes

Membership Monthly Meeting

Wednesday, July 19th, 2017

1. **MEETING CALLED TO ORDER** at 7:09 pm by Jeremy Deel
Attendance sheet was passed around
2. **SECRETARY'S REPORT:** Ellen Surbrook
Motion by **Tanya M.**, 2nd by **Mark V.** to approve the minutes from the June 2017 meeting. Motion carried. All ayes.
3. **TREASURER'S REPORT/GENERAL ACCOUNT:** Karen Schultz via Ellen Surbrook
End of month checking account balance was \$18,868.00 as of 6/30/17. Account was balanced & reconciled with the Northeast Bank statement. Motion by **Mark V.**, 2nd by **Alex W.** to accept & approve the Treasurer's report. Motion carried. All ayes.

A copy of the NE Bank Statement is available from the treasurer

4. **CHARITABLE GAMBLING REPORT:** Suzy Vescio via Kevin Gilbertson

End of month checking balance in our gambling account was: \$15,197.54 as of June 30th, 2017, when the account was balanced & reconciled to the Northeast Bank statement.
Total normal & allowable expenses for the month of June were \$-13,814.63.
Lawful Purpose donations were \$-8,888.76.
Net profit was \$-1,570.85.

See attached "Gambling Report", including 10 electronic payments totaling \$ 12,070.05.

Motion by **Tanya M.**, 2nd by **Keith W.** to approve the Gambling report for June 2017. Motion carried. All ayes.

Necessary expenses for the month of August 2017, are estimated to be \$20,850.00.

***See attached " Allowable Expense Report" ***

Motion by **Chris N.**, 2nd by **Dave M.** to pre-approve necessary expenses for the month of August 2017.

Motion carried, all ayes.

5. Lawful Purpose Donation Requests: Trevor Major

There were 8 requests, 0 tabled, and 0 denials for the month.

See attached "Lawful Purpose Requests" for July 2017

6. CARE AND CONCERN REPORT:

Mark Corless was in the hospital Monday & Tuesday.

Steve Williams daughter passed away.

Lenz family very thankful for all support & help being given.

7. BOOSTERS CORNER: All

Old Business:

- a. Heights Hustle: a good day! At least broke even, maybe made a little profit. Some expenses we had this year we won't have in the future (road signs, metals, cones); some t-shirts left over. Kevin will have the financial report at August meeting.
- b. Golf Tournament - 7/18; nice day, fun event, good sponsors. Need more golfers. Mark would like some helpers for this event. He would also like to share his process, templates, etc. Suggestion to hold future discussion regarding promotion of the tournament.
- c. Jamboree Weekend - 6 Boosters helped work the gates for the Lions. Earnings to be relayed at a future meeting.
- d. Sales are continuing for the 2018 Raffle Calendars.
- e. If anyone is interested in selling calendars, please contact Suzy via email and arrange a pick up time. We have 870 calendars left in the office. The goal is to have EACH AND EVERY BOOSTER MEMBER sell a minimum of 10 calendars, to help support our cause. This will help to cover the \$12,500 in prizes that we give out! We are continuing to offer sales to groups, donating \$10 for each calendar sold.
- f. June Handbag & Merch Bingo ~
This was an added event to Sarna's, and we did well but could do better. Consistency is key, and Suzy looks forward to more events like these in the future.
- g. Jim Fraser, CPA is continuing to work on our annual audit.

New Business:

- a. Mark V. asked for a volunteer to pick up the meat at Ready Meats Saturday, 7/22; Jeremy D. offered to do this.
- b. Keith thanked everyone who helped at the City Picnic. It was a great event - well attended.
- c. Trevor suggested having a Booster shirt or t-shirt for uniformity that we would wear while working events. Trevor will look into this.

d. July 26, 2017 Handbag & Merch Bingo

Please help spread the word! The flyer is on FB and has been added to the webpage, and an email was sent to all members with the flyer. Please invite people to come, and join us. Jared Severson will be working the floor, and Trevor Major will be the caller once again. This will also be taking place Wednesday , August 30th.

A program is attached to be added to the Secretary's minutes.

- e. Suzy will be meeting with Luis Sacta from El Tequila on July 25 to discuss the possibility of opening up the pull tab booth on a limited basis. It is currently being used by them as an additional bar area. He and Suzy will need to discuss the logistics of turning it over to our organization, cost involved, etc. Kevin will need to sign a new lease if this does happen, and it will be submitted to the Gambling Control Board for approval. If we were to begin, we would shoot for a September 1 open date. Supplies (large & small) will need to be purchased to get up and running. The largest cost would be a safe.
- f. Suzy will be purchasing new locks for the doors/drawers @ Sarna's; they are aged and wearing out. Several do not work, and it limits the ability to lock all items that must be kept safe.
- g. Suzy is currently accepting applications for pull tab sellers. We again are left short staffed due to some health issues of a couple of our staff, as well as limiting schedules come fall due to school starting up. Applications are available at Sarna's in the pull tab booth. If you know of someone interested, please let Suzy know, and direct them to the booth. She will be interviewing over the next several weeks.
- h. Suzy is in the final stages of submitting information for Direct Deposit for the employees. This will be a great relief to many. We will be paying a monthly fee for the new service, and we will be phasing out the QuickBooks software that we currently use. Adding the payroll portion to our new web based software will be the last and final upgrade that should be needed to make this transition a smooth one.

Meeting adjourned at 7:58 p.m.

Respectfully submitted,

Ellen Surbrook

Columbia Heights Athletic Boosters Club, Inc.