

Severna Park High School Falcon Athletic Booster Club Minutes  
Wednesday, September 9, 2009 SPHS Media Center  
Proof of Notice of Meeting is e-mail from Secretary to all known board members

**Sent:** Monday, September 7, 2009 6:35:04 PM  
**Subject:** Fw: Booster Meeting Agenda and By-laws

7:01PM: President, Jim Laite, called the meeting to order

President's Welcome Message Jim Laite  
Recognition of Outgoing Board  
Introduction of Board Members  
Introduction of Team Reps: went around the room introducing themselves  
Introduction of guests:  
Maureen Carr-York from the Severna Park Neighborhood Assn  
HANDOUT: Board of Education Notice of Public Hearing

Asked for members to show up at next BOE mtg to fight for a feasibility study to overhaul/improve SPHS, since we were passed over in the latest budget (08Sep09). Community Support is needed for 16 Sep mtg. Earliest SPHS would see improvements would be 2016. E-mail the BOE if you can't attend.

Athletic Director Update Wayne Mook  
- Re-iterated what Maureen said  
- good chance for feasibility study in 2010  
- 07 Oct BOE mtg: a new scoreboard for the gym will be proposed by B-ball team.  
- Oct 23-24 Hall of Fame induction: 10 people @ halftime. 7PM dinner.  
- 2 new head coaches (not in attendance).  
- Swine flu, check out the county website for details  
- Turf field is really being used!  
- Continue to shift to district championships vs. county champs, piloted last spring w/ Lacrosse. Will continue with Field Hockey, Soccer (M/W), volleyball, Wrestling (JV), Basketball (M/W). Cheerleading/XC will stick to county champs.  
QUESTION: Can a student miss school for a Dr's appt and still practice with team?  
Student must check in with AD and return to classes before being allowed to practice.

Membership Update Lisa Davisson  
HANDOUT: Membership Report  
156 memberships, ~ \$8600  
Football is closest to 100%, Soccer is 2nd  
Golf Tournament Recap Jim Laite

- 56 Golfers netted \$3452.

Guest: Phil Sadesbury from Chartwell Country Club is present. Hoping to work with them this year being it is SPHS' 50<sup>th</sup> Anniversary.

- Need 6 or 7 people to help run the tournament this year
- Will get spring date in a couple of weeks (June)

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

**Edward P. Carey** *President* - 311 5th Avenue; Baltimore, MD 21225  
410-636-1812 [edward.carey@aacps.org](mailto:edward.carey@aacps.org)

**Patricia Nalley** *Vice President* - 1927 Old Annapolis Blvd.; Annapolis, MD 21409  
410-757-0454 [Patricia.Nalley@aacps.org](mailto:Patricia.Nalley@aacps.org)

**Victor E. Bernson, Jr.** - 788 Marston Court; Millersville, MD 21108  
410-729-0148 [Victor.Bernson@aacps.org](mailto:Victor.Bernson@aacps.org)

**Teresa M. Birge** - 158 Leeds Creek Circle; Odenton, MD 21113  
410-674-5354 [tbirge@aacps.org](mailto:tbirge@aacps.org)

**Kevin L. Jackson** - 3432 Dental Court; Edgewater, MD 21037  
410-349-7465 [Kevin.Jackson@aacps.org](mailto:Kevin.Jackson@aacps.org)

**Enrique M. Melendez** - 2314 Annapolis Ridge Court; Annapolis, MD 21401  
410-222-5311 [Enrique.Melendez@aacps.org](mailto:Enrique.Melendez@aacps.org)

**Eugene Peterson** - 3534 Rippling Way; Laurel, MD 20724  
301-490-0531 [eugene.peterson@aacps.org](mailto:eugene.peterson@aacps.org)

**Andrew Pruski** - 2417 Sunshine Way; Gambrills, MD 21054  
[Andrew.Pruski@aacps.org](mailto:Andrew.Pruski@aacps.org)

**Alena Sanders** *Student Member* - 6238 Franklin Gibson Road; Tracy's Landing, MD 20779  
[Alena.Sanders@aacps.org](mailto:Alena.Sanders@aacps.org)



# 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 Tourn 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.**

## Payment and Reimbursement Request Form

Falcon Athletic Boosters Club Inc.  
PO Box 1341 Severna Park, MD 21146  
[www.spboosters.org](http://www.spboosters.org)

Use this form to request up to three separate payments. Complete and forward, Attn: Treasurer;

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

Forward associated invoice(s) & receipt(s) noting team/project to Boosters PO Box or place in Boosters Box at SPHS (Attn: Treasurer) to insure prompt payment. Payments/reimbursements will be mailed or available for pick-up at the Boosters SPHS Box within 3 business days of form receipt.

Date			
Requestor Name, Email & Phone			
Team or Project/Event	Payment #1	Payment #2	Payment #3
Brief Expense Description			
Expense Amount			
Mail Payment to Vendor: Provide complete address			
Mail Reimbursement: Provide complete address			
Check Here To Pick Up At SPHS Boosters Box			
<b>FOR BOOSTERS USE</b>	DATE PAID _____ CHECK # _____ INVOICE(S) RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO RECEIPT(S) RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE PAID _____ CHECK # _____ INVOICE(S) RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO RECEIPT(S) RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE PAID _____ CHECK # _____ INVOICE(S) RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO RECEIPT(S) RECEIVED <input type="checkbox"/> YES <input type="checkbox"/> NO



**Louise Gilmore**

the\_gilmores@verizon.net

**(h) 410-647-2146 (c) 410-507-2788**

**Each varsity and junior varsity sports team is asked to contribute a basket for the silent auction portion of the Bull and Oyster Roast to be held on Friday, October 16. As the team rep, you should choose the theme and then notify your team, explaining what items you are looking for, how you would like the items delivered to you, etc. You may also want to offer the option of making a cash contribution if you are willing to shop for some of the items. The "basket" can be a basket, tray, tote bag, plastic tub, crab pot, cooler, etc. A list of the items and their approximate value would be helpful so that we can set an appropriate opening bid for the basket.**

**Please send me an email with your team's theme as soon as possible to avoid duplicates. I would like to have the baskets no later than Sunday, October 11. (41 Holly Road, Hollywood-on-the-Severn) Thanks!**

Some Bull Roast Silent Auction Team Basket Ideas:

Basket Titles

- |                                      |                                     |                   |
|--------------------------------------|-------------------------------------|-------------------|
| 1. Ravens                            | 26. Family game night               | 51. For the Baker |
| 2. Outdoor family                    | 27. Pamper yourself                 |                   |
| 3. Take a pounding                   | 28. A Taste of Roma                 |                   |
| 4. Wine, dine and Play               | 29. Summer Fun                      |                   |
| 5. Halloween Mania                   | 30. Fishing                         |                   |
| 6. Alcohol                           | 31. Day Out with the family         |                   |
| 7. Gardening                         | 32. Shopping Spree                  |                   |
| 8. Football fan cooler               | 33. Dining around the park          |                   |
| 9. Rub theme                         | 34. Garden and Patio                |                   |
| 10. Spa                              | 35. #1 Dad                          |                   |
| 11. Beach                            | 36. Baseball fan Survivor           |                   |
| 12. Chesapeake                       | 37. Maryland summer                 |                   |
| 13. Maryland Terps                   | 38. Ice cream sundae Bucket         |                   |
| 14. Under Armour Duffle              | 39. Coffee Break/Tea Time           |                   |
| 15. New Mom                          | 40. Italian Market                  |                   |
| 16. Crab Cooking                     | 41. I scream, you Scream, Ice Cream |                   |
| 17. Fiesta for 8                     | 42. La Dolce Vita (the sweet life)  |                   |
| 18. Football movie night             | 43. deluxe Martini                  |                   |
| 19. Adult pleasure                   | 44. Party time                      |                   |
| 20. Wine lovers                      | 45. Crab feast                      |                   |
| 21. Super deluxe bath and body works | 46. Fun in the sun                  |                   |
| 22. Party variety                    | 47. The Candle Collection           |                   |
| 23. Cocktail                         | 48. Viva Mexico                     |                   |
| 24. University of Maryland           | 49. It's a Dog's Life               |                   |
| 25. Italian                          | 50. Life's a Ball                   |                   |

Payor	Type	Description	Amount	Expense	Revenue
Alley, Robert	Check	Golf Fee	125		125
Ballard, Pat	Check	Golf Fee	115		115
Bathras, Eric	Check	Golf Fee	135		135
Bathras, Patrick	Check	Golf Fee	125		125
Belka, John	Check	Golf Fee	115		115
Cash	cash	Mulligans	80		80
Clement Hardware	Check	Sponsor	25		25
Compass Pointe	Check	Tournament Deposit		500	
Compass Pointe	credit card	Tournament Final Payment		4279	
Felts, Bob	check	Golf Fee	500		500
Felts, Bob	Check	Mulligans	40		40
Figlioli, Tony	Check	Golf Fee	500		500
Grazioli, John	cash	Golf Fee	125		125
Howie, William	Check	Golf Fee	135		135
Hoyt, John	cash	Golf Fee	125		125
Jack Hutchison Insurance A	Check	Sponsor	100		100
Jacukiewicz, Al	Check	Golf Fee	115		115
Joe Laroque	Check	Golf Fee	115		115
Kent, Michael	Check	Golf Fee	125		125
Kiser, Ron	Check	Golf Fee	460		460
Kiser, Ron	Check	Golf Fee	460		460
Laite, James	Check	Golf Fee	115		115
Larocque, Joseph	Check	Golf Fee	115		115
Maryland Abstracts, Inc.	Check	Golf Fee	250		250
McCandless, James	Check	Golf Fee	500		500
MG&W Cleaning Services	Check	Sponsor	710		710
Miller, Jeff	Check	Golf Fee	115		115
Minuteman Press	credit card	Tournament Programs	115	115	115
Moreno, Tony	Check	Golf Fee	115		115
Murray, Richard	Check	Golf Fee	125		125
Nalepa, Joe	cash	Golf Fee	125		125
Par 3 Contest	cash	Par 3 Contest	75		75
Parker, Dick	Check	Golf Fee	115		115
Pellicani, Ben	cash	Beat the Pro	105		105
Pohlmeyer, Paul	Check	Golf Fee	115		115
R&S Enterprises	Check	Sponsor	1000		1000
Sean Duffy	Check	Golf Fee	250		250
Sikorski, Robert	Check	Golf Fee	125		125
Simon, Victor	Check	Golf Fee	230		230
Simpson, Matthew	Check	Golf Fee	125		125
Siverling, Brian	Check	Golf Fee	115		115
Tim Hall Insurance	Check	Golf Fee	250		250
Tim Hall Insurance	Check	Sponsor	100		100
Walker, George	Check	Golf Fee	125		125
Wiley, Scott	Check	Golf Fee	125		125
FEDEX Office	credit card	Sponsor Signs		175.47	
Signarama	credit card	Sponsor Signs		201	
BJs	credit card	Water, snacks for Golfers		37.12	
The Pack Family	Check	Sponsor	100		100
				5307.59	8760

<b>Net Profit to Booster Club</b>	<b>\$ 3,452.41</b>
-----------------------------------	--------------------