

Athletic Council Meeting January 19, 2011 – Agenda Item 6.1

FINANCE COMMITTEE REPORT

Chairperson: Deborah Coder
January 2011

ACTION ITEMS

3.1 Approve the Proposed Budget for 2011-12.

Approved at Athletic Council Meeting January 19, 2011

**MINUTES
FINANCE COMMITTEE MEETING
January 6, 2011**

Attendance (* indicates present)

Committee:

Chairperson: Deborah Coder*, Lockport City Schools

Section reps: Timm Slade*, Loren Ratajczak*

League Reps: CCAA: Al Gens* ECIC: Greg Witman* (for J.Graczyk) Buff: Aubrey Lloyd
NO: Joel Reed* NFL: John Forcucci*

Superintendents: CCAA: Steve Vanstrom*, Frewsburg; Steve Penhollow *, Falconer,
Mark Ward, Ellicottville
ECIC: Jeff Rabey, Depew

Items highlighted in yellow are reminders to the responsible parties. Green when completed.

Chairperson D.Coder turned the meeting over to Section Treasurer L.Ratajczak.

1.0 Fund Balance:

1.1 Treasurer's Report: Current assets were reviewed. All proceeds from fall sports have been received but not all invoices. The financial report for Regional Football at All High Stadium is not in.

1.2 The Fund Balance was reviewed. It was suggested that a dedicated fund be established within the Fund Balance with a set amount of money for the reimbursement of costs for state travel. The concept is appropriate however an average cost for teams to travel to state competition is difficult to develop due to the different venues used from year-to-year. This will be given additional consideration at a future meeting.

2.0 Sectional championship venues:

2.1 Football at Ralph Wilson: The Section Financial Report for Football will be completed after the Regional Report is received from Buffalo on All High Stadium. The report will be forwarded to the committee and reviewed at the next meeting T.Slade will meet with Russ Brandon, Bills CEO, to discuss the Section VI partnership with the Bills for play-offs and the increasing costs. L.Ratajczak will request an itemized list of expenses and gate receipts for the games at Ralph Wilson.

3.0 Standard issues for Finance meeting in January:

3.1 Proposed Budget 2011-12:

a) Rent charged by BOCES for the Section office was discussed. L.Ratajczak will contact BOCES for the breakdown of costs in the rent for review at the March meeting. J.Fregelette may be requested to attend a future meeting.

b) The Executive Director benefit line item may be adjusted. An Ad Hoc Committee led by J.Rabey is currently reviewing the evaluation of the Executive Director position.

RECOMMENDATION: Approve the Proposed Budget for 2011-12.

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- 3.2 Fall sports financial reports: The reports to be reviewed by Finance are not completed. Reports and checks for gate receipts from host schools have not been received in a timely manner. It was suggested that schools hosting sectional events deposit gate receipts into the Section account directly to avoid delays. Also, there is additional work in the Section office processing payments for Girls Ice Hockey (new 2010-11). L.Ratajczak will have the Section Financial Reports for fall sports completed for the Athletic Council meeting January 19.
- 4.0 Old Business- updates on the following
- 4.1 Review of Injury Management for 2011-12: AthletiCare is interested in submitting a bid on providing athletic trainers for sectional contests at neutral sites for 2011-12. The bid for 2011-12 will be prepared in the near future. Many of the schools participating in these events bring their own trainer. It was suggested that the specifications in the bid outline the concept that the winner of the bid contact participating schools and provide a trainer for the event only if school trainers will not be present.
- 4.2 Centralized Management of Officials:
- a) Assigner fees: Officials organizations will be invoiced for the \$25/year fee for 2010-11 in the near future. Monsignor Martin has been informed of a usage fee of \$2,000, which the Finance committee deemed fair. T.Slade will meet with B.Kiszewski regarding this amount.
- b) Payment of officials: Boys Ice Hockey officials were issued their first payment through Arbitersports/RefPay on Dec.16. L.Ratajczak noted this was a wise decision saving the time and cost of writing checks to each official. Payments will be made on the 15th and 30th of the month pending receipt of the Financial Reports from the Federation treasurer. Erie 2 BOCES is interested in using Arbitersports and RefPay. T.Slade will meet with L.Finn in the near future.
- 4.3 Policies:
- T.Slade and L.Ratajczak will meet with Policy Chair C.Bullis to develop the policy wording for:
- a) The new Purchase Requisition/PO system
- b) Procedure regarding Section VI credit cards (detailing card holders, limits and recording of all expenditures in a log)
- 4.4 Section VI Championship facility: A quote is expected on cost for lighting for the fields at ECC South. A package will be put together when the total cost to upgrade ECC South's facilities as a Section VI Championship site are known. At that point corporate sponsorship will be pursued. (see 4.5) UB is also interested but is investigating concerns regarding NCAA rules and guidelines on recruiting.
- 4.5 Corporate Sponsorship: Leads for sponsorship include Citizens Bank, SgROI Financial and First Niagara. P.Morgante will be providing us with survey data collected by CCAA districts on banks and businesses that they patronize for potential leads to a corporate sponsor.
- 5.0 New Business
- 5.1 Anticipated future purchases/expenses (Equipment, etc): The purchase of windbreakers to identify Section VI supervisors as Event Staff at sectional contests was discussed. Approximately 50 at a cost of \$14 each is anticipated. T.Slade will obtain an exact cost and present the request at the next meeting.
- 5.2 To be discussed at the next meeting is the establishment of a set payment for police at sectional events and computer scorers.
- 5.3 Teleconferencing for Finance meetings was discussed. Costs for use of the Distance Learning Facility at BOCES will be investigated. The March 3 meeting will remain as an in-person meeting.

**FUTURE FINANCE COMMITTEE MEETING DATES:
Noon on March 3, April 28**