

## **Booster Club Meeting Minutes**

### **May 20, 2026**

#### **Welcome & Opening Remarks**

- Brandon welcomed attendees.
- Reminder to share the following resources with student volunteers:
  - Volunteer background check information
  - Ridge Athletics information
  - Spirit Wear Booster Club information (\$5 per item comes back to general fund)

#### **Booster Club Overview**

- Discussion of the Booster Club's purpose:
  - Helping organizations remain compliant with financial and operational guidelines.
  - Managing financial responsibilities and maintaining organizational standards.
  - Operating costs are approximately \$8,000 annually, covering services that individual teams do not pay for.
  - Maintaining the organization's 501(c)(3) status.

#### **Resources Available**

- The Booster Club maintains a Sam's Club membership that may be available for use by individual sports programs (process to be clarified).
  - Copier in Athletics office for general booster use.
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#### **Ongoing Projects & Updates**

##### **Communications & Media**

- Continued work with Mascot Media to improve the organization's online presence.
- A new Board position, Media Coordinator, has been added.

##### **Equipment & Operations**

- Online payment systems and payment links are being reviewed and restructured.
  - Transaction fees remain a challenge.
  - The Booster Club will meet with Woodforest Bank to explore additional payment options.
- Handheld payment devices are working well.

## **Tax & Nonprofit Status**

- All taxes have been paid and filed on time.
  - Previous outstanding tax obligations have been resolved.
  - The organization's 501(c)(3) status has been successfully reinstated.
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## **Bingo Fundraiser**

### **Event Information**

- Skate Town on Rayford Road will host a Bingo Night fundraiser.
- Date: September 17 (Thursday during the football bye week).
- Purpose:
  - Community engagement.
  - General Booster Club fundraising.

### **Event Details**

- Estimated cost: \$35–\$40 per participant for all six rounds of bingo.
- Additional activities may include:
  - Arcade games
  - Skating
  - Darts
- Sports programs will be responsible for ticket sales.
- Prizes will be gender-neutral and may include:
  - Sporting event tickets
  - Sponsor-donated gifts
  - Spirit fee coverage
- Ticket sales will begin once final event details are confirmed.

### **Financial Structure**

- Booster Club will cover ticket sale processing fees.
  - Booster Club will receive 15% of other event-related sales.
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## **Treasurer's Report (Wendy)**

## **Financial Update**

- Wendy reviewed incoming and outgoing funds for each team.
- Approximately \$16,000 in outstanding checks remain across sports programs.
- Individual sports should regularly review their check folders.

## **Deposit Procedures**

- Deposits should never be left unattended.
- Due to limited office staffing, checks should not be left on Kassie's desk.
- The Board is exploring options for a secure drop box for deposits and credit card machines.

## **Access & Support**

- CISD resource officers have access to the safe and offices and can assist with deposits after games.

## **Miscellaneous**

- Wendy noted she has no strong preference regarding the handling of coins.
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## **Booster Club Support & Athletics**

- The Booster Club aims to support all sports without taking away from individual team fundraising efforts.
  - Booster funds help cover hospitality expenses that support coaches.
  - Coach Blackshire is seeking additional opportunities for athletics and sports programs to engage with the community.
  - Discussion was held regarding the possibility of bringing back a poker fundraiser while ensuring all activities remain compliant and transparent.
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## **Board Elections**

### **Nominations**

- Robert expressed interest in discussing and assisting with the Booster Club's social media efforts.

### **Voting Results**

- All officer positions were voted on.
- All nominated positions were approved.

### **Action Item: Officer Authorization and Bank Account Updates**

Following the approval of the Board officer positions, the Board authorized updates to the Woodforest Bank account ending in **5864** to reflect the current elected officers.

#### **Approved Officer Positions**

- President – Brandon White
- Vice President – Ashlynn Arrants
- Treasurer – Wendy Dunn
- Secretary – Christina Lykke
- Media Coordinator – Robert Norworthy
- Member at Large – Angela Reagan

#### **Banking Action Authorized**

The Board approved the following changes to the Woodforest Bank account ending in **5864**:

##### **Add or retain as authorized account signers/users:**

- Brandon White
- Ashlynn Arrants
- Wendy Dunn
- Angela Reagan

##### **Remove as authorized account signer/user:**

- Suzanne McMinn

The President and Treasurer are authorized to work with Woodforest Bank to complete all required documentation necessary to update the account records and authorized users in accordance with the approved Board officer positions.

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#### **Community Service**

- A total of 450 pounds of canned food was donated during the Spring Football Game.

#### **Adjournment**

- Meeting concluded following completion of business and discussion items.