

Patriot Booster Club
Summer General Membership Meeting
September 13, 2017

Board Members Present

Steve Daves, President

Dawn Harvey, Secretary

Jeremy Reeve, Treasurer

Theresa Brown, Member at Large

Brad Qualls, PHS Activities Director

Board Members Absent

Jeffery Loague, Vice President

Committee Chairs Present

None

The meeting was called to order at 6:33pm

Officer's reports

- Treasurer's Report (Jeremy Reeve)–accounts have been balanced as of 8/31/2017; operating general fund balance is \$65,825.14; an additional \$18,000 was deposited today and has not yet been added to that balance; Team/club accounts have been updated as of 8/31/2017; Jeremy and Brad have been working to make sure all accounts are updated correctly; Jeremy is happy to review any account with anyone interested, contact him via email
- Secretary's Report (Dawn Harvey) – minutes for August meeting have been posted, website has been updated
- Member at Large Report (Theresa Brown) – board approved:
 - Video system equipment for athletics program;
 - New flags for the football field

Committee Reports

- Spirit Wear (Steve Daves) – sales are going well; have had a good amount of volunteers for events; have sold about \$15,000 of merchandise to date;

trying to get more volunteers to be able to sell during lunches; open to any ideas for merchandise, let anyone on the board know if you have any

- Concessions (Steve Daves) –
 - Thank you to the Boys and Girls Lacrosse teams and Culinary club for their support and hard work at last weeks' Varsity game concessions, was very busy, sold over \$4,000 of product,
 - Experimented with a satellite site at the football game on Friday night, seemed to go well and lower lines at the main concession stand
 - Field Hockey and Volleyball have done an excellent job covering their own events to date; still need managers from the volleyball team for upcoming events
 - New grills are working great and the jumbo pretzel made things easier – 150 plus pretzels were sold during Friday nights football game
 - If anyone is interested in being trained as a manager, please reach out to Gayle at jenkinsgk@verizon.net
- Membership/Sponsorship (Steve Daves) – we have had several new members sign up; Jeff is currently out of town so other board members are completing his duties in the interim – no list as a result; please encourage parents to become members – can sign up via paper or online; business sponsorship and advertising forms are also available online

Old Business

- BJ's Membership Drive has begun; will continue through 9/30/2017; all forms must be turned into the main office to Gayle Jenkins attention; available to both new and current memberships – 13 month time frame will be added when current membership expires; details have been emailed, put on Facebook and tweeted out; Booster Club will earn \$5 for every membership obtained during this drive
- Pioneer Cards sales have been great; fall teams are working on closing their sales and returning any cards that were not sold; any winter teams that have requested cards obtained them this week; still have 110 cards to be sold that can be distributed to those interested; any un-retained cards result in a \$20 charge to the team/club; \$6 per card sold is added to the

team/club accounts and will be done after your team has had all cards and funds returned

- Orchestra request was presented – one student was selected through competitions to the All National Orchestra which is held at Disney; \$850 is being requested which covers the registration, hotel, meals, transportation to and from the venue, tickets to the park and other activities; board will consider request during executive session

New Business

- New team/club funding requests –
 - No new requests
 - There will be a new policy this year-must be at the meeting to present your request, students are encouraged to come and present the request themselves
 - Mulch – tentatively set for the first weekend in April; hoping to get the information out in early December; will be due mid-March; toning down delivery area this year – anything further than this side of Haymarket, Fauquier will be asked to pick up their mulch
 - This is the last year Steve, Jeff and Dawn will be on the board, all have Seniors, need people to consider positions so spread the word; we have ways to get involved now, don't have to wait

Next meeting will be October 11th at 6:30pm in the Drama Room

Meeting was adjourned at 6:52pm

Executive Session - Called to order at 7:03pm

Club balances were reviewed – Ping Pong is no longer a club, funds can be moved to the general fund

All National Orchestra request was discussed; Jeremy moved to fund \$600 of the request based on agreed upon per diem rates, breakdown is as follows:
\$133/night for lodging for 3 nights (\$400), \$25/day for food (\$75); \$125 for

registration fees; Brad seconded motion; motion discussed and passed with 5 in favor, 0 naes

Hurricane donations collected, money still coming in so overall total has yet to be determined; Theresa moved to contribute \$500 from the general fund toward the donation; Brad seconded motion; motion passed with 5 in favor, 0 naes

Process for making funding requests and changes to policy were discussed. Theresa moved to change policy as follows, Jeremy seconded the motion; Motion was discussed and changes were approved – 5 in favor, 0 naes. Number 2 of Section 4. Funding Requests under Article VIII Relationship with School Administration has been changed to:

2. The Board of Directors shall publish and maintain policy outlining:
 - A. The process for requesting financial support from the general fund
 - B. The types of requests that are eligible for financial support from the general fund
 1. Tangible items housed within the school
 2. Travel in accordance with travel policy
 3. Other items at discretion of board

A Number 3 of Section 4. Funding Requests under Article VIII Relationship with School Administration will be added and read as follows:

3. To be considered eligible for financial support from the general fund
 - A. Requesting activity must have actively participated in Booster Club fundraising (i.e. Patriot Cards/Mulch) and volunteer efforts (i.e. Concessions/Spirit Wear sales) during the previous and current academic school year
 - B. Activity Sponsor must present request at Booster Club meeting in person
 - C. A minimum of half of the amount being requested must be current in the Activity's Booster Club account prior to submitting their request

Current Travel Policy and revisions were discussed. Dawn moved to change the wording in the Travel Policy as indicated below, Brad seconded the motion. Motion was discussed and changes were approved – 5 in favor, 0 naes

Patriot High School Booster Club

Travel Reimbursement Policy

1.0 Scope

This policy outlines the conditions where the PHS Booster Club supported Athletic Teams and Clubs can apply for reimbursement for travel expenses. The Booster Club will ~~reimburse~~ **consider reimbursement for** students and ~~facility~~ **faculty** coaches or sponsors for the following travel:

State competitions where PHS students have progressed to the state or national level or have been selected to participate in a state or national conference, show, competition or other state or national level event where the student(s) through merit has been selected to attend.

2.0 Purpose

The purpose of this policy is to insure that all students can easily afford to represent Patriot High School at State or National events where their merit on or off the field has warranted their participation in the event.

3.0 Policy

1. Items eligible for reimbursement

The following items are eligible for reimbursement **consideration:**

- a. Lodging
- b. Meals
- c. Registration fees

2. How much will be ~~reimbursed~~ **considered for reimbursement:**

- a. Lodging ~~will be reimbursed~~ at the GSA rate for the zip code where the event is being held. The GSA lodging rates can be found at <http://www.gsa.gov/portal/content/104877>
- b. Meals ~~will be reimbursed~~ at the flat rate of \$25 per day
- c. Registration fees will paid by the Booster Club

3. Payment

The Coach or Sponsor is responsible for coordinating with the Club Treasurer for reimbursement of costs to the Team, Club or Student.

Executive Session adjourned at 8:20pm