

APPROVED



El Camino Charter High School

Minutes

Travel Committee Meeting

Date and Time

Thursday December 13, 2018 at 3:30 PM

Location

El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367

Committee Members Present

Beatriz Chen, Brian Archibald, Darin Ryburn

Committee Members Absent

None

Committee Members Arrived Late

Darin Ryburn

I. Opening Items

A. Call the Meeting to Order

Beatriz Chen called a meeting of the Travel Committee committee of El Camino Charter High School to order on Thursday Dec 13, 2018 @ 3:41 PM at El Camino Real Charter High School, Conference Room, 5440 Valley Circle Boulevard, Woodland Hills, CA 91367.

B. Record Attendance and Guests

II. Consent

A. Approve Minutes of September 17, 2018 Travel Committee Meeting

Beatriz Chen made a motion to approve minutes from the Travel Committee Meeting on 09-17-18.

Brian Archibald seconded the motion.
The committee **VOTED** to approve the motion.

III. Travel Committee

A. Discuss and Possible Vote on Boys' Volleyball Team Trip to Hawaii

The tournament is from March 21 - 23, 2019; the team will be travelling March 20 - 24. This is the first time the team will be going to this Hawaii tournament. Mr. Archibald asked how fundraising works; Richard Yi, athletic director, advised that the trip is paid through fundraising efforts. The only cost the Committee is asked to review is for the two coaches, their travel, hotel, and meal costs, as well as gas fees. This is the first year the boys' volleyball team is going to Hawaii. Of the 13 players listed, 10 are seniors. The total estimate for everything is a maximum of \$3,500. However, because of questions regarding the total amount requested for rental vehicles, the Committee is comfortable with a total budget of \$3,000. Beatriz Chen made a motion to approve the Boys' Volleyball Team trip to Hawaii, up to a maximum of \$3,000.
Brian Archibald seconded the motion.
The committee **VOTED** unanimously to approve the motion.
Darin Ryburn arrived late.

B. Discuss and Possible Vote on Boys' Volley Team to Las Vegas

This is a two day trip for a tournament, which takes place during the school's Spring Break. The total amount requested for this is approximately \$1,700, for 3 coaches. This would not include lodging, as the team will pay for an Airbnb. Darin Ryburn made a motion to approve the Boys' Volleyball Team trip to Las Vegas, up to a total of \$1,700.
Brian Archibald seconded the motion.
The committee **VOTED** unanimously to approve the motion.

C. Discuss and Possible Vote on Girls' Softball Trip to Las Vegas

This trip is to cover the cost for 4 employees, at a total cost of approximately \$2,300.
Brian Archibald made a motion to approve the Girls' Softball Team trip to Las Vegas, up to a total of \$2,300.
Darin Ryburn seconded the motion.
The committee **VOTED** unanimously to approve the motion.

IV. Closing Items

A. Adjourn Meeting

Beatriz Chen made a motion to adjourn the meeting.
Darin Ryburn seconded the motion.
The committee **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:00 PM.

Respectfully Submitted,
Beatriz Chen