

Octorara High School Baseball Boosters

October 21, 2024 - Meeting Minutes (CLOSED BOARD MEETING)

Time: Time 6:30PM, Location: Octorara High School

Board Attendees: Steve Robert (SR), Phil Capotrio (PC), Bryan Calvin (BC), Nicole Naggy (NN), Marita Kreider (MK), Jon Palmos (JP)

New Attendees: None.

1) Board Updates since June 2024

a. Financials

Current Balances

Checking - \$7,356.46 BC – Revised amount \$7,090.12

Credit Card - \$0.00/\$2,000 - Available

b. Income

Sponsorships - \$3,000

Soccer Boosters iPad Payment - \$105

Parade Prize (pending) - \$200

c. Purchases

Section Player Trophies - \$139.80

Website Renewal - \$394.07

Tarps - \$199.78

Lowes (tarps) - \$21.18

Amazon (tarps) - \$42.38

Non-profit Status - \$299

Parade Costs (pending) - \$266.34 BC – Paid

d. Schedule

Nov 2024 – Public Meeting – Meeting to be 11/7

Nov 2024 – Board Member Vote Meeting to be 11/18

Nov 2024 – Player Winter Workouts start Boosters to try and block school times starting November 1st.

Dec 2024 – Board Reserved Cage Time Begins Boosters to organize and run cage times at Cackleberry starting December 3rd (in the absence of a coach)

Dec 15, 2024 – Wiffle Ball Registration Opens Registration opening changed to 11/1.

Jan 15, 2025 – Wiffle Ball Registration Closes

Feb 2025 – Wiffle Ball Tournament PC – The school has been reserved and the event will take place on 2/21-2/22.

2) Board positions & volunteers for 2024 to 2025 Transition

- PC – All members intend to run for the 2024/25 season. The window for other candidates that may like to run will open following this meeting and remain open until November 15th. If people in the community are interested in running for a position, they will need to fill out the google form on the website by 11/15/2024.
 - There is no updates on the head coaching positions.
- a. President – Steve Roberts
 - b. Vice President – Phil Capotrio
 - c. Treasurer – Bryan Calvin
 - d. Secretary – Nicole Naggy
 - e. Operations Manage – Jon Palmos
 - f. Events Coordinator – Marita Kreider
 - g. Varsity Head Coach – TBD
 - h. JV Head Coach – TBD
 - i. MS Head Coach – TBD

3) By-Law and Articles of Incorporation (Review – See Addenda)

- PC – the board has no changes that need to be made to the current By-Laws and AOI. The public will have a chance to review and make any potential changes prior to the public meeting on 11/7.

4) Large Capital Expenditure Ideas for 2024

- BC suggested the expenditure be on equipment for the players such as new helmets.
- Other items were discussed such as clothing, training options, etc... however this topic was tabled for a later date.
- As updated information in the 2024/25 offseason the School District installed 3 brand new bullpen lanes. The lanes included 3 mounds and 3 plate areas. The boosters provided tarps and stakes to secure the bullpens and prevent weeds/erosion. As of 10/21 the school will be installing a fence as either a back stop or an enclosure of the bullpens.

5) Wiffle Ball Tournament

- Date – 2/21-2/22
- Registration Opens 11/1/2024
- Lessons Learned Reviews Board will discuss at a later date.
- Job Duties Board will discuss at a later date.

6) SnapRaise

- MK and NN suggested a different means of collecting the funds, that eliminates the fees associated with SnapRaise. It was agreed that this would be explored and that each board member would look into the different ways this could be accomplished. Two different ideas were Venmo/Paypal and through a payment portal on our website. These items will be looked at leading up to the fundraiser date, with SnapRaise being the default if none of the other ideas work.
- Dates PC – estimated to be in the month of April

7) Plan for key 2024 Dates

- Senior Night The board has discussed a few options for Senior Night, no date was selected. The selection of this date was tabled for another time.
- Food Trucks MK was supportive of hosting food trucks again; however it was suggested that the food trucks be limited to only certain games and the number of food trucks utilized be limited. This was agreed upon by the rest of the board. MK will also explore ways of finding food trucks willing to provide a portion of the sales back to the baseball team.
- My Jersey, your impact NN – this will be done again for the 2025 season. NN will take the lead on this.
- Banquet It was agreed upon by all board members that the banquet in 2024 was a success and that the banquet for 2025 will occur at the same venue and be run in a similar fashion.

8) Sponsorships

- Current Count is 10 Sponsors PC - Website is up to date with the current sponsors.
- 2024 Sponsors not receive – Glen Valley Excavating, Null's Towing, Bromley Plumbing, Shivery Funeral Home, State Farm, Alphabet Signs, McCormick Ortho SK to reach out to last years sponsors for updates.
- Management Discussion All board members to discuss responsibilities of sponsorships moving forward.

9) Golf Outing Discussion

- The board agreed that a golf outing is definitely a fundraiser that would like to be explored. The target date for the first outing would be Fall of 2025. The outing would likely be with another sports program preferably softball but under the assumption that the organization that we paired with would be able to contribute a similar amount of help. Discussions about the golf outing will continue throughout the season.

10) Open Forum/Questions

- How can the boosters help in the absence of a coach?
 - As of this meeting no updates on a new coach have been provided. There is one candidate.
 - Discussions were had about having the upper classmen take a leadership role in organizing players for lifting and cage times, should they choose.
 - The boosters will coordinate all off-site cage times (Cackleberry) in the absence of a coach.

11) Schedule

- The season schedule has been posted on Arbiter Sports and is included in the addenda of these minutes. This schedule, while final is subject to change prior to the start of the season.

12) Website

- PC – website has been updated with all important information. The website includes, details on how to apply for the coaching vacancy, how to register through arbiter for a baseball, team information, sponsor details, wiffle ball tourney details, booster agendas/minutes/bylaws, recruiting tools, fundraising information and alumni info. This is the best place for all players and community members to get up to date information on the baseball program.

13) Winter Work Outs

- The boosters is working on finding out how to make sure all players are aware of when open weightroom times and “school” cage times are available. As of our meeting these dates/times are not known.

ADDENDA

BYLAWS AND AOI

Octorara High School Baseball Boosters Inc.

Articles of Incorporation and Bylaws

Established October 2023

Article I: Identification

1.1 Name: The name of the organization shall be the Octorara High School Baseball Boosters Inc.

501 (c) (3): Octorara High School Baseball Boosters Inc is organized exclusively for charitable purposes, the making of distributions to organizations that qualify as exempt organizations under the section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Octorara High School Baseball Boosters Inc operates as a non-profit High School Boosters club who provides support for a sports team. No part of the net earnings of this organization shall ensure to the benefit of, or be distributable to, its members, trustee, officers, or other private persons, except that the corporation shall be authorized an empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

Article II: Purpose

2.1 The purpose of the club shall be to enhance and support the Octorara High School and Octorara Junior High School Baseball teams and its coaches.

Article III: Membership

Membership Terms: Any person or persons who is a parent/guardian or community member who chooses to support an extra or co-curricular activity.

Article IV: Meetings of Members

4.1 The Fiscal Year of the Boosters shall begin in or around January of each operating year. Annual Business Meeting and Fiscal Year: An annual business meeting of the membership club shall be held at some point prior to February 15th, at such a time and place as the Officers (Board Members) of the boosters may determine.

4.2 Meetings: The meetings of the club will be held as needed. Meetings of the members may be called at any time, by the members with five days' written notice to all members. If possible, meeting minutes should be sent via email to all members within seven (7) days of meetings. Notification of meetings may be posted on social media or a club website.

4.3 Quorum: All matters will be decided by a vote of the majority Board and members present if members have met meeting attendance requirements.

4.4 Presiding Officer: The President/Co-President, or in his or her absence, the Vice President, Secretary or Treasurer, in that order named, shall preside as Chairperson at all meetings of members. In the absence of said officers, the Chairperson of the meeting shall be selected by a majority of the regular members present.

4.5 Voting Eligibility: Every member of the club shall be entitled to one vote on any matter of the Clubs business to be acted upon by a vote of the membership. In order to be considered a member of the Octorara High School Baseball Boosters Inc., a "person" must have attended at least 2 meetings in the previous calendar year. See Article X for any exceptions.

4.6 Voting Ties: In the event of a tie vote amongst the board members, a vote will be had by the community to resolve the decision.

4.7 Financial Voting Thresholds

- \$0.00-\$500.00 – In order to allow expedited funds for baseball related items, the treasurer and one other member may agree on the utilization/disbursement of funds up to this level.
- \$500.01-2,500.00 - Board members (officers) can utilize/disburse funds within this range as necessary assuming a majority vote amongst all board members (officers).
- \$2,500.01 and up - All disbursements over this amount must be discussed and presented at our monthly meetings and voted on/approved by all members.

Article V: Elections and Balloting

5.1 Elections: Elections of the officers shall be conducted prior to December 31st or the expiration of the fiscal year. They shall be elected by the members present in person: each being entitled to only one vote, a majority of the votes cast being necessary for an election. Should it be necessary, there will be another election after the team has been chosen to fill any vacant positions.

- (a) Tie Votes: In the event a tie occurs during an election, with two or more candidates for the same office receiving the same number of votes, they may share the position if both parties agree. If not in agreement successive balloting shall be conducted until one candidate receives a plurality of votes cast.

5.2 Officers: Members shall at their May meeting, elect the following officers: President, Vice President, Secretary, Treasurer, Events Coordinator and Operations Coordinator.

5.3 Non-Officer – Advisory Roles/Committees: As needed on an annual basis the officers will select a Non-Office – Advisory Roles from either its active members or the community. These members will be selected for a specific role or purpose. In most instances these “roles” will be made up of members that are part of a “baseball program” that impacts the future of the High School Baseball Program (i.e. Little League, Cal Ripken, Travel Baseball, etc...). These Non-Office roles can also include a committee set up to assist the officers in day-to-day items (i.e. Events, Fundraising, Sponsors, etc...). There is no limit to the number of Advisory Roles/Committees, however the Officers of Octorara High School Baseball Boosters reserve the right to limit or remove these positions at any time.

5.4 Election Term of Office: All elected Officers shall be chosen as provided in Article V of these Bylaws. Each officer elected shall serve for a term of one (1) year.

5.5 Resignation: If a Board member needs to resign, a resignation letter must be given to the board. It is suggested that the members give one month's notice.

5.6 Removal of a Board Member: Any Board member determined to be not fulfilling the duties of their elected office, in good faith and of violating laws of the commonwealth as it pertains to fiduciary responsibility will be subject to removal of an office. Instances of removal will be subject to Board review and the general members will be advised of such action.

Article VI: Duties of the Officers

6.1 The President: The President shall be the chief executive officer of the club. He/She shall serve as the presiding officer at meetings. It shall be the responsibility of the President to establish committees and appoint chairpersons to carry out the business of the club. All questions, concerns, or complaints of any kind shall be directed to the President and/or Vice-President to ensure continuity and single lines of communication. They will in turn notify the Board in a timely manner of said

complaints, questions, or concerns from members of non-members. The president shall also be responsible for the delegation of activities and roles not specifically outlined below i.e., website management.

6.2 Vice President: The Vice President shall assume the responsibility of overseeing the programs established by the membership. The Vice President will perform duties at the request of the President as determined. The Vice President shall have the duties and exercise the powers of the President in his or her absence or incapacity. The Vice President shall handle all inquiries from parent(s)/guardian(s) as it relates to board operations. The Vice President shall coordinate the organization of fundraisers. Additionally, the Vice President shall maintain the website.

6.3 Secretary: The Secretary shall be responsible for the preparation of a record of the proceedings of all meetings of the club. They are responsible for submitting correspondence and notifying members of meetings. They shall also perform such other duties as the President requests such as record keeping. Additionally, the secretary will be responsible for all communications to the community members, including but not limited, email and social media.

6.4 Treasurer: The Treasurer shall be responsible for the financial affairs of the club. This responsibility shall include the preparation, interpretation, and dissemination of the periodic financial reports to the officers and members of the Club. As well as collecting and receiving all monies due or belonging to the club. They shall deposit all funds in a bank designated by the club, in the name of the club. The treasurer along with the other board members shall coordinate the organization of the sponsorship program.

6.5 Operations Coordinator: Serves as a liaison with other organizations as necessary. Responsible for all field management items as it pertains to boosters. Additionally, the operations coordinator will be responsible for equipment and clothing orders.

6.6 Event Coordinator: The event coordinator will be responsible for the planning of all team/community events. They shall organization all volunteers, donations, etc... for said events. Additionally, the event coordinator will be responsible for the budget management of these events.

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6.8 Delegation of Authority: In the case of absence or inability of any officer to perform their duties, the other officers may delegate the powers or duties of such officer to any other officer or interested member.

Article VII: Parliamentary Procedure

Robert's Rules of Order shall govern all parliamentary procedures unless otherwise specified in the Bylaws.

Article VIII: Dissolution

In the event of the dissolution of this club, all of its assets shall be turned over to the Octorara High School Baseball Student Account.

Article IX: Amendment or Revision of Bylaws

These Bylaws are to be reviewed/revised at least every two years. The Bylaws may be amended or revised by ballot by a two-thirds affirmative vote of valid ballots cast by the membership present. Any intended revisions shall be committed to the membership in writing prior to the intended vote.

Article X: 2023 Voting Amendment/Exception

Considering the changes to voting are taking place prior to the 2024 Vote for new board members (officers), the by-laws will allow a onetime exception (Article X) to the “attendance” rule under Article IV. The two-meeting attendance rule will be waived for the “election of officers” meeting in November. Immediately following the voting of the officers, Article X will be terminated.

2024/25 Season Schedule

Boys Varsity Baseball

Octorara Area Senior High
School

226 Highland Road
Atglen, PA 19310

2024-25 Season

Greg Fantazzi
gfantazzi@octorara.org
+1 6105938254

Date	Time	Type	Opponent	Site	Dismiss	Depart
3/10/2025 Mon	4:15 PM	S	Columbia High School/Columbia Middle School	Octorara Area High School - Field 11	N/A	N/A
3/17/2025 Mon	4:15 PM	NL	Schuylkill Valley High School	SCHUYLKILL VALLEY HIGH SCHOOL - Varsity Baseball	N/A	TBA
3/18/2025 Tue	4:15 PM	L	Conestoga Valley Senior High School	Octorara Area High School - Field 11	N/A	N/A
3/20/2025 Thu	4:00 PM	NL	Hamburg Area High School	Octorara Area High School - Field 11	N/A	N/A
3/24/2025 Mon	4:15 PM	NL	Lampeter-Strasburg High School	Octorara Area High School - Field 11	N/A	N/A
3/26/2025 Wed	4:15 PM	NL	JP McCaskey High School Campus	JP McCaskey High School - Varsity Baseball Field	N/A	N/A
3/28/2025 Fri	4:15 PM	NL	Solanco High School	Solanco High School - Baseball Diamond	N/A	N/A
4/2/2025 Wed	4:15 PM	L	Donegal Senior High School	Melhorn Field -	N/A	N/A
4/7/2025 Mon	4:15 PM	NL	Garden Spot High School	Octorara Area High School - Field 11	N/A	N/A
4/9/2025 Wed	4:15 PM	L	Manheim Central High School	Octorara Area High School - Field 11	N/A	N/A
4/11/2025 Fri	4:15 PM	NL	Pequea Valley High School	Pequea Valley High School - Field 3-Varsity Baseball	N/A	N/A
4/14/2025 Mon	4:15 PM	L	Cocalico Senior High School	Cocalico Senior High School - Baseball Diamond	N/A	N/A
4/16/2025 Wed	4:15 PM	L	Eastern Lebanon County	Octorara Area High School - Field 11	N/A	N/A
4/17/2025 Thu	4:15 PM	NL	Kennard-Dale High School	Octorara Area High School - Field 11	N/A	N/A
4/21/2025 Mon	4:15 PM	L	Donegal Senior High School	Octorara Area High School - Field 11	N/A	N/A
4/25/2025 Fri	4:15 PM	L	Solanco High School	Octorara Area High School - Field 11	N/A	N/A
4/28/2025 Mon	4:15 PM	L	Manheim Central High School	Manheim Central Middle School - Baron Field Varsity Baseball	N/A	N/A

4/30/2025 Wed	4:15 PM	L	Cocalico Senior High School	Octorara Area High School - Field 11	N/A	N/A
5/5/2025 Mon	4:15 PM	L	Eastern Lebanon County	Eastern Lebanon Co Sr High School - Lyle Krall Field	N/A	N/A

Game types: P = Practice, S = Scrimmage, L = League, NL = Non League, T = Tournament, PS = Postseason

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Wiffle Ball Approval



Site: Community Site

Requestor: Phil Capotrio

Organization: Baseball Booster Club

Octorara Baseball Wiffle Ball Tournament - #161

This is an annual event that we have done at the school for the past 11 years. The event runs Friday after school till late Saturday afternoon. It typically is an event that draws 200-300 people.

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Private Event Eastern Standard Time

📍 Junior High Gym

📅 Friday, 21 February 2025 03:00 PM - 10:00 PM

Senior High Gym

Saturday, 22 February 2025 06:00 AM - 5:00 PM

Notes:

No option was available for the Middle School Gym, we will need this gym as well, as well as access to the concession stand. As far as Custodian, historically we are very diligent about cleaning up after ourselves. We sweep up and make sure all trash is away. We would only need the custodian to let us in and help us with getting tables, chairs and trash cans.

of attendees: 300

Contact Info: Phil Capotrio

6105290713 Ext.:

info@octorarabaseball.com

Additional Information

Nonprofit?

Yes

Will an admission fee be charged?

No

If yes, how much?

N/A

Are you requesting a waiver of facility request fees?

Yes

If yes, attach a letter of justification addressed to the Board of Education at the end of this form

This is a event run as a fundraiser by the High School Baseball Team and a fee has never been charged. Any fees would impact our ability raise funds.

Custodian Required

YES

Insurance

Company: XXXXXX

Coverage Amount: \$100,000.00

Policy Number: 555555555

Coverage Expiration:

Billing Address

Phillip Capotrio
709 Towhee Ln, , false
Cochranville, Pennsylvania 19330

Email: info@octorarabaseball.com
CC:

☒ I agree to the terms and conditions