

## CABC General Meeting Minutes September 20, 2021

Attendance: 13 attendees, CABC Executive Board, UCPS Admin: Mr. Murray, Ms. Palmer, Mr. Blackwell

President David Best called meeting to order 6:07pm

David opened meeting introduction of the board, new board with different personalities, came together for the same reason

- David Best, President-Works corporate business, wife is a teacher, two boys-8th and HS Junior
- Anne Divers, VP- has four children-6th,8th,10th,12th all play sports. Liaison between sports & school
- Heidi Inman, Treasurer- three children-5th, 6th,8th. She stepped up to the plate to run.
- Donna Smith, Secretary-two children HS Junior & College Sophomore. Experience with communications on a board before.

### **Finances** - Heidi Inman, Treasurer

Please see attached sheet for all financials to date (September 20, 2021)

- Some bills were unpaid by prior board while still in office (please refer to attached financials)
- Lights unpaid since 9/25/20 - last payment made on this date was for September and October of 2020. No further payments have been made to date

### **Spiritwear**- Anne Divers

- Spiritwear trailer will be open for all home events held at the stadium. NEW and improved look.
- Purchased reasonable priced items for families to purchase including youth sizes
- New logos and items
- Spiritwear Chair is Danielle Garrity
- CABC spiritwear is sold at the trailer and online. Also, at the CHS holiday fair and Lawson fall fair

Anne Divers-

- Winter coaches for wrestling and swim have applied/interviewed and chosen for the season
- CMS and CHS coaches will work together to form a unit "Rise as One"
- CAVS Corner at Queen's South for all home games of all sports for LIVE STREAM of games

David Best-

- Minutes of meetings and finances will be posted as a board we want full transparency
- Donna Smith-Minutes will be typed/sent to board for approval and posting of minutes by Friday 9/24/21
- If you have questions or concerns, please email us. All emails are on our website.

David Best

- Goals when we were first put in position
  - Continue to move forward with fall sports (accomplished)
  - Have 2-person authority to sign check which was not previously done (accomplished)
  - Communicate lines of separation between school administration and CABC (in progress)
- To become healthy financially
  - Moving forward we are 100% paid and were 100% registered correctly for fall sports
  - Increase finances and cutting costs (mowing and turf treatment first priority)
  - Currently taking bids for lawn maintenance. 11 companies/4 bids/4 more meetings set up
  - Converting Bermuda to Rye biggest obstacle-fields have looked amazing the past two years, they have had limited playing on them due to covid
- Relationships with CMS and CHS are different
  - CMS we organize and run the entire CMS sports teams (excluding Basketball and winter cheer)
  - Ms. Palmer assists us with field availability and Family ID
  - CHS we assist with items outside what their budget allows
  - Mr. Blackwell-cares for day to day with CHS and states capital improvements the CABC has done in the past are Sound system for stadium, flooring in the gym,
  - CABC is a parent organization, and we have policies and by laws we have to follow but we still operate on school grounds with students and need to follow UCPS rules when it comes to student discipline

- CABC will be amending the bylaws to remove UCPS administration from them. They will be amended and voted on by the members. Admin does not want to act on our internal protocols.

### **Questions from the floor from attendees**

- Who voted for the lights on the baseball and softball fields?
  - David-we are progressively looking into that and looking to how much they can spend is questionable
  - Donna-reviewing the minutes posted in the archives on our website from the prior board, I cannot find an official vote regarding an approval vote for the installation of the lights by the prior executive board nor of the CABC members.
- Who signed the contract for the lights?
  - David-Wayne Hedin prior treasurer. An amortization schedule was provided, which is similar to a personal loan. Currently we do not have additional paperwork and have requested more documents from the lighting company.
- Who is liable for the payment?
  - David -we are looking into that and may have to contact legal counsel
    - Attendee stated let's hire legal counsel, another attendee responded would rather spend money on the students than attorney fees
  - Lights are on school property which means it's unlikely that anyone will try and remove them for non-payment since they are on public property and now owned by UCPS.
  - We are still working with the lighting company to get all the paperwork to verify who is on the paperwork, Wayne Hedin or CABC. If no record of vote can be produced, then we'll explore options. If CABC we would honor commitment.
- Did they vote to hire the lawyer?
  - We do not know as we do not have any documentation.
  - Financial statement from 2020 shows inaccurate spending as there was not a team that season.
  - Why is there no documentation of itemized costs?
  - David- cost of maintenance and expenditures are broken up amongst the teams of the program
- \*Motion from the floor for a forensic audit (attendee second the motion)
  - Heidi responded I have not come across of any "stealing or red flags"
    - Quickbooks if from 2015 and is far behind difficult to merge with Moneyfinder
  - David stated we have looked over the finances and found only one incident of double payment To the mowing company and both checks cashed. Husband and wife each signed a check.
    - Anne stated she has not seen the financials since becoming a board member
  - Donna stated we can look into cost
    - Robert Klampler, an attendee stated he was a specialist in finance auditing.
      - Cost is usually \$300-\$500/hr
      - Advised reconcile all financials and go from there if "red flags" are found
  - David-We will reconcile all the financials, then move forward upon our findings
    - Goal is to cut costs, then have more freedom to purchase
  - Anne-there was no accountability on ordering.
    - All uniforms and equipment have been inventoried/uniforms missing
    - Stated documented when uniforms were purchase for each team
    - BSN-account does not have itemized bills. Requested itemized from 2018
- How can we fundraise for a team?
  - Donna-CABC fundraises for all CMS and CHS athletics, not specific teams
  - Mr. Blackwell- CHS sport specific fundraising and goes into specific accounts.
- Lower participation fees?
  - Anne-we have and will continue to look into sport expenditures and participation
  - Donna-we also look at all UCPS participation fees to be comparable from MR to Sun Valley
  - David-we want to make affordable for students to participate in sports they want to play

### **Comments from the floor**

Ted Garrity (last year's girls lacrosse coach) suggested interest meeting now to get the word out there

- Mr. Murray-absolutely, contact Anne and we will arrange

Jason Harper-communications to get word out on what CABC does, 5 key points

- David- Donna will work on that and maybe we can do video
- Mr. Murray to send a separate communication and do a membership drive

Attendee stated please add CABC to UCPS MS website for transfer students and incoming 6th graders to

Locate how to find sports for middle school.

- Anne-student athletes are the best recruiters
- Tess-this year difficult as the prior CABC board was not responding
  - Do not recreate a new account on FAMILY ID

### **PROPOSALS**

Robert Klampfer, parent of wrestler, is requesting new wrestling mats as they are old.

- CABC stated to submit three bids or provide pricing in an email us

David adjourned meeting 7:43pm

## Financials – General Meeting 9/20/2021

All paperwork/files turned over 8/4/2021 from previous treasurer

Checking account balance at time of turnover 8/4/2021

General fund	\$56,394.48
Capital Account	\$ 5,400.72
Total	\$61,795.20

### Past Due Bills that were unpaid at time of turnover

Hudl (due 7/24/2021)	\$1,298.00	
Riddell (3/17/21, 4/14/21, 4/15/21)	\$1,864.45	
Verizon Wireless (past due June 14-July 13)	\$126.29	
Postal Annex annual fee unpaid	\$245.00	
*Postal annex only charged \$5.00 for past due plus charged \$20.00/month to the end of the year		\$65.00

990 was not filed for 2020/2021 taxes, extension on 990 was filed to be submitted by 10/1/2021 nor were sales tax reimbursement filed – working on getting that done

Attorney fees from 6/28/2021-7/21/2021 (paid 7/21/2021 by previous treasurer) \$5,495.00

Baseball lights - last payment made 9/25/2020 for Sept and October totaling \$8,381.18

- Lights installed March 2020, paid deposit of \$94,897.19 5/4/2020, payments were made until last payment made on 9/25/2020 as noted above.

### Field Maintenance Costs

- Turf and treatment currently – annual program cost \$56,487.96
- Mowing currently month of August \$2,860.00  
Ranges from \$1425/month - \$2860/month
- Irrigation (doesn't appear to be a regular cost) last paid 7/12/2021 \$4,265.52

### Status of current finances

Checking account balance 9/20/2021

General fund	\$108,027.48
(not including deposit of \$3,369)	
Capital fund	\$5,400.72

Revenue through Hometown ticketing to date (not including ticket sales at gate at time of game) \$6,825.00

Sponsorships: \$1500 x 7 = \$10,500; \$500 x 2 = \$1,000

Square report - Spirit wear

August (net proceeds)	\$2,690.86
September (net proceeds)	\$4,494.79

Fiscal year: 7/1/2021 – 6/30/2022

\*There were bills paid in July by previous treasurer (see below expenditure total) that occurred before the transition to the new board but within the fiscal year of 7/1/2021 – 6/30/2022

July expenditures	(\$30,638.24)
August expenditures	(\$15,565.38)

### Membership Options

Cavs Supporter (no voting right)	\$25.00
Cavs Member (voting right)	\$75.00
Cavs Legacy (voting right plus \$50 spirit wear voucher)	\$150.00
Blue/Gold (voting right plus \$100 spirit wear voucher)	\$350.00