

# ATHLETIC BOOSTERS

Supporting All Wildcat Sports

## MINUTES

### Centreville Booster Club Minutes

November 14, 2016

The meeting was called to order in the CVHS library by John Purvis, Booster President, at 7:10 PM.

In attendance: John Purvis, Tammy Butler, Leigh Burden, Teri Assel, Monique King, Richard Simmons, Jimmy Sanabria, Allan Assel, Maria Stewart, Marie Cardenas, Rick Kowalsici.

### Approval of Minutes

Minutes were provided for the October meeting and approved.

### Board Reports

#### 1) President – John Purvis

All money in except (2) sponsors. Banners will be taken down for winter for storage and put back up in Spring. Discussed the importance of team representative attendance at Booster meetings - Jimmy will provide list of representatives. Discussed electronic media sold to sponsors and inserting logos into banner line on website – Jimmy will manage and get on the website.

#### 2) Secretary – Tammy Butler

No report.

#### 3) Treasurer – Leigh Burden

Booster Club is solvent - net income of \$60,000 after turf payments. \$22,662 in pending transactions. Other (2) bank accounts have a balance of \$14,600 and \$20,000 respectively.

Monique inquired about monies collected for Spiritwear to date which Leigh is still reviewing/reconciling. As Spiritwear is winding down for the year, need to confirm all monies have been booked. Financials will be reviewed at 12/31 to ensure all deposits have been reconciled. Leigh asked Monique to review detailed deposit spreadsheet for accuracy.

Discussion took place regarding Papa John's and whether invoices are being provided monthly as the vendor committed to this requirement prior to start of season. Vendor overcharged the Club for \$1300 and did not pay for the new banner commitment. Holding invoice for \$679 until vendor reconciles accounting. All agreed to reconcile before year end or will review other vendors for next year.

Jimmy confirmed that the softball field maintenance invoice will be generated. Football field is still under 8 year warranty – currently 5 years old. School will document any repairs needed and send to the company which is covered under warranty – no cost as service is under warranty.

Leigh inquired if a budget was passed last year and it was confirmed that there was no vote on the budget.

#### **4) Membership – Maria Stewart**

Another Wildcat membership was added and Maria is hopeful that winter sports will result in additional memberships. Maria requested that Jimmy provide team representatives for winter sports before next meeting. She also proposed that concession support needs to be addressed and should revert back to the policy of paying teams to volunteer. John confirmed that for all non-CVHS activities, teams were notified about the opportunity to work for payment. Maria advised that we may want to get the word out further on this offering.

#### **5) Spiritwear – Monique King and Teri Assel**

Monique stated that sales were on par with last year. Over 200 clearance items sold and made \$1800 - students were happy with \$5 t-shirts. There is inventory left – suggested having another clearance sale. Monique and Teri have been discounting merchandise and will look to possibly do something for the holidays. Will meet with DECA to discuss utilizing the vending machine for sales. The group also discussed other events at which to sell Spiritwear including holiday bazaar, lunchtime and Pyramid concert in January.

John inquired whether we could promote the merchandise online. Monique and Teri explained that the issue of individuals purchasing merchandise was that many do not pick up the product. Back to School Night held light sales and \$5.00 was the secret to the lunch sale; however, new merchandise cannot be discounted. The group discussed whether to give purchaser an option to pick up purchased item(s) by X date or the merchandise gets donated.

It is difficult for Spiritwear to compete with other team merchandise sales in the Fall. Other teams sell generic merchandise and set up beside the Spiritwear table at home football games. Discussed the pros/cons of Spiritwear continuing long term.

Jimmy will research team merchandise sales. Given the booster club monies go to all teams, a solution is needed. An approval process through Athletics to sell merchandise was discussed. Will determine strategy going forward as the goal is to increase profit for all teams.

Alan commented that the TDC uses merchandise sales to pay for football equipment costs. If unable to continue sales, then TDC will need Booster assistance for these monies. Will continue topic next meeting. Spiritwear does not want to take any sales from the teams – the issue is direct competition at football games.

#### **6) Concessions - Richard Simmons**

One game in October – grossed \$3,000. Last few weeks of SYA - \$500. SYA concessions were \$1250 at championship games. Booths were staffed with the varsity club and had other volunteers.

Continual issue with getting volunteers for games and repeat asks to parents. Discussed mandatory team participation to staff concessions for 2017-2018. Football generates 80% of all concession monies which are used for the betterment of all teams and CVHS. Additional discussion regarding need for Freshmen parents to volunteer for Varsity games. Events should be staffed in advance, not last minute. Will discuss further at December meeting.

Suggestion was made to hire a food truck for weekend events – no volunteers needed and we get a cut of the sales. Will reach out to Anita's/Taste of Centreville vendors for interest.

#### **Team Representative Reports**

##### **Touchdown Club – Allan Assel**

Alan discussed the Spring mulch sale and that, due to Spring Break, the TDC will spread the mulch (3) weeks after delivery. This delay will likely affect sales – if that occurs, TDC will need assistance from Boosters to cover shortfall. Notice will be sent to TDC/Boosters regarding it being a fundraiser for the school.

## **NEW BUSINESS**

### **Marie Cardenas - Communications**

Need to ensure that communications go to all board members and messages sent should come from Booster email, not personal email. This process ensures information is received and can be distributed or updated accordingly when a board member departs.

Marie will be sending out a survey about possible health expo which can be coordinated with the athletic clubs. No cost to Booster Club – get local doctors to participate. Also discussed having another Casino Night – the club broke even last year. Will look at venues.

**Meeting Adjourned at 9:10 pm.**