



Florida Agricultural and Mechanical University

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OFFICE OF THE PRESIDENT

TO: Members of the Executive Committee of the Rattler Boosters, Inc.
James Sheperd, President, Rattler Booster, Inc.
Rudy Maxwell, Vice President, Rattler Boosters, Inc.
Beverly Steven-Gainous, Secretary, Rattler Boosters, Inc.
Selvin Cobb, Secretary, Rattler Boosters, Inc.
Mickey Clayton, Executive Director, Rattler Boosters, Inc.
Milton Overton, Director of Athletics, FAMU
Jim Miller, FAMU President's Designee
Thomas Dortch, FAMU Board of Trustees Designee
Dorothy Williams, Member
Elaine Bryant, Member
Fred Alderman, Member
Roosevelt Lowery, Member
Gary Watson, Member
Caleb Hannah III, Member
Ted Taylor, Member

FROM: Thomas Dortch, Member of the Executive Committee
Milton Overton, Member of the Executive Committee
Jimmy Miller, Member of the Executive Committee

SUBJECT: Notice of Meeting of the Executive Committee of the Rattler Boosters, Inc.

DATE: July 5, 2016

Pursuant to Article 7.01 (a) of the Rattler Boosters Bylaws, "The Executive Committee may meet at such time as may be designated by the President of the Board of Directors or upon the written notice of the Executive Director or any two members of the Executive Committee, providing the purpose, time, and place of the meeting with three days notice."

Pursuant to the aforementioned Article 7.01, the three above listed members of the Executive Committee are calling a meeting of the Executive Committee for **July 9, 2016 at 8 a.m. at Lee Hall, 4th Floor Conference Room, 1601 S. Martin Luther King, Blvd., Tallahassee, FL.**

The purpose of and agenda for the meeting are attached hereto.

Purpose

The purpose of this meeting is to amicably resolve and execute the Florida A&M University Board of Trustees (BOT) decision to restore game day parking and multimedia assets back to the Department of Athletics pursuant to the **Board of Trustees Policy Number 2005-18; Sections 1001.74 and 1001.75, Florida Statutes.**

Meeting Agenda

1. Implementation of FAMU BOT resolution restoring game day parking and multimedia assets back to FAMU Department of Athletics
2. Return of FAMU personal property of (i.e., golf carts, handheld communication devices) to the Department of Athletics
3. Provision of data and records requested by the FAMU Department of Athletics
 - a. Booster Parking Manifest (members parking spaces 2016, 2015, 2014, 2013, FB seasons)
 - b. Booster membership database
 - i. 2015-16 Membership
 - ii. 2016-17 Membership (paid to date as of 7/06/2016)
 - c. 2016-17 membership (in-process membership payments/applications)
 - d. Booster revenue reports
 - e. Booster sponsorship and vendor summary
 - d. Sponsorship inventory
 - e. Sponsorship and vendor contracts/agreements
 - f. Rattler Boosters, Inc./FAMU payment protocol
 - g. Rattler Booster account statements for 2012, 2013, 2014, 2015, and 2016
3. Return of cash to FAMU Department of Athletics
4. Copies of minutes of meetings of the Executive Committee and Board of Directors for the past three years

Board of Trustees Policy Number 2005-18; Sections 1001.74 and 1001.75, Florida Statutes

Section 2 – Finances (1) All booster organizations or club activities, i.e., concessions, parking, program sales, fundraising activities, etc., shall be conducted through the University's Athletic Department, to ensure adherence to the University's accounting policies and controls. (2) All funds received and expended from booster accounts must be deposited into a University account and subject to accounting in the University's Controller/Budget Office.

Status – Booster collected funds have not been deposited into University accounts

Section 3 – Fundraising Activities of Athletic Boosters Upon the conclusion of any fundraising activity, a post activity report of the fundraising activity, including items sold/donated, list of participants, list of donors and amount of donations, etc., shall be provided to the President or the President's designee.

Status – Boosters have not provided a complete list of participating donors, items sold or amount of donations.

NCAA Policy

The Principles of Institutional Control and Rules Compliance set forth in Articles 2 and 6 of the NCAA Constitution require that NCAA member institutions monitor the activities of outside entities, organizations, and any other representatives of the institution's athletics interests that promote the institution's intercollegiate athletics program. Rattler Boosters fits squarely within these NCAA definitions, and the requested information is necessary in order for FAMU Athletics to monitor the organization's compliance with NCAA legislation governing institutional control, compensation and remuneration for athletics personnel (Bylaw 11), recruiting activities and the use of recruiting funds (Bylaw 13), awards and benefits (Bylaw 16), and other areas of NCAA rules, including the enforcement provisions that require member institutions to investigate potential NCAA rules violations and report any such violations (Bylaw 19).

It is our hope that these records and financial transactions will be furnished prior to July 6, 2016, so that FAMU Athletics (and Rattler Boosters) can meet all obligations required by the Florida A&M University Board of Trustees (BOT) and NCAA legislation. Failure to do so is a violation of University Policy, Florida Statute, and NCAA compliance that could result in disassociation as a Direct Support Organization (DSO) in addition to legal action.