

**Pirate Booster Club Board FINAL Meeting Minutes
October 14, 2014**

In Attendance:

Christina Brons	Deb Lemonidis
Dawn Charlier	Jenn McCloskey
Jean Choi	Donna Schneberger
Chris Daly	Gary Steiger
Alissa DePue	Julie Towers
Suzanne Dowd	Matt Trembley
Linda Gump	Ramona Tyack
Meghan Haddad	Frank Vitucci
Lisa Helminski	Eric Wasowicz
John Helminski	Barbara Weiss
Sajeena Jayaprakash	Karen Williams
Teja Kics	Steph Woell
Ann Lawrence	

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

1. General

- a. October agenda reviewed, Alissa requested the addition of Karen William's Support Activities committee report before the audit review. Jenn made a motion to accept the agenda with that addition and it was seconded by Donna and approved.
- b. September Draft Meeting Minutes reviewed and approved by PHS Booster Committee. Motion to approve by Donna and second by Jenn. Motion was passed.
- c. All booster artwork, ads, posts, forms, flyers, announcements, etc. must be submitted to Alissa for proofing and approval prior to any printing, posting, distribution, etc.
- d. Continue to copy Alissa on all booster related correspondence.
- e. District 211 Superintendent's Advisory Committee will consist of PHS Representatives: Jean Choi, Joan Scovic and Alissa DePue (alternate). They will attend the meetings and report information back to the Boosters. Additionally, if you have any questions, comments or concerns, share them with Jean, Joan or Alissa and they will address them with the council.
- f. **AUDIT REPORT:** The audit report for the 2013-2014 school year was distributed at this meeting for your files and review. It is also attached separately via email on October 18, 2014. A motion was made by Linda to approve the 2013-2014 audit report and it was approved.

**Pirate Booster Club Board DRAFT Meeting Minutes
October 14, 2014**

2. Financial

- Icompete:
The PHS Pirate Booster Club contributed \$50 to ICompete in the memory of Kevin Kriston, Debbie Rohrwasser's nephew who tragically passed away in August. Debbie was very touched, and both Mrs. Guthrie from PHS-Life hours, and Mrs. Millin from the Palatine Opportunity Center were so pleased that we thought of the ICompete committee. The donation will go toward the ICompete Passport Program since this program is mentored by PHS seniors.
- Reminder:
Please allow one week for check requests and petty cash requests. ASAP requests should only be in emergent situations.
- Financials:
Correction to my chair report: the postings are for the month of September and not August as mentioned in my chair report.

3. Committee Reports

Corporate Contributions Presentation and Vision

- Raising money for: commit to pirate, Palatine promise, student incentive programs, mentor programs, scholarships for college-bound seniors, safe post prom event, music programs, art programs, etc.
- Corporate Contributions committee has reviewed records from past dinners, met with representatives from other schools and charities to learn from them. Attended other dinner auctions to get new ideas and learn how to use events.org program. Made some changes to generate interest and excitement.
- How will we exceed \$32,000? Maximize our resources and relationships. Corporate/company sponsorships, direct monetary contributions, one-of-a-kind entertainment and offer unique items resulting in high bid pieces.
- Reach out to friends, relatives, coworkers, neighbors and business owners. Many people are happy to be involved. Ask them if they are willing to support our efforts.
- CREATE SPONSOR LEVELS
 - Captain - \$500 – sponsor one of the following areas: wall of wine, boozter wagon, senior pirate corner, grub grab, marquee madness, JC and 50/50. This level will receive ½ page color ad in program, name/logo on welcome sign and table sign. Thank you in PHS Boosters newsletter and Facebook. Name/logo with link on PHS Boosters website through June 2015.
 - Sawshbuckler - \$300
All of above from Captain level except not a sponsor area.
 - Buccaneer - \$200
½ page black and white ad in program, thank you in Boosters newsletter and Facebook, name/logo on PHS Booster website through June 2015.

If you have any leads to sponsors, please let Ann or Eric know.

**Pirate Booster Club Board DRAFT Meeting Minutes
October 14, 2014**

Committee Reports Continued

Corporate Contributions Presentation and Vision

- Direct monetary contributions can be made directly on the registration page at events.org/pirate dinner. Donor form lists specific amounts.
- Number of items available for auction, etc. will be reduced to make it easier to spend money and to create unique items.
- Looking for big ticket items such as dining experience with a personal chef, lake house within two hours, box seats to sporting events or theater. Silent auction items can consist of sports memorabilia, sporting tickets, family fun items, PHS items, etc.
- Teachers have been a reliable source for items in the past. Organizing Grub Grab for teachers to provide \$25 gift cards to restaurants in the Palatine, Deer Park, Kildeer, Barrington and Arlington Heights areas. Will display and categorize cards according to type on a board. Guests will pay \$20 cash or a paddle number. Cards with a \$50 value are randomly scattered as an extra surprise.
- Wall of wine cork pull will be held. Liquor stores and parents to donate 100 bottles at a value of \$20 or greater. Will be wrapped in red and white tissue papers. There will be a number on the bottle and the cork and people will receive the bottle that matches that number. \$20 cash for each cork or paddle number. They can enjoy the beverage at dinner or take home.
- Other items will include 50/50 raffle, senior pirate corner and boozter wagon.
- To get 500 people, table captains will be utilized to secure 10 people (including captain) to fill a table. Reach out to neighbors, friends, alumni, business owners, freshman parents and junior high parents.
- Cost of event is \$55 per person before January 31 and \$60 after. Use events.org/pirate dinner now to register.
- Use credit card number and the credit card number will be securely saved in events.org database. If you want to use a different credit card on the night of the event, you can use a different credit card number at check-in.
- If you want a table and want to pay for your guests, you will need to have all names and meal selection prior to registration.
- An email confirmation and receipt is sent when online registration is complete.
- When registering to sit at a particular table, make sure table captain name is spelled correctly.

Support Activities – Karen Williams

- The faculty breakfast and homecoming dance went very well and ran smoothly. Many thanks to all the volunteers.

**Pirate Booster Club Board DRAFT Meeting Minutes
October 14, 2014**

4. My Rockin Role Descriptions:

President – My Rockin Role – Alissa DePue

- Serve as the Chief Executive Officer of The Club.
- Preside at all meetings of this organization, the Board and the executive committee.
- Be a member ex-officio of all committees except nominating committee and if authorized to sign checks, the audit committee.
- Sign all legal documents, including contracts.
- Be responsible for other duties as may be assigned to them by the organization, the Board or the executive committee.
- Have the general powers and duties of supervision and management usually vested in the office of president of an organization.
- Be responsible to verify that federal and state not-for-profit tax returns have been submitted annually by the federally mandated due date.

Vice President - My Rockin Role - Linda Gump.

- Act as aide to the president and shall perform the duties of the president in the absence or inability of that officer.
- Assist in the organization of bylaws, audit committee, scholarship committee, nominating committee and review bylaws every two years.

Treasurer – My Rockin Role – Christina Brons

- Provide the financial aspect for The Club.
- Have custody of all bonds and securities and shall keep in books, belonging to The Club, full and accurate accounts of all receipts and disbursements.
- Deposit all monies, securities and other valuable effects in the name of The Club.
- Disburse the funds to The Club within a reasonable time frame from receipt of written request.
- Attend all regular meetings.
- Responsible for filing tax return documents to the IRS annually by due date.
- Annually obtain bond insurance for the board.
- Assist in the organization of the Budget Committee and provide access to all documents needed for the annual audit.

Secretary – My Rockin Role – Chris Daly

- Compile all committee reports before monthly meeting.
- Attend all meetings of general membership and preserve in books the true minutes of the meeting.
- Receive and maintain copies of all correspondence pertaining to The Club.
- Prepare and publish all minutes from Board meetings to the members of the Board within 10 days of the meeting.

**Pirate Booster Club Board DRAFT Meeting Minutes
October 14, 2014**

My Rockin Role Descriptions Continued

Principal – My Rockin Role – Gary Steiger

- Educational leader of the school and provides input regarding school topics to the PHS Boosters.
- Between Gary and Mike Alther, one will attending our monthly meetings.
- Joan, Cindy and Laura are the “go to people” as initial contacts if you have questions for or needs from Gary, Mike or Jerry. Building requests should be brought to Cindy Rogers, who will forward them to Make Alther. He authorizes all facility/building requests.
Principal, Gary Steiger's secretary is Joan Costabile.
Vice Principal, Mike Alther's secretary is Cindy Rogers.
Athletic Director, Jerry Dobbs' secretary is Laura Schock
- Palatine High School is a school organization that supports all organizations, programs and clubs.

5. New Business

- **Freshman gift ideas** – historically approximately 700 planners are distributed to incoming freshman. With the use of iPad's, planners have become obsolete. Discussions will be had with the freshman class and 8th grade class coming in about what they would like to have. Planners cost \$1.56 each. New ideas would be a PHS Stylus to use with their iPad (0.52), water bottles or a freshman or t-shirt (\$7.50 is cheapest for this item). Leverage is that Boosters provide the freshman gift. Get ideas and table it for next month.
- Gary will inform school staff that we are discontinuing planner gift.

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

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

Alissa adjourned the meeting at 8:27 p.m.

Chris Daly
PHS Booster Secretary

**Pirate Booster Club Board DRAFT Meeting Minutes
October 14, 2014**

Officers of the Executive Board

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

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

Executive Board

Concessions: Matt Trembley

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: Steff Woell and Lora Schallmoser

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 and Ramona Tyack

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