



Concession Stand Update

Jim Laite

- Allocated \$50K last year for concession stand upgrade
- If FABC doesn't pay for the upgrade, we won't see any upgrades for 5-7 years
- Recommend staying course
- Should bring up for OCT BOE agenda

Luanne Kerrigan, Concessions

- Fill out contact sheet going around
- Explained concession stand rotation
- Stadium seats (showed example) and spirit wear are in

Jim Peck on spirit wear—trial run

- Spirit wear available at FB/Soccer/Field Hockey/LAX games in small concession stand
- FB Team rep: looked at Broadneck HS spirit ware online
- AD: SP does not have an online option yet, but website has capacity. New company, will wait a few weeks to address
- Mtg with School Store next week to de-conflict items
- Question: Will it hurt manning of concession stand? No separate manpower for spirit wear sales

Maintenance/Facilities Report

Larry Sells

- Nothing to report

Treasurer's Report

Debra Stafford

- HANDOUTS: Summary of Accounts and Payment and Reimbursement Procedures
- CPA on vacation, so no audited updates of accounts
- EIN #521365613, Office Depot reporting EIN not current, Treasurer investigating
- Payment form online shortly—standardizes methodology
- Teams need to decide who is primary liaison and make sure they keep track of the team's balance
- Put checks unders Treasurer's doormat (gave home address and e-mail)
- Treasurer will send confirmation e-mail that she got checks
- Review of Team Accounts
- Expense Reimbursement procedures

Approval of updated By-Law Changes

Jim Tannahill

- Motion to approve By-laws is unanimous
- Google Group SP Booster Team Reps set up, will continue to add team reps to group
- Will set up SP Booster Member Group when we have a better list of members.

NEW BUSINESS:

Weight room Equipment

Jim Laite

- FB Coach able to double capacity of weight room for bargain rate
- Motion to pay for weights, seconded all voted yeah, no nays (\$20K worth of weights for \$2K) from the FABC General Fund

Field Equipment Storage Strategy

All

- Temporary Storage sheds (\$2025 trailers) leaking

- Do we build another more permanent storage facility?
- Contractor may have free trailer for FB
- Will gather info on options for next meeting

Fundraising Events/Volunteer needs: All

-Falcon Night at Bateman's 9/10 (%10 of bill to SP Boosters)

-Cheeseburger in Paradise 10/5-10/9 (Cards \$1)

-Bull & Oyster Roast Jim Pack

- 6 weeks away (25 Oct)

HANDOUT: Louise Gilmore doing baskets

Need another donor coordinator

Need set-up, shifts, banners, casino nights. 50-50

FB doing beer

Tickets handed out to team reps

Tickets available online

All teams will get incentives for selling—per capita on teams

Secretary will address website payments issues with webmaster (done)

-Dig Pink Breast Cancer Awareness Jim Laite

-Volleyball vs Arundel 10/20

- Mrs. Laite is coordinating

Open Floor

Motion to adjourn 8:17 PM

*J. Starnall*  
Secretary

# Action Needed NOW for SPHS

Anne Arundel County School Board Meeting & Public Hearing  
Wednesday, September 16<sup>th</sup> at 7 pm  
Board of Education Building  
2644 Riva Road  
Annapolis, Maryland  
FY 2011 Capital Improvement Program & Capital Budget

The Superintendent of Anne Arundel County Public Schools has submitted recommendations for the FY 2011 Capital Budget to the Board of Education. A feasibility study for the potential revitalization/replacement/modernization of Severna Park High School (SPHS) is 30<sup>th</sup> on the funding list. Recently the high school's accreditation was in jeopardy due to poor physical conditions. Students suffer daily from the poor conditions.

Low priority projects often lose funding during budget revisions. It is critical that citizens of Severna Park demonstrate support for SPHS. Please show your support for the feasibility study by attending the September 16<sup>th</sup> meeting. Attending wearing your "Falcon Wear" is effective even if you say nothing. Better yet, sign up, take the mike when called and say "Please support our renovation." That's all there is to it!

If you can not attend the meeting please call or write school board members to let them know funding for a SPHS feasibility study **must** be included in the FY 2011 budget.

## Board of Education

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# Severna Park Falcon Athletic Boosters

P.O. Box 1341 Severna Park, Maryland 21146-8340

*SPBoosters.org*

## Membership Report

Date: September 8, 2009

Submitted by: Lisa Davisson

Total Falcon Booster memberships received –  
156 including – 154 families  
(1) extended family  
(1) donation

Total Income to date - \$8650

## Current Team Participation:

Boys Soccer JV – 67 %

Boys Soccer V - 76%

Football JV - 89%

Football V - 80%

Field Hockey V – no roster provided

Field Hockey JV - no roster provided

Volleyball JV – 12.5% complete

Volleyball V – 29% complete

Cheerleading - no roster provided

Girls Soccer JV - no roster provided

Girls Soccer V - no roster provided

Cross Country - no roster provided

Golf – 21%

Membership spreadsheets provided to team reps and committee chairpersons.

Spreadsheet contains responses on forms for volunteer activities and requests for contact for the Bull and Oyster Roast, Mulch Sale and Golf Outing.

Team Rep list distributed.

## Falcon Athletic Boosters Mission Statement

The mission of the Falcon Athletic Boosters is to support and promote all high school sports teams; to encourage and recognize high scholastic achievement, sportsmanship and character; to contribute to the morale, spirit and enthusiasm of the high school athletes and the community; and provide a vehicle for positive involvement by the community with Severna Park High School.

Falcon Athletic Boosters Club Inc  
Treasurer Overview July - Sept 2009

July 1 - Sept 9 '09

Account	Income	Expense
<b>Membership - Dues</b>	\$5,950.00	
<b>Admin</b>		
Morning Madness Refresh		\$80.00
PO Box Annual Rental		\$70.00
<b>Fundraisers</b>		
Golf Tour Spr 09	\$7,475.00	\$4,681.00
Vball transfer:working tourn		\$400.00
Bull & Oyster Roast Fall 09		
Venue Deposit		\$400.00
Caterer Deposit 30%		\$1,634.44
Stadium Signs	\$1,700.00	\$665.00
<b>Facilities</b>		
Pavers		\$3,700.00
Paint/Repair		\$3,020.00
Woodposts/Chains (bal pd)		\$570.00
Stadium Light Rpr/Fieldhouse		\$1,053.00
<b>Special Projects</b>		
Concession Stand		
Schematic		\$1,310.09
Architect Fee		\$116.00
	\$15,125.00	\$17,699.53

Funds Held For Programs	Balance	Activity 07/09 - 09/09		SY 2009-10		Est. Program
	Apr 15 09	Income	Expense	Base	Supplement	Funds
2105 Boys Basketball	\$1,882.00	\$0.00	\$0.00	\$2,200.00	\$242.00	\$4,324.00
2110 Boys Lacrosse	\$8,561.74	\$0.00	\$1,081.00	\$0.00	\$281.00	\$7,761.74
2115 Boys Soccer	\$11,580.04	\$0.00	\$0.00	\$0.00	\$231.00	\$11,811.04
2120 Track & Field (In&Outdoor)	\$1,731.08	\$0.00	\$0.00	\$4,875.00	\$536.00	\$7,142.08
2125 Baseball	\$3,476.13	\$0.00	\$0.00	\$2,800.00	\$308.00	\$6,584.13
2130 Cheerleading	\$3,448.55	\$3,230.00	\$0.00	\$0.00	\$385.00	\$7,063.55
2135 Cross Country	\$5,910.08	\$0.00	\$0.00	\$0.00	\$358.00	\$6,268.08
2140 Field Hockey	\$6,806.02	\$0.00	\$0.00	\$3,000.00	\$330.00	\$10,136.02
2145 Football	\$4,330.54	\$8,220.00	\$2,097.98	\$0.00	\$825.00	\$11,277.56
2150 Girls Basketball	\$659.12	\$0.00	\$0.00	\$0.00	\$242.00	\$901.12
2155 Girls Lacrosse	\$2,450.06	\$0.00	\$0.00	\$0.00	\$187.00	\$2,637.06
2160 Girls Soccer	\$5,636.87	\$0.00	\$0.00	\$0.00	\$231.00	\$5,867.87
2165 Golf	\$441.00	\$0.00	\$0.00	\$0.00	\$53.00	\$494.00
2170 Gymnastics	\$1,821.71	\$0.00	\$0.00	\$3,000.00	\$330.00	\$5,151.71
2175 Softball	\$1,169.62	\$0.00	\$0.00	\$0.00	\$330.00	\$1,499.62
2177 Swim	\$1,883.35	\$0.00	\$535.00	\$0.00	\$138.00	\$1,486.35
2180 Tennis	\$4,373.08	\$0.00	\$0.00	\$0.00	\$123.00	\$4,496.08
2185 Volleyball	\$2,512.00	\$400.00	\$0.00	\$0.00	\$132.00	\$3,044.00
2190 Wrestling	\$936.16	\$0.00	\$0.00	\$0.00	\$308.00	\$1,244.16
				\$15,875.00	\$5,570.00	

Base SY 2010-11: Cheerleading, Cr Country, LAX Girls, Soccer Boys, Softball, Vball, Wrestling  
 Base SY 2011-12: Basketball Girls, Fball, Golf, LAX Boys, Soccer Girls, Tennis, Swimming  
 Supplemental = 11% of Base Funding

# Payment and Reimbursement Processing Procedures

## Falcon Athletic Boosters Club Inc.

PO Box 1341 Severna Park, MD 21146

[www.spboosters.org](http://www.spboosters.org)

The Falcon Athletic Boosters Club, Inc. ("FABC") adheres to the following payment processing procedures to standardize accounting practices without hindering funding access by Falcon Athletic Boosters Club stakeholders.

### Persons/Entities Authorized to Request FABC Payment or Reimbursement

- Severna Park High School sports team coaches & designated team managers, FABC board members, and FABC project and event liaisons as recognized by the FABC board ("the board") may request payment or reimbursement.
- Authorized persons (above) will review invoices for accuracy and tax-exemption before submitting to the board Treasurer for payment. Vendors, contractors and suppliers may not request payment directly from the FABC.

### Payment and Reimbursement Requests: Team Coaches & Managers

- Payment requests accessing team specific funds do not require FABC board approval.
- Maintaining an accurate team account balance is the responsibility of each team coach and/or team manager.

### Payment and Reimbursement Requests: FABC Board Members, Event & Project Liaisons

- One-time expenditures less than \$500.00:  
Payment requests for items reviewed and authorized at board meetings will be submitted to the board Treasurer. Ad hoc requests will be submitted to the board Treasurer to review with the President for authorization.
- Short-term projects/events expected to exceed \$500.00:  
Board approval is required prior to making project related purchases or issuing work authorizations. A brief project proposal/item description will be submitted for board review and vote and will include: the nature and scope of the project/item and two written bids.
- Long-term projects/events spanning more than one year:  
Board approval for long-term projects or events is required prior to making project related purchases or issuing work authorizations.  
Proposed projects: a brief project proposal will be submitted to the board for review and vote. The proposal will include the nature and scope of the project/item, estimated budget by primary expense category, estimated time frame for completion, and two written bids.  
Projects in process: regular progress and expense updates will be provided to the board by the project liaison. Payment requests will note project name and nature of expense.

**Purchase agreements entered into unilaterally for expenditures exceeding \$500.00 are prohibited without prior board review and approval.**

### General FABC Funding Guidelines

- Expenditures must support By-Laws of the Falcon Athletic Boosters Club Inc.: Purpose (Sec. 1.10) and Function (Sec. 1.20) at [www.spboosters.org](http://www.spboosters.org).
- Payments and reimbursements will be mailed or be available for pick-up within 3 business days of form receipt.
- Invoices received directly from vendors, contractors or suppliers will not be honored.
- Expedited payment requests (processed within 1 day of request):  
The board encourages proactive planning to avoid requests for expedited payment. If lack of immediate payment jeopardizes the ability of a SPHS sports program to perform, request for expedited payment may be submitted to the Treasurer.

#### How To Request Payment or Reimbursement

➤ GET the form at [www.spboosters.org](http://www.spboosters.org) ➤ COMPLETE the form ➤ FORWARD the form Attn: Treasurer:

✓ MAIL: to FABC PO Box address ✓ PLACE: in Boosters Box at SPHS ✓ EMAIL completed/saved form: [spfalconboosters@yahoo.com](mailto:spfalconboosters@yahoo.com)

**Forward invoice(s) & receipt(s) noting corresponding payment request to the Boosters PO Box or place in Boosters Box at SPHS (Attn: Treasurer) to insure prompt payment.**

