

CHS Athletic Booster Club 2015-2016

Board/General Minutes –January 11, 2016

Agenda	Findings/Discussion	Conclusions/Recommendations	Action/Follow-Up
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<u>Directors</u>			<u>Standing Committee Chairpersons</u>		
Present	Name	Director Position	Present	Name	Position
X	Scott Anderson	President	X (Board only)	Mindy McGrath/Tonia / Jennifer Shaw	Concessions Manager
X	Catherine Moore	Vice President		OPEN	Audit
X	Angela Pilcher	Treasurer		Brad Frost	Corporate Sponsorship
excused	Kristy Sullivan	Secretary	X	Janet Freeman	Scholarships
	Daben Zwald	Parliamentarian		OPEN	Communications
	OPEN	Concessions		OPEN	Membership
	Lorin Koemel	Membership		Fouzia D 'Spain/ Leighann Masters	Fundraising
X	Wendy Starkey	Spirit Wear		OPEN	Merchandising/spirit wear
excused	Steve McIver	Team Liaison			Sports Programs
			X	Brian Sullivan	Webmaster
X	Susan Kenney	Communications		OPEN	Social Media
X	Lisa Schiffner	Special Projects		OPEN	Bylaws
				OPEN	BOD/Election Nominating Committee
				OPEN	Team Liaisons (each sport)

Administrators / Coaches / Other Guests:

	Coach Bart Helsley		X	Coach Dave Maher	
	General Meeting Attendees				
x	Esther Parker		X	Scott Stemley	
X	Chris Pilcher				

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<u>BOARD Meeting Minutes</u>			
<p>1) Call to Order / Roll Call of Board of Directors</p>	<p>Start: 6:00 pm Closed: 6:59 pm See above attendance</p>	<p>Mail: 2 memberships 1 letter jacket bill 1 check from Spirit Driven: (total of fundraiser and we will take our cut from this total of 20%)</p>	
<p>2) Old Business</p>	<p>1. Tennis and Coach Matis requested \$800 for 20 pairs of warmups but concerns arise due to low parent involvement in Booster club and there were warmups purchased last year</p>	<p>1. Increase involvement, have a fundraiser, allow booster club to work concessions at matches</p>	<p>1. Coach Helsley to talk to Coach Madis. Discussion tabled until next meeting. Coach Helsley not present and Coach Maher not aware of topic.</p>
<p>3) New Business</p>	<p>2. Letter Jacket bill received for \$2128.00 3. Winter programs are being worked on. 4. Football banquet is this Sunday. Scott Anderson is going to attend to represent CHSABC.</p>	<p>2. Billing issue is being addressed. 3. Deadline extended on the Winter Program. 4. Lisa Schiffner is going to sell remaining Fall Programs at the Football banquet this coming weekend.</p>	<p>2. Bill will not be paid until we ensure credit has been applied for last year's order (over charged) 3. Helsley will coordinate with the mail room to count and match up to bill 4.</p>
<p>4) New Business</p>	<p>1. CHSABC Scholarship 2. Nominations needed for upcoming</p>	<p>1. Janet Freeman is working on updating the scholarship forms and will have them ready</p>	

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	elections.	in February. 2. Chris Pilcher volunteered for nomination committee.	
5) Spirit Wear	Nothing to report.		
6) Team Liaisons			1. Need a listing of all the liaisons and the sports they are representing
7) Membership			1. Still needing a listing of all the members to increase communications

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GENERAL MEMBERSHIP Minutes

1) Call to Order / Roll Call of Board of Directors	Start Time: 7:00pm See above attendance		
2) Welcome – President	General welcome to attendees		
3) Secretary Report	1. Reported by Catherine Moore	1. Corrections will be made for misspelling of Coach Madis on pages 2 and 6 of the 12/14/2015 minutes. 2. Minutes accepted with corrections.	1) Motion to accept By Chris Pilcher 2) Second by Scott Stemley
4) Treasurer Report	1. Reported by Angela Pilcher	1. October and November Financial Report	3) Oct / November:

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		amendments were presented. 2. December Financial Report was presented. 3. Amended and current financial reports were accepted.	Motion to accept by Lisa Schiffner Second by Chris Pilcher 4) December: Motion to accept by Lisa Schiffner Second by Scott Stemley
5) Director Updates			
5.1) Parliamentarian	Moved over from Oct Meeting: 1) Correction to the bylaws to indicate on campus concessions get 10% to the sub account 2) Update the bylaws section 4.7.D letter 11 and change from “timely manner” to reflect “3 business days” from receipt to the board	Parliamentarian not present, nothing discussed.	1) Bylaws need to be available for review at next meeting
5.2) Membership	1) Membership director not present at meeting. She has missed 4 meeting in a row. A membership list has not been provided to the board or to coaches that have made a written request for the list.	1. Scott will attempt to make contact with Lorin Koemel regarding membership documents and will request assistance from CHS administration and AD’s as needed. 2. Membership forms received over the past few months were given to Susan Kenney to add to the communications list.	3. Review quotes for membership cards at the next meeting 4. Membership on hold as Scott attempts to get documents from current director.
5.3) Concessions	1. Chili / Cheese dispensors from the Gym	1. A work order has been started by Mr. Persyn	

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	<p>Stand went out and had to be replaced. The purchase of these is covered under the Concessions budget.</p> <p>2. Electrical issue in the CHS closet caused the power to go out and the freezer was impacted. All food in the freezer was lost.</p> <p>3. Concession volunteers are needed for basketball and soccer games. All games are listed in Sign-up Genius.</p>	<p>to figure out the electrical issue in the closet.</p> <p>2. Reach out to coaches to help with getting volunteers.</p>	
<p>5.4) Spirit Wear</p>	<p>Nothing to report</p>		
<p>5.4) Communications</p>	<p>1) Susan will add new members to the communication email distribution.</p> <p>2) Information about the upcoming elections has been sent out by email.</p> <p>3) Wendy Starkey has started a Team App for CHSABC.</p>		
<p>5.5) Special Projects</p>	<p>1) Only 2 senior ads for the Winter Athletic Program</p> <p>2) 2 new sponsors (Which Wich and Cane's)</p>	<p>1) Deadline for the Winter Program has been extended.</p> <p>2) New sponsor ads will be in the Winter Program</p>	
<p>5.6) Team Liaisons</p>	<p>1) Need more volunteers for all the winter sports</p>		<p>1. Anyone interested needs to contact Steve McIver</p>

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<p>5) Old Business</p>	<p>1) Scoring table: still obtaining bids and current quotes are from \$3000-\$10000</p> <p>2) Open Positions – Concessions Director. Elections are coming up for next year.</p> <p>3) Funding Request for Coach Madis - requesting 20 pairs of warmups for a total of \$800.</p> <p>4) Invoice received for letter jackets for \$2128</p>	<p>1. Coach Maher still working with the coaches. Will attempt to have bids for the next meeting.</p> <p>2. Elections are coming up for next year.</p> <p>3. Difficult to resolve without information from membership. Tabled until February meeting.</p> <p>4. Scott will continue to reach out to TSR to address the discrepancy with the Letter Jacket Invoice.</p>	<p>1. Tabled until quotes have been obtained and decision needs to be made</p> <p>3. Working on getting membership information.</p> <p>4. Scott is working with TSR and KISD athletic administration (Bob DeJonge)</p>
<p>6) New Business</p>	<p>1) Need a chair for elections to create a nominating committee. (starts in April and slate is in March)</p> <p>2) Request made to address “Donation Plaques” on the items donated by CHSABC (ie press boxes for baseball / softball, goals for soccer, etc) in order to get CHSABC name and recognition out to the parents of athletes at CHS.</p>	<p>1. Chris Pilcher volunteered to head up the nominating committee.</p> <p>2. Tabled, will be researched at a later date.</p>	
<p>7) Next Meeting Date</p>	<p>1) Next meeting date is February 8, 2016</p>	<p>2) Board will meet at 6:00pm</p> <p>3) General Membership will meet at 7:00pm</p>	
<p>8) Meeting Adjourned</p>	<p>At 8:15pm</p>		

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