

# ATHLETIC BOOSTERS

Supporting All Wildcat Sports

## MEETING MINUTES

### Centreville Booster Club Minutes

June 12, 2017

The meeting was called to order by John Purvis, Booster President, at 7:00 PM.

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

### Approval of Minutes

Minutes were provided for the May 2017 meeting and approved by the Board.

### Board Reports

#### President – John Purvis

The Board discussed and agreed with having the August booster meeting before the Meet the Coaches meeting on August 16 and confirmed August 23 for the Back to School Festival.

#### 1) Secretary – Tammy Butler

No report.

#### 2) Communications – Marie Cardenas

No report.

#### 3) Treasurer – Leigh Burden

Booster Club has no outstanding bill payments at year end. Yearend profit: Concessions 30%; Banner sales 54%; Spirit Wear 43.6%. The Board approved the transfer to the Turf Fund of \$9,000 which results in a cash balance at yearend of \$9,500 in checking. Money Market fund balance as of 5/30: \$20,335. Turf Account: \$17,554. John Purvis will provide Leigh with team payment detail to manage payment and requested break out of Sinking/Turf Funds and a snap shot of year end 2016 vs. 2017.

Leigh confirmed with the group that fiscal year end is 6/30 and tax filing deadline is November 30<sup>th</sup>. The board normally files an extension until February 15. We are actively looking for new Treasurer - Leigh will continue with the Treasurer duties until a replacement is in place.

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

Maria introduced Ernest Trammell to the Board – Ernest has prior fundraising experience and was previously involved with the Booster Club. Maria Stewart made the motion to elect Ernest into the Membership Director position, Tammy seconded and all board members approved. Maria will assist with the transition of duties and preparation for the August membership drive. Membership form for 2017-2018 will be forwarded to Jimmy to hand out and/or distribute during the summer and with sports notifications.

#### **5) Spirit Wear – Teri Assel/Monique King**

Monique provided an update regarding spirit wear orders and inventory. Vendor currently has a sale and needs to be paid Net 30 days. Monique requested that Boosters cover the cost \$520 for 96 shirts and confirmed \$1600 for full order. John Purvis approved to pay for the full order (\$1600) through the Booster Club with board approval.

Boosters received \$140 from the school vending machine for clearance items – Monique suggested doing a clearance sale at the Meet the Coaches event as well. Re: DECA vending machine, due to some incidents/issues, may not be available for next school year. The board discussed “blue out”, “black out”, etc. events for Varsity football games and how to better organize and plan for shirt/apparel sales. SGA has been asked to provide advance notice of planned events in order to better coordinate.

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

Last event of the year – Union Mill vs. Colin Powell basketball game – resulted in \$1300 for concessions. Current inventory being utilized by football team for end of year cookout and will reimburse Boosters for used product. Boosters are arranging with LRR swim team to provide food/drinks from sitting inventory and team will reimburse to Boosters at end of summer.

#### **7) CVHS Athletic Director – Jimmy Sanabria**

Spring Sports officially over – outstanding team performances. Next school year, CVHS will be in a new region consisting of 17 schools. School will be part of the Northern Region and there will now be (4) regions in the state.

CVHS will host USA Gymnastics championship in April for 2 days. The school will receive 100% of concession revenue. USA transports their own equipment and mats. CVHS will also host a regional wrestling tournament for (2) days in February.

The board discussed the importance of parent involvement/volunteers for Varsity football games. Maria recommended paying teams to work Varsity football games and suggested using 1/2 the concessions for scrimmage nights. There was discussion regarding filling the concession stand manager position – year round coverage would be preferable.

The Athletics Department requested assistance from the Boosters with a beautification project for CVHS. The group discussed the planned landscape design and requested detailed drawings to review at next meeting for improvements around stadium and field hockey field. Utilizing concrete or asphalt by the stadium and a sidewalk from existing concrete path to the bleachers on the Field Hockey field was also discussed.

Jimmy requested approval for 200 linear feet of new 4' fencing behind the field hockey field - the cost is \$2,463.87 for the new fence. A new wind screen with “Wildcat Sports Complex” was also requested for the fence with a cost of \$1,067.19. John Purvis made a motion to approve the fence and windscreen expenses which was seconded by Monique King and approved by the board.

The group discussed making improvements to the baseball and softball fields in the Fall. The goal is to improve the entrance and install additional fencing to better secure the fields in order to host future tournaments and events. These improvements will increase future revenue to CVHS and booster concessions by enabling additional hosted events. The board will resume this conversation in the Fall following the membership and banner sale drives.

The board also discussed the Eagle Scout Project to build a 10x10 shed by the concession stand to store the grills and request for a contribution. Maria Stewart made a motion to approve up to a \$650 contribution and John Purvis seconded with board approval. The Board will await a detailed drawing of the shed to be signed off by John Purvis and up to a \$650 contribution will follow, if they are unable to fundraise all of their own funds. John Purvis and Tammy Butler will follow up with Collin Nelson regarding additional information and drawings.

#### **TEAM REPRESENTATIVE REPORTS**

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

No report

**No other team representatives attended the meeting.**

**Meeting Adjourned at 8:45 pm.**