

**FINANCE COMMITTEE REPORT**

Chairperson: Loren Ratajczak  
September 2010

**ACTION ITEMS**

- 4.2 Approve a stipend of \$400 for the new position of Girls Ice Hockey Chairperson.  
**Approved Athletic Council 9/22/10**
- 4.3 Approve the continuation of L.Ratajczak's position as Treasurer and Chairperson of the Finance Committee instead of hiring an account clerk at this time.  
**Approved Athletic Council 9/22/10**
- 4.4 Approve the BOCES Communications Services Proposal for the Section VI website at a one-time cost not to exceed \$2,400.  
**Postponed until the November 17 Athletic Council Meeting**

**ADDITIONAL RECOMMENDATIONS**

- 4.6 Do not act on financial responsibility for sectional basketball games prior to quarter-finals (item 6.1 (a) on the Athletic Council agenda)
- 5.4 Review the draft of an Evaluation and Incentive System for the Executive Director position for approval at the November meeting.
- 5.5 Refer the wording of Bylaws item 4.1.1 regarding the Finance Chairperson position to the Policy Committee for review.

# MINUTES FINANCE COMMITTEE MEETING

## September 16, 2010

Attendance (\* indicates present)

Committee: Chairman/Treasurer Loren Ratajczak\*  
Section reps: Timm Slade\*, Diane Munro\*  
League Reps: CCAA: Al Gens\* ECIC: Jim Graczyk\* Buff: Aubrey Lloyd  
NO: Joel Reed\* NFL: Greg Whitman  
Business Official: Deborah Coder, Lockport City Schools  
Superintendents: CCAA: Steve Vanstrom\*, Frewsburg; Jane Fosberg\*, Falconer,  
Mark Ward, Ellicottville  
ECIC: Jeff Rabey\*, Depew

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

- 1.0 Fund Balance:
  - 1.1 Fund Balance: 2010-11 Income from dues increased due to several factors. All schools involved in a combined-team are considered as "having the team" as verified by N. Van Erk, Executive Director NYSPHSAA. They are now assessed the per sport fee, instead of just the school with the representing team, adding \$5700 to dues revenue. Also, some schools added sports (7 added girls ice hockey) and a new charter school become a member of Section VI.
  - 1.2 Special Use Account:
    - a) Checks were issued in June to districts for the FT Exec Director position and travel to state competition in 09-10. The feedback was positive.
    - b) Benefits to Districts Account in 2010-11: It is anticipated that the amount available to reimburse schools for travel to state competition will be greater this year.
- 2.0 Sectional championships review of venues:
  - 2.1 Football championship concerns: Due to the unavailability of Ralph Wilson Stadium, regional competition will be at All High Stadium. Parking is a concern and will be addressed by the Football Committee. A meeting with the Buffalo Bills organization is planned to discuss cost and usage of the stadium in the future
  - 2.2. ECC as a venue:
    - a) Cost for security guards is shared by all users of the facility at a given time.
    - b) The change to class meets in Girls Swimming has enabled that sport to be conducted at high school venues instead of ECC for 2010-11.
    - c) Costs for usage for Girls Basketball are reasonable (~\$2,300) but parking is limited and expensive. The issue is being addressed by the Girls Basketball committee. High school venues are under consideration as an alternative.
  - 2.3 Concessions: The recommendation was made that concessions be open at any venue, including ECC, and that the Section should seek a portion of the profit.
- 3.0 Standard issues for Finance (first meeting of the year):
  - 3.1 Post season review of spring sports: Financial reports (posted on the website) were reviewed. Concern was expressed for the high cost of trainers provided by the Section at neural sites. It was noted that many of the teams participating in sectionals bring their own trainer to the contest. This issue will be reviewed by T.Slade.
  - 3.2 Annual review of the Section Budget: Dues increase is not anticipated for next year. The Proposed Budget 2011-12 will be an agenda item for the **OCTOBER 28** Finance meeting. It will be presented at the November 17 AC meeting for approval at the January 19 meeting.
  - 3.3 Annual review of each sport budget: No discussion
  - 3.4 Philosophical issues: Assessing a fee to schools that participate in sports that do not draw a profit. (ie: golf, tennis) was addressed. This will remain a consideration for the future.
- 4.0 Old Business
  - 4.1 Centralized Management of Sports Officials – costs for Arbitersports:
    - a) Officials organizations will be billed this week for the \$25 annual assigner fee that has been paid by the Section since 2007.
    - b) Section VI member schools pay for Section services of fingerprinting and assigning of officials in ArbiterSports through the dues structure. It was agreed that Monsignor Martin, benefiting from these services since 2007, should now be assessed a fee of \$2,000 per year for this service. T.Slade will advise B.Kiszewski, Executive Director of the league.

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Old Business continued

- 4.2 Girls Ice Hockey Federation:
- a) Expenses 2010-11: Currently unknown.
  - b) Dues: The seven participating schools have been billed \$4,500. It was noted that the Boys Federation added 2 schools, Grand Island and St. Mary's, and members were billed \$5,000.
  - c) The Boys Ice Sportchair stipend is \$600. It was agreed that a stipend for a Girls Ice Hockey Sportchair should be \$400.

**RECOMMENDATION:**

**Approve a stipend of \$400 for the new position of Girls Ice Hockey Chairperson.**

**Approved Athletic Council 9/22/10**

- 4.3 Office transition: L.Ratajczak's current position as treasurer.

**RECOMMENDATION: Approve continuation of L.Ratajczak's position as Treasurer instead of hiring an account clerk at this time.**

**Approved Athletic Council 9/22/10**

- 4.4 Anticipated future expenses - Section VI Website: Improvements are needed to showcase Section VI athletes and sectional competition within the community. Discussions have been held with BOCES webmasters on adding brackets for all team sports and RSS feeds to media articles on Section athletes. BOCES presented a proposal to provide these services at an annual cost not to exceed \$2,400.

**RECOMMENDATION: Approve the BOCES Communications Services Proposal for the Section VI website at an annual cost not to exceed \$2,400.**

**Postponed until the November Athletic Council meeting**

T.Slade noted that he is researching the potential for sale of Section VI apparel through our website. Section VI would receive a percentage of sales.

- 4.5 Policies- It was agreed:

- a) A P.O./invoice system will be used for purchases by Sportchairs and others. L.Ratajczak will create a Purchase Requisition Form and a corresponding P.O. in QuickBooks for each PR submitted. Sportchairs will be notified that the P.R. Form must be submitted to the Section office for approval of all purchases. This new process will be documented in the Policy Manual.
- b) A procedure will be written regarding Section VI credit cards detailing card holders, limits and recording of all expenditures in a log. It was recommended that L.Ratajczak contact BOCES Policy Services for input.

- 4.6 The following Finance Committee recommendation, postponed from the May AC meeting, was re-evaluated: **Return the responsibility for sectional basketball games prior to quarter-finals back to the districts on a one-year trial basis.** It was agreed that the recommendation be withdrawn and Boys and Girls Basketball Financial procedure will remain status quo for 2010-11.

**RECOMMENDATION: Do not act on financial responsibility for sectional basketball games prior to quarter-finals (item 6.1 (a) on the Athletic Council agenda)**

Leagues will be asked to review financial responsibility for boys and girls basketball and submit a request for change in 2011-12 if desired.

5.0 New Business

- 5.1 Section VI Athletic Complex: T.Slade reported that he is in the process of pursuing a partnership with ECC South to make improvements to their athletic facilities to create a Section VI /ECC Athletic Complex. Cost estimates for lights, upgrading the turf and track and bleachers have been requested and corporate sponsors are being sought. He noted that the site is centrally located, has plentiful parking and concessions stands. The site would be free for Section VI championships for field hockey, football, soccer, lacrosse. It was recommended that T.Slade obtain a written agreement with ECC with the details of the partnership.
- 5.2 Section VI awards were bid through BOCES. The bid was awarded to Trophy's Trophy's (AnyAwards.com, 1700 Union Rd, West Seneca). T.Slade noted that an additional 31 plaques were quoted and the total cost is \$4,200 less than last year.
- 5.3 Audit 2010 is almost complete. Gaines, Kriner Elliott will present a report at the next Finance Committee meeting.

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New Business continued

- 5.4 Evaluation and Incentive Program: President Munro presented a draft evaluation system for the new Executive Director position. The draft will be revised as per recommendations by committee members and forwarded to the Executive Committee for review. It will be presented to the Athletic Council at the September meeting with a vote for approval at the November meeting.
- 5.5 Finance Committee Chairperson: The Bylaws indicate *The Finance Committee of Section VI shall consist of an appointed chairperson (preferably a standing School Business Official), the Executive Director, and one representative from each of the leagues.* It was agreed that if the Athletic Council approves the continuation of L.Ratajczak's position as Treasurer, that he should remain on as Chairperson of the Finance Committee and the Policy Committee should review the wording of Bylaws item 4.1.1.

**RECOMMENDATION: Allow L.Ratajczak to continue as Chairperson of the Finance Committee. Approved Athletic Council 9/22/10.  
Refer Bylaws item 4.1.1 to Policy for review. Referred by the Athletic Council 9/22/10.**

- 5.6 C. Szczesny will be reimbursed \$189.86 for penalties and interest charged by the IRS and NYS for tax years 2007 and 2008 due to operational issues in Ms. Szczesny's contract.
- 5.7 T.Slade and L.Ratajczak are working to obtain a \$10,000 annual corporate sponsorship from Citizens Bank in exchange for moving all Section VI funds into Citizens Bank. This bank also offers credit with limits more in tune with Section VI needs.

**FUTURE FINANCE COMMITTEE MEETING DATES:  
Noon on Oct. 28, Jan. 6, Mar. 3, Apr. 28**