

**Pirate Booster Club Board FINAL Meeting Minutes
February 10, 2015**

In Attendance:

Alissa Depue	Patti Rasor
Chris Daly	Donna Schneberger
Suzanne Dowd	Krista Spaletto
Linda Gump	Julie Towers
Lisa Helminski	Matt Trembley
Jerri Helms	Ramona Tyack
Ann Lawrence	Frank Vitucci
Jenn McCloskey	Eric Wasowicz
Lisa Mockus	Karen Williams
Jim Mockus	Steff Woell

Alissa called the meeting to order at 7:00 pm.

1. General

- a. February agenda reviewed, motion to approve made by Jenn and Donna seconded. Motion was passed.
- b. January Draft Meeting Minutes reviewed. Motion to approve made by Jenn, Donna seconded and approved by PHS Booster Committee.
- c. All booster artwork, ads, posts, forms, flyers, announcements, etc. must be submitted to Alissa to proof and approve prior to print, post or distribution. Carbon copy Alissa on all booster related correspondence.
- d. It is that time of year where Boosters needs to know if you are returning to your current Booster position for the 2015-2016 school year. Sign up sheet will be passed around at meeting or email Alissa directly. Alissa will then forward the information to Linda Gump (nominating committee chair).
- e. A bylaw committee may need to be formed. Few housekeeping changes made to the Boosters bylaws. Alissa will research to see if a committee is required for these changes.
- f. When creating and submitting information regarding your committee, please don't request other committees to create flyers, wording, images, etc. Some committees are not the content committee but volunteers for their committees only. Be creative, get new content and submit everything by deadlines.
- g. Charitable contributions from Booster committees:
 - Membership – dinner auction donations and membership
 - Concessions – donate 20 student meals, dinner auction and food for end zone parties
 - Store – products to Jr. High Dances, products for dinner auction and products donated for charity

These contributions explain why there isn't a higher monetary number at the end of the school year. These committees are donating to the community. When submitting your budgets for next school year, submit your committee's budget request and request the charitable amounts. This will reflect an accurate reflection.

General (continued)

- h. With Alissa's new job, she emphasized that she will need more assistance from the Boosters Board. Optimally she would like someone to shadow her for the next school year.
- i. With spring break approaching, Joan Scovic will be the contact person during this time.
- j. Allegra is a Palatine based printing company. Reach out to them to provide you a quote for any printing jobs your committee may require.

2. Vice President

- Linda Gump will be forming a nominating committee, per our bylaws. This committee will consist of at least two general members and at least three board members. Cara Singer and Meghan Haddad will be the community representatives.
- Tax Exempt status is being reviewed. The lawyer is helping with this and he is more than 100% certain that we shouldn't be paying taxes as we are a not for profit organization.

3. Financial

- Questions regarding financial status will be filed for audit. Motion was made and passed by the PHS Boosters.

4. Dinner Auction Update and Contribution

- Goals are to exceed our budgeted income of \$32,000 and have 500 guests. Currently at 407. Want to increase awareness of PHS Boosters and make this a fun, memorable and efficient event.
- Currently tracking at \$44K profit. 11K in sponsors, \$7k in dinner, 12k in area fundraiser, 4k for live auction and 10k silent auction.
- In attendance will be Jim Cornelison, state senator, police chief, etc.
- Thank you to Jerri, Joan and Frank for getting the word out to the community.
- 300 guests are signed up for express checkout. Will have six credit card swipes for check in/checkout.
- Jim Cornelison t-shirts will be sold for \$25 each with a profit of \$10 each for boosters.
- Live auction items are exciting. Kenny Chesney and Jason Alderman concert tickets, Cubs tickets, 3-day condo stay at Treasure Island, Florida, dinner for eight with private chef, Medinah Country Club golf outing for 3, VIP stadium parking for all home football games, etc. Auctioneer for this event will be Don Kronberg.
- Silent auction items will consist of Hawks tickets, Bulls tickets, Cubs, Bears, Wolves, WWE, concerts, shows, golf pirate pride basket, activities, experiences and much more.
- Some of the other items will consist of six VIP graduation packages (parking, early entrance, two extra seats), grub grab, wine cork pull, marquee madness, boozter wagon raffle, 50/50 raffle and Jim Cornelison t-shirts.... and a lot more items not listed.

WHAT'S LEFT?

- Program booklet is 95% complete. Sponsor welcome signs, area sponsor signs and table tent cards completed. Grub grab almost complete and check in and checkout almost complete.
- **STILL NEEDED:** Wine, gift cards and more people to attend. If able, please purchase a bottle of wine (\$20 value) or gift cards to donate. PLEASE.
- Six laptops and three printers will be utilized for check out.

WHAT'S LEFT? (continued)

- Meeting at the Cotillion Banquet Hall will be February 11th to go over the set up. More volunteers are needed for set up and bagels and coffee for the day of set up. Alissa will provide the bagels and coffee. IT people will assist the morning of in setting up the laptops and cords to ensure everything is running properly.

5. Scholarship

- Seeking people to be on the scholarship committee to review 60 applications. This committee will meet once to decide who will receive the scholarships. Please email Krista Spaletto. No senior parents can be on this committee. Alissa will be on this committee.

6. Ways and Means

- Thursday, February 12th was Wendy's Dine and Share and Pizza Bella will be Tuesday, February 17th. After the dinner auction, will put a push on graduation signs. You don't have to have a Paypal account to order signs.

7. New Business

- There is interest in having two new board roles and these will be added for the 2015-2016 year.
 - Photographer – Coordinate a group of people to assist in taking pictures at PHS events. This position does not have to attend every event to take pictures but will be the coordinator of organizing to receive pictures from the new committee members and will forward to the media outlets when required. This will be a year-long role and requires expert organizational skills with the use of computers and photos.
 - Graphic artist – Assist in in program books, flyers, creating ads, etc.
- Kissane update: Fremd Vikings Boosters sent in a donation for Kissane family and a thank you banner has been signed by PHS Boosters to be sent to Fremd.
- Ford Drive One for Your School – May 2nd from 8 am. to 2 pm. Alissa, Donna, Barbara, Patti and Steff will be on this committee.

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

March 10, 2015

May 12, 2015

April 7, 2015

June 9, 2015

Alissa adjourned the meeting at 8:02 pm.

Chris Daly
PHS Booster Secretary