

Pirate Booster Club Board FINAL Meeting Minutes
August 12, 2014

In Attendance:

Christina Brons	Jenn McCloskey
Jean Choi	Jim Mockus
Chris Daly	Lisa Mockus
Alissa DePue	Patti Rasor
Suzanne Dowd	Joan Scovic
Linda Gump	Donna Schneberger
Meghan Haddad	Lora Schallmoser
John Helminski	Gary Steiger
Lisa Helminski	Julie Towers
Jerri Helms	Frank Vitucci
Sajeena Jayaprakash	Eric Wasowicz
Teja Kics	Barbara Weiss
Ann Lawrence	Karen Williams
Deb Lemonidis	Steff Woell

Alissa called the meeting to order at 7:00 p.m.

1. General

- a. August agenda reviewed and approved by PHS Booster Committee. Motion to approve by Donna and second by Joan. Motion was passed
- b. June Draft Meeting Minutes reviewed and approved by PHS Booster Committee. Motion to approve by Donna and second by Jenn. Motion was passed
- c. A welcome to the 2014-2015 school year and introductions were made.
- d. Submit all committee reports in a timely fashion so we are prepared for our monthly meetings. A template will be distributed via email for all committees to use and return to Chris.
- e. Volunteer ID's can be distributed to a booster committee chair who is a frequent flyer to the school. Email Alissa a head shot of yourself with your name and committee and an ID badge will be made. One week turnaround time.
- f. A PHS Boosters correspondence file box has been created for each meeting. At each meeting, remove all correspondence and return folder to file box before you leave the meeting.
- g. Edited 2014-2015 PHS Booster Board to be distributed and placed on Facebook once complete.
- h. Standing rules were changed in June. Standing rules can be changed within the committee. A date will be placed on the Standing Rules.
Craft fair will have two votes, dinner auction 1 vote, corporate contributions 1 vote, membership 3 votes, music 4 votes, newsletter 1 vote, pirate pact 1 vote, post prom 2 votes and everything else will remain the same.

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2. Financial

- a. Budget has been reviewed, approved and report filed for audit. Motion to approve by Donna and second by Joan. Motion was passed
- b. Concessions and store finances decreased but the post prom increased.
- c. Mini Grants were budgeted for \$30,000 but spent \$40,000.
- d. On-line store will be eliminated from financial sheet. New category will be freshman gift (school planners).
- e. One correction to budget was for support activities. \$1,250 for maintenance lunch but no date was set and not held last school season so it will be held this school season. Will increase it by \$720. Motion made by Linda to approve and approved by committee.
- f. Administrative expenses: \$11.01/month for QuickBooks Online, Web Expenses: Jot form renewal in August is \$45/year and Ipower renewal in September is \$133.65/year.
- g. When financial activities occur within your committee, Christina will send your financial report to you for you to reconcile your numbers so they match with hers.
- h. Balance Sheet: Cash basis. No Accounts receivable or account payable. Cash: \$56,000. Motion was made and approved.
- i. AUDIT COMMITTEE: An audit committee has been formed and approved. General member will be Cara Singer and the two board members will be Joan Scovic and Karen Williams. The signers from previous school year will be available to answer questions during this meeting. This meeting will be held in September and presented at the October meeting.
- j. Policy and procedures for the use of the booster's debit card will be reviewed at the September Board meeting. Currently Boosters debit card is only used for annual renewable expenses that require EFT payments. Should the use of the debit card be expanded to include other categories of expenses?

3. Committee Reports

- **Concessions** – Team members are still needed. Pizza Bella will still be used.
- **Craft Fair** – Flyers will be distributed. Volunteers for life hours will be used.
- **Dinner and Auction** – Will be held on February 27, 2015. 40 people are needed to promote tables of 10 people. The goal is to have 500 people attend this event. Jim Cornelison will be present for photos, singing of the anthem. This is a big affair and many volunteers will be needed.
- **Corporate Contributions** - This committee will be separate from Dinner and Auction and will report separately.
- **Membership** - 451 members so far and just shy of \$20,000. Does not include grandparents or additional donations.
- **Music** - Excited about the 2014-2015 school year. Next month exciting things will start to happen.

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- **Newsletter** - This Friday, August 15 is the deadline for articles/pictures for the newsletters distribution on or before August 21. Remember to highlight volunteers in your articles and send any pictures of events to Lisa. Your articles can also mention how many volunteers are needed for each committee.
- **School Store** – The school store needs volunteers. Last day to submit your Booster spirit wear is August 27.
- **Sports Program Team** - Need a winter sports committee chairperson. Will get more information for the committee on where to send pictures to. Laura Shock is the coordinator for the printer. Boosters receives the books and \$1,000 a year. Ramona and Debbie will proof the book. Royal Publishing prints the books. The dinner auction takes place in the winter, but will post a “save the date” add in the fall program. The book will include the Special Olympics also.
- **Support Activities** - No discussion.
- **Technology Website** – Will update and post information when approved.
- **Technology Facebook** – Will update and post information when approved.
- **Volunteer Coordinator** – Joan Scovic will be volunteer coordinator.
- **Ways and Means** - First Dine & Share will be August 19 with Pizza Bella. Refer to August committee reports and website for all future dine & shares with dates and times.
- **Principal Report** - School is ready to open. Still have 600 students to register. The principal advisory board will be organized soon.

PHS Pirate Booster Meeting Schedule: (7:00 p.m. in Principal's Conference Room)

October 14, 2014	January 13, 2015
November 11, 2014	February 10, 2015
December 9, 2014	March 10, 2015
	April 7, 2015
	May 12, 2015
	June 9, 2015

Alissa adjourned the meeting at 8:11 p.m. by Alissa

Chris Daly
PHS Booster Secretary

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Officers of the Executive Board

President: Alissa DePue **Treasurer:** Christina Brons

Vice President: Linda Gump **Secretary:** Chris Daly

Executive Board

Concessions: Matt Trembley – open positions

Corporate Contributions: Ann Lawrence and Eric Wasowicz

Craft Fair: Jean Choi and Sajeena Jayaprakash

Dinner Auction: Julie Towers

Membership: Jean Choi, Suzanne Dowd and Darcy Killigrew

Music: Barbara Weiss

Band: John Helminski and Lisa Helminski

Choir: Dawn Charlier and Patti Rasor

Orchestra: Teja Kics and Paula Perone

Newsletter: Lisa Helminski

Pirate Pact: Lyn Bremanis

Pirate Treasures Store: Steph Woell and Lora Schalloser

Pirate Treasures Store (On-line): Jenn McCloskey

Post Prom: Jim Mockus and Lisa Mockus

Publicity: Joan Scovic

Scholarship: Krista Spaletto

Social Media: Jerri Helms

Sports: Deb Lemonidis, Ramona Tyack and one open position

Support Activities: Karen Williams

Technology Website: Frank Vitucci

Technology Facebook: Jerri Helms

Volunteer Coordinator: Joan Scovic

Ways and Means: Donna Schneberger

Principal: Gary Steiger

Assistant Principal: Mike Alther