

07-08-2025 Meeting Summary: St. Veronica School Athletics Program Administration, Finance, and Logistics

Date & Time: 07-08-2025

Location: St. Veronica Parish Ministry Center

Attendees:

Jamie Brescol	[President]
Kyle Wilson	[Vice President]
Daniel Prince	[Treasurer]
Brian Sharp	[Boys Athletic Director]
Bryan Crockett	[Recording Secretary]
Joe Ruchti	[Corresponding Secretary]
Mark Foltz	[Concessions Coordinator]
Matt Squibb	[Parish Representative]

Overview

This document consolidates and organizes the St. Veronica School Athletics Program meeting notes from multiple sessions up to July 8, 2025. It covers updates and planning for athletics administration, program logistics, financial management, spirit wear and uniforms, facility coordination, and communication strategies. The content reflects ongoing efforts to streamline operations, improve transparency, and enhance the experience for students, families, and staff. Action items from all meetings are grouped at the end for clarity and follow-up.

Athletics Program Administration

- The meeting began with a prayer, seeking guidance for decisions and actions to benefit the children and families of the parish.
- The agenda was assembled by referencing previous agendas, focusing on updates and planning for the athletics program.

Athletics Director Updates

1. Cross-Country Program

- All aspects are in order—coaches, teams, and registrations are complete.

- The program is described as “on cruise control,” with only routine check-ins with coaches required.
- **Golf Program**
 - Registration: 23 kids registered.
 - Coaching: Head coach and assistant coaches are in place.
 - Team is “8th grade heavy,” expected to be competitive.
 - Noted loss of a strong player, Grayson, from last year.
 - Roy is expected to send an email to families this week.
 - Uniforms: Need to order golf uniforms (shirts and hats). Discussion on supplier choice (Joe’s options vs. traditional supplier). Joe has logo designs ready.
 - Administrative: No further action needed from Boys AD for golf setup.
 - Coaches’ names are available for parish checks.
 - Plan to ensure at least four or five coaches for flexible practice group coverage.
- **Basketball Program**
 - 8th Grade Boys: Seth Dorn is expected to coach.
 - No additional concerns or needs identified for boys’ basketball at this time.

Girls’ Athletics Administration

- Nick has stepped down as Girls’ AD.
- Interim coverage by Kyle, Brian, and another member until a new Girls’ AD is identified.
- Plan to advertise the Girls’ AD position via Facebook and group communications.
- Jamie will step up as president for the year, with Brian agreeing to serve as Boys’ AD.

Volleyball Program

1. **Fifth Grade B Team Coach Vacancy**
 - No coach for the fifth grade B team. Schuster is a potential candidate.
 - 20 days remain until the season starts; a coach must be found within this period.
 - An email has been sent to all families, but no direct outreach to Schuster yet.
 - Without a coach, the team cannot participate in the season.
 - Plan to follow up directly with Schuster and consider another urgent email.

- Registration for the team will proceed next week, assuming a coach will be found.
- Outreach for a coach will remain within the team's families for now.
- Issue: some families are less engaged.
- **Sixth and Seventh Grade Team Formation**
 - Nine girls on both the seventh grade B and sixth grade A teams, totaling 18 players.
 - Plan to keep nine players for the sixth grade A team and move two up to seventh grade B team.
 - Evaluators are being identified to hold two tryout sessions before the 28th, with the 28th being a key date due to family's travel schedule.
 - Practices are set to start on the 28th, with gym access confirmed.
- **Uniforms and Libero Jerseys**
 - Libero jerseys need to be ordered, especially for the eighth grade team. The same brand as previous years will be used, but with more yellow and blue.
 - Plan to order 10–15 libero jerseys, primarily for seventh and eighth grade, level one and level two teams.
 - Considering ordering extra jerseys for future expansion to fifth grade.
- **Coaches Meeting and Scheduling**
 - A coaches meeting is being planned, with the proposed date of November 24th. The email to coaches has not yet been sent.
 - Coaches are expected to respond with their availability by the 18th.
 - The slotting meeting, where teams are assigned to levels, is scheduled for the 28th. Brian and Jamie will attend.
 - Gym scheduling will begin after responses are received, with the schedule to be built between the 18th and 24th and distributed for review.
- **Team Rosters and Player Management**
 - For (2) fifth grade teams, there are only six players per team, which is considered a challenging number for the season.
 - Two options are being considered to address low roster numbers:
 - Reaching out to second graders who participated in Netsters to gauge interest in joining third grade teams.
 - Exploring the possibility of recruiting players from outside the parish, as allowed by bylaws.
 - The group agrees to first reach out to Netsters second graders and assess interest.

- If only a few second graders are interested, they may be brought up permanently; the issue being: if many respond, what selection process will be used?
- There is a precedent for bringing up younger players.
- Concerns were raised about fairness and transparency in the selection process.
- The group discussed the practicality of borrowing players for games versus permanently adding players to the roster.

Volleyball Practice Scheduling and Gym Access

- Kyle has reached out to all parents regarding volleyball practice schedules, expecting full responses by the end of next week.
- About half of the parents have responded; reminders have been sent to the remaining parents.
- The school gym will be available for practices starting on August 28th.
- Shelly was acknowledged for her efforts in expediting gym access after four months of delays.
- The list of coaches has been sent to Shelly for Safe Parish certification and gym code assignment.
- Coaches must be Safe Parish certified and sign a form before receiving gym codes.
- The gym door codes are reset annually; those needing codes should email Shelly.
- Shelly is out of office until August 4th but may process requests before volleyball season starts.
- Keys are managed separately from gym codes and are more challenging to coordinate.
 - Sarah, Doug, and Nick need to return or receive keys.
 - Becky has already turned in her keys.
 - Robert's keys have been collected.
 - Kyle will send reminders to Sarah, Doug, and Nick regarding key drop-off.

Financial Management and Booster Operations

Booster and Sports Fee Management

- The sign-up fee for volleyball has been created and is ready for use.
- Lori Ann has been contacted for an update on booster fee-related items.
- A list of individuals who have not paid via Sports Engine has been compiled and invoices sent.

- There may be discrepancies due to invoice misreading; all invoices have been sent out.

Financial Accounts and Reimbursements

- Meeting with Robert occurred two weeks ago to transfer responsibilities.
- Dusty Bowman is closing the Fifth Third account and moving all funds to PNC.
- Jamie will be added as signers on the PNC account; no changes to the process are planned until the transition is complete.
- Both accounts will remain open temporarily to facilitate the transition.
- An issue was identified where a former booster member has been charged annually for the past three years, despite no longer being involved.
- The need to remove this individual from the account and ensure proper reimbursement was discussed.
- Robert has provided an Excel file with extensive historical financial data.
- Reimbursements to Angie for tournaments have been processed.
- Some reimbursement requests date back to November of the previous year, which is considered unusually late.

Technology and Communication

- There is an ongoing process to set up official St. Veronica email addresses for booster and PTO leadership.
- Concerns were raised about inconsistent naming conventions.
- The technology coordinator is handling the setup, expected to be completed in August.
- The group agreed on the need for a more consistent and clear naming convention for email addresses.

Financial Tracking and Reporting Improvements

- The current method of tracking expenses and budgets is cumbersome, with limited visibility into sport-specific finances.
- There is interest in more granular tracking, such as by sport or season, to better inform decisions on fees and spending.
- The PTO uses an accounting software called MoneyMinder, costing \$200 per year, which links directly to the bank and is tailored for 503C organizations.
- MoneyMinder allows for detailed tracking by sport and grade, and could improve transparency and reporting.
- The group discussed the value of investing \$200 annually for better financial management and audit readiness.
 - Improved tracking would facilitate more informed decisions about fee adjustments and resource allocation.

- Agreement that tracking revenue and expenses is important for making decisions about raising funds and spending on students.
- Emphasis on finding meaningful ways to use surplus funds for the benefit of the kids.

Debit and Credit Card Management

- Discussion about the need for electronic payment options and reimbursement processes.
- Currently, receipts are turned in for reimbursement; no formal credit or debit card system is in place.
- Suggestion to set up accounts (e.g., with PNC) and consider issuing cards to key roles such as treasurer and concessions manager.

Account Signers and Documentation

- Need to clarify and update account signers, including president, vice president, treasurer, and concessions manager.
- Past confusion over account management due to turnover and lack of documentation.
- Plan to transfer or open new accounts and ensure proper documentation for authorized users.

Fund Transfer and Asset Management

- Concerns addressed about the fate of booster funds during organizational transitions.
- Assurance from Dusty that funds will remain under the group's management and not be absorbed or spent by others; funds will be recognized as an asset but not touched.

Survey Tools and Feedback Process

- Becky provided access to SurveyMonkey and Gmail accounts; Matt has accessed Gmail but not SurveyMonkey yet.
- SurveyMonkey charges annually; discussion about whether this expense is justified.
- Consideration of alternative survey tools such as Google Forms.
- SurveyMonkey provides useful charts and data visualization, but previously used the free version through her (Becky) work.

Parent/Coach Communication and Feedback Timing

- Discussion about the process for handling complaints and feedback, referencing bylaws and the need for a clear, consistent process.
- Suggestion to collect feedback earlier in the season to address issues proactively.
- Basketball may allow for mid-season feedback due to the break in the schedule.

- Consideration of anonymous versus identified feedback; preference for non-anonymous feedback.
- Proposal to have coaches hold at least one meeting with parents early in the season to set expectations and open communication channels.
- Discussion of past practices such as "meet the coach" events and the value of direct parent-coach interaction.

Facility Cleaning, Maintenance, and Scheduling

- Summer cleaning schedule discussed; all uniforms have been removed from the server.
- Draft schedule for events comes out August 13th; too early to finalize cleaning plans.
- Maria Wilson (FAB) is coordinating to clear out large items from our "locker room" and return them to storage.
- Uncertainty about whether Luke Schuster will handle locker room tasks; if not, Bryan will resolve the issue.
- Open/close procedures for events discussed, including setup requirements.
- All members are now on the new text chat for coordination.
- Bryan to take inventory of leftover shirts in the server.
- Inquiry about access to clean bleachers and floors outside of theater camp hours; cleaning is possible at night or weekends.
 - Plan to use industrial steamers for bleacher floor cleaning, with a test patch to ensure no damage.

Spirit Wear and Uniform Management

Comparison of BSN and Squad Locker Processes

- BSN Process: Designed primarily for coaches, requiring them to coordinate with account reps each season to set up and take down Spirit Wear items. This results in ongoing maintenance and repeated setup for each sport.
- Squad Locker Process: Involves significant upfront work to set up, but once established, the store remains available indefinitely and can be modified as needed. The setup is expected to take about a year, with ongoing additions of packages, shirts, items, and logos.
- Preference for Squad Locker due to its long-term convenience and flexibility.

Product Offerings and Quality

- Initial Offerings: Will start with a lower quality "bronze" package, with shirts priced at \$25.

- **Product Range:** Hundreds of items available, including options for different shirt types. Mixed fit packages are possible but may limit options.
- **Quality Concerns:** Very cheap items are considered low quality and not desirable for regular wear.
- **Customization:** Buyers can select their item, logo, and shipping speed. Standard shipping is 3-5 days, with delivery expected within a week and a half. More complex items may take up to two weeks.

Storefront Structure and Logistics

- There will be a main landing page, with sub-stores for each sport.
- **Uniforms for Golf:** Nike options are available, and samples can be quickly obtained. Uniforms can be ready within about a week.
- **Communication:** An email will be sent to families to collect sizes. Additional items like visors, hats, and water bottles will be offered, with links provided once sorted.
- No setup costs or fees; artwork is handled by the provider. Templates from Bryan will be used.

Pricing and Fundraising

- **Markup Options:** Potential for 5%, 10%, 15%, or 20% markup for fundraising, but will initially start with no markup to gauge interest.
- Concerns about raising prices too much, with \$25 per shirt seen as a reasonable starting point.

Booster and School Spirit Wear Distinction

- Must clearly state on the website that booster spirit wear is not school-approved spirit wear.
- Consider removing the term "spirit wear" from booster offerings, possibly using "booster swag" instead.

Player and Coach Packages

- Opportunity to create matching player packs for teams.
- Discussion on whether to provide the same shirts as last year or offer new options. Coaches within a sport should match, but options may vary by sport or season.

Order Fulfillment and Customer Experience

- Emphasis on the five-day turnaround as a competitive advantage.
- Golf uniforms will serve as the first test of the new process.

Financial Planning and Booster Fund Management

- Plan to continue accumulating booster fees in the bank.

- Regular donations to the church are made each year.
- Anticipated expenses include new gym pads.
- Need to obtain three quotes for new gym pads. First quote received was \$19,000, second was \$18,000, both for plain blue pads with no logos.
- Decision likely to be made around Christmas.

Organizational and Administrative Updates

- Jamie volunteered to serve as president for one year, with Brian stepping up as Boys AD.
 - Jamie was voted in as President.
 - Brian was voted in as Boys A.D.
- All leadership changes were approved unanimously.
- Jamie will contact the league to update athletic director listings to ensure proper communication and voting rights.
- Need to collect contact information from Doug regarding uniform and equipment vendors.
- Discussion about coordinating access for booster members.
- Need to obtain cross-country and golf schedules (not on GCCYS) to include in the Viking Voice newsletter.