

# HBSBC BOARD MEETING



# MINUTES

CALLED BY	Katie Messerli
DATE	October 20, 2025
ATTENDEES	Katie Messerli, Cory Rutledge, Mike McGarvey, Jeremy Kennedy, Robbie Hill, Tony Nelson. Guests- Todd Messerli, Candace Nelson
TIME	7:30 – 8:30 HBSBC Board Meeting
LOCATION	Via Zoom
MEETING TYPE	Board Meeting
MEETING FOCUS	2025 Mid-year program updates
PREREQUISITES	Prior Board meeting minutes

## MINUTES

### CALL TO ORDER

Call to order at 7:06

### APPROVAL OF AGENDA

Approval of the Meeting Agenda.

### APPROVAL OF MINUTES

Approval of 7/09/25 minutes. Motion by Cory. Second by Jeremy

### CONSENT ITEMS

No consent items for this meeting

### REPORTS

- **Treasurer's Report and Financial Overview:** Corey, and other board members provided a comprehensive update on the current financial status, including bank balances, outstanding payments, fundraising income, and anticipated expenses, with input from Candace, Katie, Tony and others to clarify discrepancies and plan for future costs.
  - **Current Balances and Income:** Mike reported approximately \$6,000 in the main bank account, with an additional \$1,100 in an old Venmo account being transferred, and anticipated further income from fundraisers such as Perkins (\$1,000), School Funder (\$8,267), and the Gertens (\$1,000), bringing the projected total to around \$17,000 once all funds are received.

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- **Brainerd Trip Financials:** The group discussed the Brainerd trip, noting that \$5,100 was collected in related dues, while expenses totaled \$7,500, resulting in a \$2,400 shortfall; discrepancies in dues and donations were attributed to possible misclassification of payments and the use of multiple payment platforms, with Katie and Mike agreeing to reconcile the lists.
- **Outstanding Expenses and Future Costs:** Remaining significant expenses include the coaches' stipends (estimated at \$4,000–\$5,000), banquet costs, senior night, and apparel payments, with the expectation that after all obligations, the carryover balance for next year will be similar to previous years (around \$4,500–\$5,000).
- **Apparel and Equipment Payments:** Payments for apparel (e.g., BSN orders, socks, T-shirts) were discussed, with Nicole tasked to cross-check payment lists; the group agreed to use the student activity account to cover remaining apparel costs and to drain the account to simplify future accounting.
- **Financial Process Improvements:** The team identified challenges in tracking funds across multiple accounts and platforms, recommending consolidation of accounts and improved payment tracking to reduce confusion and ensure accurate reporting in the future.

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#### BUSINESS/ SUMMARY

- **Fundraising Activities and Participation:** Tony, Candace, and other members reviewed the year's fundraising efforts, including School Funder, booster fees, restaurant nights, and special events, analyzing participation rates, challenges, and strategies for improvement.
- **Fundraising Results:** The group achieved \$15,747 in fundraising, surpassing the initial goal of \$12,500, with School Funder contributing \$7,930, booster fees at \$2,240, and additional income from events like the Gertens' flower sale and restaurant nights.
- **Participation Challenges:** Participation in fundraising was uneven, with only 22 athletes paying booster fees out of about 100, and lower engagement from younger teams and non-English-speaking families; the group discussed barriers such as language, communication gaps, and payment platform confusion.
- **Event Effectiveness:** Restaurant nights and bagging events were evaluated, with restaurant nights seen as more valuable for team bonding than revenue, and bagging events noted for high returns but risk of volunteer burnout; location and timing were identified as key factors in event success.
- **Future Fundraising Strategies:** Suggestions for future improvement included mandating booster club representation from lower teams, earlier team manager assignments, exploring business sponsorships through in-person outreach, and considering new social or appreciation events to boost engagement.

- **Volunteer Needs and Event Planning:** The team, led by Katie and supported by Candace and Tony and Katie R, discussed ongoing volunteer requirements for concession stands, senior night, and the banquet, identifying gaps and assigning responsibilities to ensure coverage for upcoming events.
- **Concession Stand Staffing:** There are two remaining concession stand shifts (September 25th and October 4th) needing volunteers; despite outreach via email and Team Snap, these shifts remain unfilled, and the group considered alternative approaches to recruit help.
- **Senior Night and Banquet Organization:** Nicole is leading senior night preparations with sufficient support, while Katie Rutledge volunteered to organize the banquet, though additional volunteers from each team are needed to assist with planning and execution.
- **Photographer Volunteer:** A volunteer photographer offered to take action shots at games, prompting discussion about parental consent, usage of images, and ensuring representation for all teams, especially younger squads, during the banquet slideshow.
- **Volunteer Recruitment Strategies:** The group emphasized the importance of direct outreach and personal requests to fill volunteer roles, and discussed the value of having team managers and booster club representatives from all team levels to improve communication and engagement.
- **Team Operations and Coach's Report:** The coach provided an update on team operations, including roster challenges, player participation, and equipment needs, with input from board members on how to address ongoing and future requirements.
- **Roster and Participation Issues:** The coach reported difficulties in fielding enough players for all five teams due to low turnout, absence of exchange students, and fewer new 9th graders, which impacted team experience and scheduling.
- **Team Performance and Morale:** Despite challenges, teams remained competitive in games, with positive morale noted among players; the coach highlighted the importance of simple team-building activities, such as pizza parties, to maintain engagement.
- **Uniforms and Equipment:** Uniform management was discussed, including the replacement of damaged sets, distribution of new and older versions among teams, and the need to consider future purchases of black top jackets and supplemental backpacks as Nike phases out certain items.
- **Future Equipment Planning:** The coach was asked to prepare a wish list of equipment needs (e.g., jackets, backpacks, warm-ups, shed improvements) with cost estimates, so the board can determine if additional fundraising is necessary.
- **Board Transitions and Elections:** Katie and the board discussed the need for a clear transition plan for board positions, including elections and onboarding of new members, to ensure continuity and effective handover of responsibilities.
- **Transition Planning:** The group agreed on the importance of holding elections and onboarding new board members by January to allow for overlap and smoother transitions, particularly for roles with technical responsibilities such as website management.
- **Role Descriptions and Recruitment:** Current board members described their roles (e.g., secretary, vice president, treasurer) to potential new volunteers, and discussed the need to recruit additional members, especially as some current members plan to step down.

Follow-up tasks:

- **Brainerd Dues Reconciliation:** Clarify with Katie how the Brainerd dues numbers were calculated and ensure the list is complete. (Cory)
- **Apparel Payment Reconciliation:** Update the apparel payment list and send it to Jeremy for cross-checking with Nicole to confirm all payments are accounted for. (Cory)
- **Unreal Payment Verification:** Verify if the remaining \$500 payment for Unreal has already been covered by incoming funds and update the records accordingly. (Cory)
- **Volunteer Recruitment for Concession Stands:** Continue efforts to fill volunteer slots for concession stands on September 25th and October 4th, including possibly delegating the outreach to someone else. (the team)
- **Photographer Participation Guidelines:** Reach out to parents to confirm comfort with a volunteer photographer taking pictures at games and clarify usage and consent guidelines. (Katie M)
- **Banquet Planning Leadership:** Confirm with Katie Rutledge her willingness to lead banquet planning and determine how many additional volunteers are needed for the event. (Katie M)
- **Wish List for Equipment and Apparel:** Prepare a wish list with estimated costs for black top jackets, supplemental backpacks, warm-ups, shed improvements, and practice shirts to assess if additional fundraising is needed. (Robbie)
- **Board Transition Planning:** Plan for board elections and transition by aiming to have a new board in place by January, ensuring overlap for knowledge transfer and access to resources like the website. (Katie M and the team)

## HBSBC

- President (**Katie Messerli**): Assists in leading booster club initiatives and meetings.
- Vice President (): Assists in leading booster club initiatives and meetings.
- Treasurer (**Cory Rutledge**): Responsible for the budget, AP/AR, annual MN Non-Profit Renewal submittal, annual IRS 990-N submittal, etc.
- Secretary (**Mike McGarvey**): Responsible for recording and posting BOD meeting minutes and posting dates of BOD meetings and annual meetings on the booster club website.
- Fundraising Director (**Tony Nelson**): Responsible for monetary generating activities, e.g., fundraising, sponsorships, etc.
- Coach (**Robby Hill**): Responsible to deliver on the Mission and Objectives of the Hopkins Boys Soccer Program (and win state)

  

- Communications Chair (**Jeremy Kennedy**): Responsible for website, social media, messaging, etc.
- Volunteer Chair (**Katie Rutledge**): Responsible for ball-fetchers, concessions, fundraising, etc.
- Equipment & Merchandise Chair (): Responsible for uniforms, merchandise, etc.
- Banquet & Events Chair (): Responsible for end-of-season banquet, team get-togethers, etc.

HBSBC



MISSION	Need an HBSBC Mission Statement
PURPOSE	<ol style="list-style-type: none"><li>1. To support and promote the boys soccer program of Hopkins High School by providing financial assistance, volunteer support and other resources as needed.</li><li>2. To foster school spirit and community involvement in the Hopkins High School boys soccer program.</li><li>3. To enhance the equipment, activities, services and supplies used by the Hopkins High School boys soccer program.</li><li>4. To enhance the facilities and equipment used by the Hopkins High School boys soccer program.</li><li>5. To collaborate with coaches, school administrators, and other stakeholders to identify and address the needs of the Hopkins High School boys soccer program.</li></ol>