

CHS Athletic Booster Club 2015-2016

Board/General Minutes –December 14, 2015

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		Mindy McGrath/Tonia	Concessions Manager
X	Catherine Moore	Vice President		OPEN	Audit
X	Angela Pilcher	Treasurer		Brad Frost	Corporate Sponsorship
X	Kristy Sullivan	Secretary		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
X	Steve Mclver	Team Liaison		Jennifer Shaw	Sports Programs
				Brian Sullivan	Webmaster
X	Susan Kenney	Communications		OPEN	Social Media
	Lisa Schiffner	Special Projects		OPEN	Bylaws
				OPEN	BOD/Election Nominating Committee
				OPEN	Team Liaisons (each sport)

Administrators / Coaches / Other Guests:

x	Coach Bart Helsley				
	General Meeting Attendees				
x	Esther Parker				
X	Chris Pilcher				

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<u>BOARD Meeting Minutes</u>			
1) Call to Order / Roll Call of Board of Directors	Start: 6:21 pm Closed: 6:57 pm See above attendance	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%)	
2) Old Business	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	1. Increase involvement, have a fundraiser, allow booster club to work concessions at matches	2. Coach Helsley to talk to Coach Matis. Discussion tabled until next meeting.
3) New Business	2. Letter Jacket bill received for \$2128.00 3. No movement on Winter sports programs 4. Football Banquet is Jan 17 tentatively because they are researching cheaper venue options		1. Bill will not be paid until we ensure credit has been applied for last year's order (over charged) 2. Helsley will coordinate with the mail room to count and match up to bill 3.

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4) New Business			
5) Spirit Wear			
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	Time: 7:07pm See above attendance		
2) Welcome – President	General welcome to attendees		
3) Secretary Report	1. Reported by Kristy Sullivan	1. There was no quorum at the November meeting, reviewed Oct minutes 2. All meeting minutes will be verbally recorded to ensure nothing is missed	1) Motion to accept By Chris Pilcher 2) Second by Esther Parker
4) Treasurer Report	1. Reported by Angela Pilcher	1. the report was off by \$2177.57 2. the square is mixing up the amounts	1) The discrepancy will need to corrected and update for next months meeting

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			2) Mini audit completed between now and Feb to ensure accurate reporting
5) Director Updates			
5.1) Parliamentarian	<p>Moved over from Oct Meeting:</p> <ol style="list-style-type: none"> 1) Correction to the bylaws to indicate on campus concessions get 10% to the sub account 2) <u>Update</u> the bylaws section 4.7.D letter 11 and change from “timely manner” to reflect “3 business days” from receipt to the board 		1) Bylaws need to be available for review at next meeting
5.2) Membership	2.) no new listing provided		<ol style="list-style-type: none"> 1. Review quotes for membership cards at the next meeting 2. Still waiting on current listing of members to communicate (Scott to speak with Membership director)
5.3) Concessions	No new		3. Steve McIver and Wendy to discuss volunteers and increase participation

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5.4) Communications	1) Wendy Burns created a Facebook page for the booster club (Central High School Athletic Booster Club)		
5.5) Special Projects	1) No movement on Sports Programs		
5.6) Team Liaisons	1) Need more volunteers for all the winter sports		1. Anyone interested needs to contact Steve McIver
5) Old Business	1) Scoring table: still obtaining bids and current quotes are from \$3000-\$10000		1. Tabled until quotes have been obtained and decision needs to be made
6) New Business	1) Invoice received for letter jackets (56 or 57) for \$2128 2) The tennis coach Matis is requesting 20 pairs of warmups for a total of \$800. However their sub account doesn't have these funds available due to lack of concession and booster involvement. We purchased half of the warmups last year for a total of around \$400. 3) Need a chair for elections to create a nominating committee. (starts in April and slate is in March)	1. Check off invoice once the order is receive in order to ensure not being overcharged 2. Allow Boosters to run concessions to add to the subaccount and increase parent participation in Booster club memberships 3. Communicate to all existing membership and send a letter including all position listings	4. Waiting for credit from Spring 2015 and Coach Helsley will coordinate with mail room to ensure accuracy 5. Tabled until Helsley speaks with Coach Matis 6. Susan Kenney will send a letter after the holidays and once we receive a current membership listing
7) Next Meeting Date	1) Next meeting date is January 11	2) Board will meet at 6:00pm 3) General Membership will meet at 7:00pm	
8) Meeting Adjourned	At 7:50pm		

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