

**Burlington Township Sports Club Foundation**  
**Board Meeting Minutes**  
**Lake Building**  
**January 15, 2014**

**Call to Order** – The meeting was called to order at 7:04 PM. In attendance were Steve Macrae, Don Neff Matt Kowalski and Kris Smith. Not in attendance was Carl Budden.

**President's Report** –

- A motion was made to approve all of the minutes (September/October/November/December 2013) from previous board meetings. Reviewed and approved by all members present.
- Minutes will be sent to Web Guy to be posted to website.
- Steve updated group on status of 501 c (3) status; Steve spoke with IRS and was advised to call back in two weeks.
- Foundation table setup at indoor soccer on Saturday where Board members handed out BTSCF announcement letter. Announcement sent to Commissioners on 1/13/14. They will distribute announcement letter to coaches who will forward to parents. Board will randomly check with parents in each program to ensure announcement is being distributed.
- Applied for BOD/Theft Insurance and awaiting approval.
- Current Sports Club working on final reconciliation of bank accounts.
- Trip to snack shacks scheduled for Saturday 1/18 to inspect equipment and inventory product.
- Use of school facilities application form filled-out and Certificate of Liability Insurance taken care of for Softball Clinic scheduled for March 22, 2014.
- Began operation taking in our first fundraiser (Coupon Books) – Total proceeds were \$4,340 with \$1,850 in expenses (netting \$2,490).
- Still waiting on list of sports specific fundraisers from the Commissioners.
- The board discussed fundraisers that benefit a group or person outside the township. Board agreed that the fundraiser must benefit us or someone within the township in some way.
- Costco membership has been established.
- Steve received letter from the American Legion to sponsor one student for Boys State at Rider University. The cost is \$225. The previous Sports Club has supported this sponsorship over the past several years. Motion was made to support the sponsorship again this year. Motion was approved by all board members.
- It was suggested by the sports commissioners that the board attend Town Council and Commissioners meeting.
- Steve suggested allowing The Web Guy to advertise his business on the BTSCF website as he donated his time to create the site. Motion made and approved by all board members present.
- Steve was informed that Chevy would no longer be sponsoring the “Chevy Sweepstakes” promotion.

**Treasurer's Report** –

- The Foundation's current balance as of 1/15/14 is \$3,237.10
- Matt provided an update on search for Accountant. Still ongoing.
- It needs to be determined if the Foundation needs to have Audited Financials prior to being approved as a 501 c (3).
- The estimate cost for Audited Financials would be \$2,000 - \$2,500.
- Accounting sheets are being setup by sport.
- Monthly reporting will be sent to Commissioners for review.

- Resolution of opening Bank Accounts for Foundation.
  - Form Completed.
  - Process started at initial meeting – 9/18.

**Old Business –**

- Policies and Procedures: Steve to send out Hardship Request, Check Request and Cash Transmittal Forms to board members for review and comments. To be discussed at next board meeting.
- Don Neff received signed vouchers for referee fees submitted by Mickey Foltiny.
- Checks for fees will be sent ASAP.

**New Business –**

- The process for how coaches are reimbursed for referee fees needs to be documented and reviewed to see if it can be improved. At a minimum, process should be consistent amongst all sports.
- A request needs to be made to all commissioners to provide the Foundation with a list of local companies currently sponsoring our sports teams.
- The board discussed the split of fundraising proceeds. The recommendation was that the sport will receive 70% of net profit and the Foundation will receive 30% of net profit. This will be further discussed at the next board meeting.
- Global Fundraiser discussed by board. The recommendation proposed was that 100% of proceeds will go towards the general fund of the Foundation. These funds would be available to cover Foundation expenses as well as any other requests for funds approved by the Commissioner's Chair. This will be further discussed at the next board meeting.
- The following dates were selected for the 2014 Group Meetings which will be held at the Lake Building:
  - 2/17/2014 @ 7pm
  - 5/12/2014 @ 7pm
  - 8/11/2014 @ 7pm
  - 11/10/2014 @ 7pm – Board Nominations
  - 12/15/2014 @ 7pm – Board Elections

**Next Meeting** - The next meeting of the Board will be February 5, 2014 at 7PM at the Lake Building.

**Adjournment** – The meeting was adjourned at 8:22PM.