

Meeting of the St. Stephen Athletic Booster Club (ABC) 10/23/2025

Meeting Notes

- Called to order with prayer
 - Board Members in attendance:
 - ◆ Ashley Trombly (President)
 - ◆ Heather Frank (Treasurer)
 - ◆ Tim Ruffner (Secretary)
 - ◆ Catherine Toby (Concessions)
 - AD
 - ◆ Steve Orris (Athletic Director)
 - ◆ Robert Frank (Athletic Director)
 - **530 pm** Joining via Zoom – ABC Review
 - ◆ Bradley Stalder (Principal)
 - ◆ Jennifer Fluent (Parish Office)
 - ◇ Proper Operation – All organizations are under review with Archdiocese as the school pursues accreditation.
 - ◇ Effective immediately ABC will be under the guidance and direction of Mr. Stalder our principal so new policies and procedures can be anticipated.
 - ◇ Full Board – All set! Accomplished during the call.
 - (a) If a position becomes vacant it is required to be filled within 30 days.
 - ◇ As of July 1, 2026, the following is required for ABC:
 - (a) ABC to create By Laws and get approval from Principal
 - (b) A schedule of potential fundraisers for review and then each year after. ABC does this in a less structured way currently, but this will allow our principal to review and approve the events and timing, so they do not overlap with other organizations fundraisers/events.
 - (c) As of July 1, 2026, all organizations including ABC will have a sub bank account under the Parish account. There will no longer be individual accounts for each organization. Check request forms will be reviewed and approved by our principal then turned into Parish for processing. Funds will stay separate within each sub bank account.

- AD Report: Steve/Bob
 - Sports update and needs supported by ABC
 - ◆ Volleyball – I League all set and going well no needs
 - ◆ Basketball
 - ◇ Minis has enough to have a team
 - ◇ I League – confirming #s
 - ◇ JV – confirming #s
 - ◇ Not enough for Varsity
 - ◆ Bowling – waiting to confirm cost this year for the lanes – Steve will share soon
 - ◇ 8 JV players which is 2 teams
 - ◇ 5 Varsity players for 1 team
- **Treasurer Report – ABC balance as of 10/22 - \$13, 363.71**
- Current Business:
 - Applefest Parking fundraiser – Review numbers
 - ◆ 2024: \$2,900
 - ◆ 2025: **\$2,406**
 - ◆ Parking fee donation only
 - ◆ We need to clearly showcase parking sections, so parishioners have spaces to park during Mass. Confirmed we need to tape/rope it off. **No complaints again this year we are aware of – this still works best.**
 - ◆ Orange flyers that say Parishioner to be included in bulletins – **will continue to do this**
 - ◆ Sign up sheet worked well for volunteers from the soccer parents – **we can play to do this next year**
 - ◆ Time slots for coverage and how many volunteers- Open to 3-4 Volunteers – will need to create sign-up genius and get approval from principal

Sat: 5 time slots

- ◇ 7am to 9am
- ◇ 9am to 11am
- ◇ 11am to 1pm
- ◇ 1pm to 3pm
- ◇ 3pm to 5pm

Sun: 4 time slots – We need to add earlier shift for next year 730-930 – there were runners for the 10k parking in our lot and vendors before we were able to block it off.

- ◇ 9:30am to 11:30am

- ◇ 11:30am to 1:30pm
- ◇ 1:30pm to 3:30pm
- ◇ 3:30pm to 5:30pm

- ◆ Vendors will not be charged and will receive a pass with directions to the vendor parking area. Jennifer R used green signs for the vendors
- ◆ **Plan with PSG next year to review food truck set up and handicap spots and review direction shared with vendors to make sure they fully understand expectation for parking.**

- Cooler of Cheer – **off to a late start on this**
 - ◆ Cooler of Cheer Raffle – we need tickets with state license printed
 - ◇ Need to obtain necessary license from State of MI for the raffle and any expenses will come from ABC funds. - \$50 fee
 - ◇ Application was dropped off to Parish Office for signature and to be mailed. Ashley will confirm with Jennifer
 - ◇ We cannot order tickets or purchase cooler or anything without getting the license # first. If we get it timely then we will proceed.
 - ◇ Catherine has the templates for the tickets and flyer. Flyer has been updated. We need to purchase cooler. Tickets are \$10 each and 5 per family being sent home. Once we have the license number, she can order the 500 tickets
 - ◇ Dates voted on: Tickets in hand to students/families by Friday 11/21/25
 - ◇ Drawing date will be 12/15 at 3 pm (all tickets are turned in by Friday 12/12)
 - ◇ **Ashley/Heather and Catherine will stay in contact about the license and keep group informed.**

Next meeting – Thursday 12/4/2025 at 5:30 pm

Topics: Planning for By Laws/Forward Book of Fundraisers/Planning for 3rd Annual Corn Hole and other possible options to raise funds.

Ashley will reach out to Jennifer to book next meeting