**RCSAC Board Meeting** **Date: December 11, 2024**
3750 Zinfandel Dr., Suite 100
Rancho Cordova

**AGENDA**

1. Call to order:
   - A meeting of Rancho Cordova Student Athlete Coalition (RCSAC) held at 3750 Zinfandel Dr., Suite 100, Rancho Cordova on September 11, 2024, was called to order at 7:05 pm by Conrad Mayer.
2. Board member attendance:

| | | | |
|---|---|---|---|
| x | Conrade Mayer | | Eric McCahon |
| x | Madelaine Sanderson | | Ian Winsbrock |
| x | Jen Laret | x | Veronica Lane |
| x | Logan Blower | x | Jason Harper (phone) |
| x | Krista Mayfield | | Carlo Campbell |
| x | Liane Sousa | x | Valeria Aguiliar |
| x | Mike Marando | | Anthony Davis |

   - Guests in attendance: none

3. Approval of Minutes/Correspondence
   Motion to Approve: Mike Marando Second: Madelaine APPROVED
4. Action Items:
   - Veronica – looking at a way to store our documents in Google
     - Microsoft Teams business – cost $6.00/month includes 1 TB per person, own custom email, up to 300 users, so for 20 users $1440/year
     - Google docs – has same feature, $12/person per month includes 2 TB, total cost $2880;
     - Motion to approve active board members – 10 currently and add more as necessary at a cost of $6/month (for 20 users $1440)
       - Motion to Approve: Mike Marando Second: Logan APPROVED
   - Logan – setting up domain -- done
   - Jen – email to coaches regarding the process and how we support --
   - Jen – recap of meeting with the district regarding PO system, how we will pay
     - Found an open PO to process orders by FUSD and approached Eric (superintendent) about it
     - Open PO with BSN for ordering and will track when it is used;
     - Motion to approve open PO for BSN and ordering as needed to apply to the PO
       - First – Jason Harper Second – Jen Laret APPROVED
5. Updates (President/Vice President) [CHANGING TO JUST UPDATES FOR NEXT AGENDA]
   - Conrade Mayer stepping down as President and Nominates Madelaine as President and Conrade will be taking a support role beginning in January
   - We will vote on Madelaine Sanderson becoming President in January after bylaws are reviewed
6. Treasurer Report and portal requests
   - $11795 is our balance
   - Cheer stunt team – request for $3155 to cover hotel/transportation to attend national competition; up to $6000
     - Motion up to approve $6000 to cover cost of hotel and transportation
       - First Mike Marando Second Jason Harper APPROVED *Pending on funding*

- Girls Basketball – shooting shirts $3354.01 adding to original request and the motion has already been approved just adding to request
- Boys Basketball – additional items $562.63 adding to original request and the motion has already been approved just adding to request
- Girls Softball – up to $12000 for uniforms for both JV/Var and some other items
  - Motion to approve up to $12000 ($11161.75) for uniforms for both JV/Varsity
    - First Mike Marando Second Logan Bowers APPROVED *Pending on funding*
- Cross Country – requesting $1085.79 and $2696.93 (total for $3782.72) up to $4100
  - Motion to approve up to $4100 for uniforms
    - First Jen Laret Second Madelaine Sanderson APPROVED *Pending for funding*

7. Old business:
   - Communication portal
     - Veronica – looking at Google drive for where to store documents, etc. -- done
     - Logan – is setting up domain - done
   - Jen - Differential for track and MOU
     - $8100 was the difference in the mats; shared usage between club and high school and the MOU has Cordova High using equipment;
       - Motion to approve the Track Club not having to pay back the $8100 based on the MOU that is currently in place between RC track and Cordova as Track club is providing shared equipment
         - First Conrade Mayer Second Madelaine Sanderson APPROVED
           a. Jen abstains since she is with Track Club
   - Define roles and board members responsibilities; then look at everything that we want to accomplish (fundraising, volunteering, etc.) Prioritize what needs to be accomplished first
     - **See page 2** for the responsibilities and buckets that were decided upon.
     - By next meeting assign responsibilities to the roles you think should cover those responsibilities
8. New business:
   - PO process – discussed up above
   - Using Alumni to come back and support CHS – how do we tap into this and make this happen, reaching out to Alumni and offering volunteer opportunities.
9. Next meeting: January 8, 2025 @ 5:30 at same location
   - Hudl for high school
   - Take list and separate into what positions each belong
10. Meeting adjourned:
    - The meeting adjourned 8:56pm.

Motions Approved:

- Motion to approve active board members @$6/month for Microsoft Teams Suite -- APPROVED
- Motion to approve open PO for BSN and ordering as needed to apply to the PO – APPROVED
- Motion to approve up to $6000 for hotel and transportation for Cheer – APPROVED (Pending)
- Motion to approve up to $12000 for uniforms for Girls Softball – APPROVED (Pending)
- Motion to approve up to $4100 for uniforms for Cross Country – APPROVED (Pending)
- Motion to approve MOU for Track Club not paying back $8100 – APPROVED

**Action items:**

- Jen – send stuff to Logan for website, Logan update website
- All - Review list of responsibilities and assign to roles you think it would fall

**Responsibilities:**

- Admin and District Liaison
- Coach liaison, requests, and team fundraising
- Culture, connectivity, athletic sport records
- History
- Fundraising sources  - grants, private, city, fundraising, city liaison
- Parent liaison, memberships
- Public relations: marketing, photos, website
- Systems/processes, record keeping
- Financials
- Student liaison and volunteer coordinator

**Roles:**

- President
- Vice president
- Secretary
- Treasurer
- Financial Advisor
- Parliamentarian
- Public Relations/Hospitality
- Historian
- Member at Large
- Member at Large