

PVI ABC GENERAL MEETING MINUTES

Date: January 25, 2017
President: Kim Perry, President

The Booster Club Officers in attendance were:

Kim Perry, President
Robert Thibodeau, Fundraising
Courtne Cho, Special Events
Shelly Costello, Team Representative
Tracy Perry, Communications

The Coaches and Team Reps in attendance were:

Billy Emerson, Athletic Director	Roberta Fisher, Finance
Michael Grandizio, Football	Laura Kruczkowski, Finance
Sam Farrar, Volleyball	Chuck Loxing, Golf
Mary Mandroc, Volleyball	Anita Becker, JV Basketball
Amy McConville, Field Hockey	Teresa Paquette, Cross Country
Kelly Cunningham, Girl's Lacrosse	Lisa Emerson, Dance

Athletic Director Welcome (Billy Emerson)

AD Billy Emerson thanked everyone for attending the meeting and expressed his appreciation for their work on behalf of their teams.

President's Report (Kim Perry)

President Kim Perry introduced the Board Members who spent a few minutes explaining their role in the Booster Club. Jim Holler is out for an undetermined period of time for medical reasons. Any membership questions should be directed to Kim. Kim also presented the vision of the ABC, which is to provide financial support to all athletic teams outside of the funds provided by the Athletic Department.

Finance Department Report (Roberta Fisher and Laura Kruczkowski)

Finance Department representatives Robert Fisher and Laura Kruczkowski reviewed how funds are accounted for in the Athletic Department. Finance uses Quick Books accounting program and maintains a spreadsheet for every sport in the program. The books are accurate through January 15th and financial reports for each team have been printed. Coaches are the only people who can request a copy of these from the Athletic Director. Roberta and Laura will place the most current report in each coach's mailbox on Thursday, January 26th for review. Each team is asked to keep track of all expenses and money received to reconcile with the spreadsheet. Please make copies of all PO's before they are turned in.

Membership Report (Kim Perry and Tracy Perry for Jim Holler)

- 50% of membership dues can be allocated to team (s) of your choice. 50% is allocated to the Booster Club General Fund to benefit all teams.
- New website is up and running. Website is easy to navigate and allows for online payments through PayPal.
- Membership is discounted 25% through April for all levels.
- Suggestion was made to make it “visible or exciting” when new members join the Boosters by announcing recent members on the website.
- Booster Club will be increasing their presence at home games. Suggestion was made to partner with the teams to presale tickets or provide special transportation to championship games.
- Membership drive will continue through the summer and fall. Participation at the Summer Sizzler and all home football games is planned. Suggestion was made to have a membership drive competition for each team where a prize is awarded for the highest percentage of membership.
- Coaches have requested a list of their parents that have Booster membership. Kim will have these sent to each coach.
- Boosters will have an ad in each team’s media guide. Courtne will send an updated ½ page ad to all spring team sports reps.
- Coaches and team reps should encourage joining Booster Club at the beginning of the season.

Communications (Tracy Perry)

Tracy Perry reviewed her responsibilities for Booster Club communications. These responsibilities include recording all meeting minutes, responding to all emails and correspondence from the AD, inserting notices in Panther Press and Thursday’s Thoughts and email blasts.

Special Events (Courtne Cho)

- Casino Night is May 6, 2017. Last one was held in 2012. Goal is to have fun and thank everyone for a fun and productive school year.
- Will need volunteers for the event. Spreadsheet was reviewed for committees and timelines.
- Casino night will need volunteers from each sport to provide an item or basket for auction (minimum value \$100). Suggestions included special parking at events and avoiding ticket lines with special pass. Courtne and Shelly will work together to communicate with each team regarding volunteer needs for the event. Deadline will be April 28th.

Banner Program (Robert Thibodeau)

- Simplest way to raise funds. Banner is on display for one calendar year. Donation is tax deductible.
- Color scheme is black and white. Suggestion was made to allow color.
- Sale of banner program is slow. Pricing concerns were discussed. Suggestion was made to bundle media guide ad placement with a banner sale. Another was to make an announcement at half time thanking our banner sponsors.
- Ideas for potential banner customers are realtors, financial planners, and small businesses.

Team Representative (Shelly Costello)

- Team Reps are critical to success of Booster Club.
- Expectation is attendance at 4 meetings/year.
- Check request (reimbursement) and Deposit forms are available online.