

Titan Booster Meeting
August 8, 2016 - 6:00 p.m.
Engineering Room T-25

The meeting was called to order at 6:00 p.m. A quorum was present. In Attendance: Katy O'Hara, Caroll Shreves, Maria Wolfe, Michelle Doletina, Bonnie Stevenson, Ann Watson, Jennifer Michalski, Richie Doletina, Amanda Muir, Adam Handler, Jesse White

Titan Booster

- The minutes of the prior meeting on 07/26/16 were reviewed. Katy O'Hara made the motion to approve the minutes as submitted. Maria Wolfe seconded the motion and the vote passed unanimously.
- Financial Report
 - Katy O'Hara provided the current standing of the Titan Booster account to everyone in attendance.
 - Katy O'Hara will touch base with Pat White this month for a recommendation of an auditing agency that can assist to prepare Titan Booster for an annual audit.
- Because of recent bonding requirements, the Titan Booster board members with check signing privileges (Bonnie Stevenson, Katy O'Hara and Maria Wolfe) may be required to become bonded. Katy O'Hara will confirm with Pat White the rules and regulations, as well as a recommendation for a reputable bonding agency.
- SunBiz will be updated in the upcoming week with changes to the Titan Booster Board. The by-laws were updated and the name was corrected to Titan Booster, LLC. These changes will remove Amanda Muir and Adam Handler as board members and add Michelle Doletina as secretary.
- Upon completion of the SunBiz corrections, the 501c3 application will be formally submitted. Once a confirmation letter is received acknowledging the 501c3 application was received by the IRS, a determination will be made within 90 days. Katy O'Hara confirmed the IRS requires only the current year financial records to initiate the application.
- The drop box was placed at the Aquatic Center and one has been ordered for the Engineering room. The indemnification forms to release Broward Schools and Nova High School from liability were provided to Amanda Muir to pass along to Nova High School administration (Mrs. Jones).
- Jennifer Michalski informed the group that Master Chief will wait until after the first quarter of the 2016-2017 school year to determine if Nova High School's ROTC program will join as a subgroup under the Titan Booster umbrella. There is a parent meeting scheduled with Master Chief later this week to discuss Titan Booster involvement. Jennifer will continue to attend Titan Booster meetings and keep the group updated.
- Katy O'Hara, Maria Wolfe, Bonnie Stevenson, Amanda Muir and Michelle Doletina advised the group they would be present to represent Titan Booster at Nova High School's mandatory Booster Meeting on 08/18/16 at 6:00 p.m. in the high school Media

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Center. The show of solidarity will be appreciated. An update will be provided at the September meeting.

Titan Aquatics

- The USA Swimming Application and \$300.00 fee was submitted to Florida Gulf Coast Swimming. Because the application was submitted in the second half of 2016, the price should have been \$150.00 leaving Titan Booster with a \$150.00 credit. Of the \$150.00 credit, \$75.00 paid for Coach White's membership. The remaining credit will pay for Assistant Swim Coach Amanda Muir's membership. Titan Swim is awaiting approval from USA Swimming for the club code of TNSW. Once this is approved, Maria Wolfe will submit the student membership forms and payment.
- The high school swim team currently has 16 boys and 12 girls. The swimsuit fitting went spectacularly on Friday, August 5th. The final price of the swimsuits WITH embroidery is \$50 for girls suits, \$40 for boys jammers and \$35 for boys briefs. The suits should be received within 7-10 days.
- Michelle Doletina provided the group with updates on fundraising opportunities. The required forms for approval of these activities were provided to Amanda Muir to obtain signature from Principal, Dr. John LaCasse.
 - The lowest priced outdoor, UV protected, waterproof 4 x 8 banners is \$85.00. This is from a local company and includes metal grommets and shipping with a 3-5 day turnaround time. Titan Boosters will sell these banners at \$250.00 each. If artwork is required, the purchaser will be charged \$50.00. Richie Doletina has offered to create the graphic design at no charge to the Booster.
 - The Nova High School Swim Team annual car wash during schedule pick-up is no longer a Titan Booster fundraiser. This car wash will be handled through internal accounts. Katie Muir is coordinating volunteers and Michelle Doletina will send out an email recruiting swimmers and parents.
 - An online store for Titan Booster will be created at SwimOutlet.com. A portion of the proceeds from every sale will be donated to Titan Booster. Richie Doletina will post a link on the High School and Titan Aquatics webpages.
 - Because the organization must be a 501c3, the AmazonSmile fundraiser will be tabled until the 501c3 is established.
- Coach White is expecting a brief absence requiring coverage. For club swim, Assistant Coach Amanda Muir will receive a daily prorated amount of revenue received from club swim monthly fees. Michelle Doletina made the motion to approve the suggested

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payment methodology. Bonnie Stevenson seconded and the motion was passed unanimously. Amanda Muir suggested high school swimmer and Broward School Board employee, Megan O'Hara be paid \$12.00/hour for her instructional position in Coach White's absence. Because Megan is Titan Booster President Katy O'Hara's daughter, Katy recused herself from conversation and voting on this matter. Maria Wolfe made the motion to approve the recommended wage. Caroll Shreves seconded and the motion was passed unanimously.

- Richie Doletina provided updates to the websites.
 - Once the E-Commerce form is completed, Titan Booster can create the online store and accept payments for monthly fees, membership dues, etc.
 - A volunteer tab on the Booster site will be created to recruit parents for concessions and high school timers. High school timers will be credited for two (2) services hours for every one (1) hour they volunteer.
 - The Titan Booster site will have a link to the high school site and there will be a Titan Booster link on the high school site.
 - Amanda Muir informed the group that the high school swim website was finally listed under the Nova High School Athletic Department page.
- Open discussion from Coach White informed the group that school swim caps were received.
 - This year the cap is gold with green writing. Each high school swimmer will receive one (1) cap.
 - The proceeds from the car wash scheduled for August 11 during schedule pick-up will support the cost of purchasing varsity letters to be presented on Senior Night or at the Swim Banquet at the close of the season. These letters average \$7.00/each.
 - Additionally, the current balance in the internal account is approximately \$167.00. Coach White has entered a request for add-on software in the Hi-Tech Sports program designed to improve meet and team records, as well as maintain school records. This software add-on is priced \$75.00 - \$125.00.
 - In the current inventory, there are Adult Small and Medium-sized Nova Titan Swim and Dive t-shirts. Titan Booster can sell these during concessions; however, new orders will be sold on the school's e-store once Mrs. Jones gets the store set-up.
 - Nova High School MAY host the district competition. Coach White will attend the BCAA Coach's meeting on Tuesday, August 23 and update the group at the next scheduled meeting.
 - Coach White indicates there is a strong possibility the club swimmers will be able to compete in three (3) meets approximately December 2016 in Coral Springs, March 2017 in Pembroke Pines and potentially a Titan

Titan Booster Meeting
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Engineering Room T-25

Swim-hosted meet in summer 2017. Family members, students and other swimmers will attend a stroke clinic at Plantation Aquatic Center to assist in hosting this event.

Engineering

- Mr. Handler was updated on the Titan Booster website and is in agreement to link the Engineering page to the Titan Booster web page. Additionally, a copy of the Booster meeting minutes will be uploaded to the Engineering website.
- In lieu of the Engineering National Honor Society, Mr. Handler will pursue another Engineering organization named Skills USA. There will be national/state dues. The district is supportive of the organization that provides multiple levels of competition opportunities such as district, regional, state and national. Skills USA will be pushed out through the Engineering Club.
- The district competition will be held in February 2017, not May 2017 as in the past.
- Mr. Handler requested \$40.00 from the Booster for supplies purchased from Home Depot for the annual Teacher Academic Awards that will be manufactured by the engineering students. Students will gain experience and service hours from this project. Katy O'Hara made a motion to approve the reimbursement pending Mrs. Jones approval of funds use. Carroll Shreves seconded and the motion was passed unanimously.

Michelle Doletina made a motion to adjourn the meeting at 7:25 p.m. Carroll Shreves seconded and the vote carried unanimously.