

Organizational Meeting of the
Maple Mountain Football Booster Club
May 16, 2023

This organizational meeting of the Maple Mountain Football Booster Club was held on May 16, 2023 at the Antonino home in Spanish Fork Utah. The meeting was called to order by Lori Fano at 7:11pm. In attendance was Shiela Gibson, Marisa Rockwood, Thanleanna Bishop, Nicol Kropf, Kristen Miner, Emily Hakes, Theresa Stonebraker, Lorraine Jones, Megan Niccoli, Ane Gordon, Jessy Antonino, Brain Carter, Kurt Antonino and Coach Kalin Hall.

It was proposed that Lori Fano be elected as President, Shiela Gibson as 1st Vice President, Nicol Kropf as 2nd Vice President, Brian Carter as 3rd Vice President, Emily Hakes as Secretary, with Kristin Miner as Treasure. This proposal was unanimously approved by all in attendance.

It was proposed that Lori Fano (President), Kristin Miner (Treasure) and Theresa Stonebraker (Food/Nutrition Chair) be signers on the Maple Mountain Football Booster Club checking account. The checking account will be opened at Central Bank in Mapleton, Utah. This proposal was unanimously approved by all in attendance.

The requirements for the account will be as follows:

It was proposed that two signatures, by designated signers, will be required for writing checks. For electronic banking, the password for an online account should be changed: at least once a year, when there is a change in signer or when there is a financial reconciliation. It has been determined that the Booster Treasure, President, and one additional Executive Board Member will have access to electronic banking. To protect both the Booster and its volunteers, Booster funds should always be counted and verified by the signature of two individuals before deposit. All signers should retain a copy or image of the completed deposit form. One of the counters may be the Booster treasurer. Deposits should be processed as soon as possible, following receipt. If same-day or night deposits are not possible, all monies should be kept secure.

It has been proposed that a debit card will be issued in the name of the corporation and will be held by the sitting treasure. The debit card will only be used to cover approved budget spending. No cash transactions (ATM, cash back, etc.) are allowed. The card is in the possession of the Treasurer and is used via a checkout log. The log should include an agreement that sales tax will not be reimbursed unless pre-approved by the executive board. The log is then reconciled to the statement prior to payment. Prior to use of the credit or debit card, a funds request form is completed and submitted. Following the purchase, the receipt is given to the Treasurer and attached to the funds request form. If sales tax is paid for the credit card purchase, the card user reimburses the Booster unless prior approval has been granted by the executive board. A

change in signer on the checking account requires a change in signer on the credit card, and a financial reconciliation shall be performed. This applies when fraud or misuse of the card has been discovered. If the card is lost or stolen, the account must be reconciled to identify any unauthorized transactions.

It has been proposed that online and point of sales payment collection systems are approved. The payment collection system must be in the Booster Clubs name. The payment collection system's statements must be clear with detailed and accessible information on a real-time basis. The Booster must have immediate access to know who has paid, the purpose of the payments, and the expected cash transfer amount. Associated fees are budgeted as an expense line item and are accounted for and reported in every financial report. The Booster must check for these fees often to ensure that the financial statement is accurate and that the fees are correct. All revenue is accounted for and reported in every financial report in the corresponding budgeted income category or categories. Reconciliations must occur on a monthly basis. Whether a manual or automatic transfer to the Booster bank account occurs, transfers should occur at least monthly and proper documentation is required as with a traditional bank deposit. In the case of electronic payment disputes, the Booster should research the payment collection system's policies on challenging a disputed payment. The Booster confirms that only the Booster Treasurer has access to issue a refund to the customer. Any challenge of payment must be responded to promptly and accurately. Confirming a refund requires the same approvals and documentation as required for a funds request form. The authorized refund is recorded in the check registry prior to withdrawal. If merchandise has not already been provided, goods and services are withheld until the dispute is cleared. If the dispute is not resolved favorably, the action is treated in the same manner as a non-sufficient funds check.

The above proposals were unanimously passed by all in attendance. Additional amendments may be added, as proposed and voted on by a two thirds majority vote at any future Maple Mountain Football Booster Club meeting.

Brin Carter and Kristin Miner will get information on the Booster Club's insurance requirements and premiums.

The committee chairs have been proposed to be as follows:

Memberships- Ane Gordon
Merchandise- Nicol Kropf
Social Media/Advertising- Lorraine Jones
Hospitality- Lori Fano
Youth Liaison- Jessie Walker
Senior Liaison- Coleen Sircable
Concessions- Sheila Perez
Food/Nutrition- Megan Stonebreaker
Fundraising- open

Program Production- Marisa Rockwood
Events- Shiela Gibson
Game Day- Jessy Antonino

Committee Chairs proposed were unanimously approved by all in attendance.

Coach Hall Report: Coach Hall shared his vision and dreams for the new program. He is excited for the Booster Club's formation and will support us in every way. Coach Hall requested that we work towards forming a strong community that comes together over football and supports all athletes and coaches. Teams wish lists includes but are not limited to: uniforms, helmets, banners, flags, guest speakers, nutrition, refrigerator water system, football gear, and workout equipment.

Meeting Adjourn: 9:36pm

Action Items:

June 2nd Eagle Card meeting. Booster will hold its first General Booster Club meeting immediately following.

Brian and Kristin will work on Insurance for Booster Club

Brian and Kristin will work on finishing a working budget for 2023 season

Coach Hall and Lori meeting with MMHS Principal to get SOO District Form sign and obtain information on getting licensing agreement with the district

Coach Hall and Lori will organize a meeting with all auxiliaries to meet about game day vision

Membership Chair will hold committee meeting Thursday May 18th to begin planning

Emily will gather all required paperwork for bank to open accounts

Emily will gather all required paperwork for MMHS and district with the exception of insurance.