

**Pirate Booster Club Board FINAL Meeting Minutes
September 9, 2014**

In Attendance:

Mike Alther	Deb Lemonidis
Christina Brons	Jenn McCloskey
Dawn Charlier	Joan Scovic
Chris Daly	Donna Schneberger
Alissa DePue	Lora Schallmoser
Suzanne Dowd	Krista Spaletto
Meghan Haddad	Julie Towers
Lisa Helminski	Matt Trembley
Deanna Kocar	Frank Vitucci
Jerri Helms	Barbara Weiss
Sajeena Jayaprakash	Steff Woell
Teja Kics	

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

1. General

- a. August agenda reviewed and a motion was made by Jenn to add Corporate Contributions as a new business item. Approved by PHS Booster Committee. Motion was passed.
- b. August Draft Meeting Minutes reviewed and approved by PHS Booster Committee. Motion to approve by Jenn and second by Steph. Motion was passed.
- c. Any correspondence such as flyers, booster artwork, Facebook advertising, etc. must be seen and approved by Alissa prior to submitting.
- d. The Glenbard Parent Series 2014-2015 calendar of events was distributed to the booster club committees by Alissa. There are some informative, free seminars that you can attend to become proactive and informed about your child(s) social and emotional development.
- e. New Winter Sports Chair, Lynn Olszewski was introduced. The PHS Booster Club committees are now all chaired.
- f. New 2014-2015 Booster Club Board Directory was distributed.
- g. My Rocking Role – At every meeting, hand selected committees will discuss their role on the PHS Booster Club.
- h. The date for the wine tasting fundraiser will be determined for a Wednesday.

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2. Financial

Debit Card Policy:

Purpose:

The purpose of this Statement of Policy and Procedure is to ensure that the Booster's debit card is used for appropriate purpose and that adequate controls are established for day-to-day use.

General:

The board of the PHS Pirate Booster Club approved a motion on February 18, 2014 to obtain a debit card to be used to make electronic payments for some annual renewable expenses that require EFT payments (website costs, QuickBooks and other annual fees). **The board approved on September 9, 2014 the following additional uses of the debit card: for emergency use if time is of essence, and for the creation of an electronic purchase order when required by a seller.**

Number of debit cards to be obtained:

The PHS Pirate Booster Club will obtain 1 debit card, which will be linked to the Boosters' checking account, and which will be issued to the Booster's treasurer.

The debit card will be canceled and destroyed when the treasurer ceases his position (function). A new debit card will be issued to his successor.

Expenses' approval:

- All purchases and charges using a Booster's debit card must comply with the Booster's procedures for the approval of expenses.
- The same rules as for the approval of expenses paid by check will apply:
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- The expense request must be co-signed by 2 officers, supporting documents such as invoices must be attached to the request.
- Maximum debit transactions for non-budgeted items are set at \$50. Approval of the board is needed for expenses in excess of \$50 (annually if monthly recurrence).
- The Booster's debit card should not be used to obtain cash.
- A list of the debit card recurring charges with their renewal dates will be presented and reviewed annually during the board's budget/planning meeting.

Review:

This policy will be reviewed every 2 years or as needed by the treasurer or any executives of the PHS Pirate Booster Club's board, with any modifications submitted to the board for approval.

The Debit Card paperwork was sent by email for your files and records.

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Financial continued:

Procedures for Funds/Money Handling

The purpose of these procedures is to set guidelines for collecting, counting, depositing, and recording monies received.

- All committees involved in fundraising or events handling money should designate volunteers to manage the monies and must follow these procedures.
- Committees handling cash are responsible for the safekeeping of these assets and the prompt transfer of these funds to the Treasurer.
- Monies received must be counted by two attending people (not related), and confirmed by the signing of a PHS Pirate Booster Fund Receipt and Deposit Form. All money will be given to the Treasurer within 14 days of receipt. Please contact the Treasurer for exceptions.
- Monies should be double counted on site (at the school or at the fundraising venue).
- Committees are to keep a copy of the deposit form for their records.
- The Treasurer is to count and verify funds independently prior to bank deposit.
- The treasurer will deposit all incoming funds at the bank, in a timely manner to insure proper posting of accounts and to insure the safety of the Boosters' funds.
- Deposit slips should be retained and reconciled monthly to the bank account by the Treasurer.

Check Handling

- Checks should be made payable to *PHS Pirate Booster Club* and endorsed immediately with a stamp "FOR DEPOSIT ONLY". (The PHS Pirate Booster Club owns 3 deposit stamps).
- A calculator tape of the checks (or computer spreadsheet) should be included with the checks bundled together.
- The Treasurer will notify the committees in the event of returned checks. It is then the committees' responsibility to adjust their records and attempt to recover the original payment amount along with the bank charges.

The Funds/Money handling paperwork was sent by email for your files and records.

3. Committee Reports

Dinner Auction

- The dinner auction will be held Friday, February 27, 2015. Jim Corneilson is the highlight of the evening from 6-8 p.m. Two veterans will attend with flags and stand with Jim while he sings the anthem. Still researching fundraising ideas while Jim is in attendance whether it be selling t-shirts, picture taking, etc.
- The committee is in the process of paperwork and learning Events.org. The software does a lot and we are in the process of learning it more. The budget is still \$1,200 for it.
- Working on alleviating the "check-out" process and learning how to make the process easier. The Cotillion has a better Internet system and we will use Events.org swipe machines. Our committee will discuss with Fremd on how the online bidding system worked for them as they will be utilizing this system this year.
- Menu items are being looked at and beef will be kept on the menu. A specialty beverage will also be offered again. If we decide, the beverage prices can be raised and Boosters can benefit from keeping the difference for profit.

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Committee Reports Continued:

- Ann and Eric are exploring options for sponsorship and learning how Facebook and website would be involved in this process.. Further discussion will be had on this topic in October.
- There are committee heads lined up and will be looking for volunteers soon.
- Kronberg will be working the live auction and making an iPod of music so there will be no DJ.
- Table captains – secure a table of 10 and register early.
- Based on feedback received, the results were that too many auction items were being offered. Would like to have less auction items.
- On the wish list are sporting tickets, restaurant gift cards, etc.
- At this years dinner auction, a grub grab and cork pull will be organized.
- Would like to ask the teachers to sponsor items as as decorating, etc. versus having them donating items for baskets.
 - There is concern because teacher items bring in profit and concerned about select people being asked and how will it get turned around if it changes again where we want teachers to again donate. The committee is working on compiling a list of items that they would like the school to donate. Once this is finalized, they plan to meet with Gary Steiger.
- On Events.org, you can register by check but it is much quicker checking out if paying by credit card. The goal is to have the website up and running by October 1 so people can start registering for the dinner.
- Banner was presented by Julie and can be used by any committee's event. "PHS Pirate Boosters. Supporting our students and the Palatine High School Community."
- Email or call Julie Towers with any questions you may have.

Newsletter – My Rockin Role – Lisa Helminski

- This is Lisa's second year doing newsletter. She took it over last year and created her own format. Last year's format will be this year's format. Current newsletter was passed around at this meeting and it will go out in the morning after Alissa's approval. Articles will be distributed using your booster email and not your personal email. No cell phones will be used in the newsletter. This process is used because the newsletter is distributed to many people and want personal information to remain private.
- Booster Nation is the name.
- It is highly recommended that each committee submit an article.
- Lisa is available to assist in helping you write any article. She is focusing a lot on volunteer recognition, photography, graphics, etc.
- Along with the newsletter, it is great the PHS Booster Club is utilizing Facebook, Publicity and the website.
- In the upcoming newsletters, more detail will be focused on what boosters entails and focus on one committee's role and description of that role and how the Boosters money distributed, etc.
- List of scholarship recipients names and pictures have been done in the past and will also mention grants and pictures on website. More discussion on this topic will be handled at the October meeting.

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Committee Reports Continued:

Website - My Rockin Role -Frank Vitucci. The website is updated. Anybody have an idea, throw it his way. Website can be updated with new information all the time. Frank is doing a great job learning the PHS Booster website and will continue to learn more.

Publicity – My Rockin Role – Joan Scovic

Methods of Communication:

- **Athletic Announcements.** PHS Pirate Boosters will be submitting announcements to be read at athletic events. The Publicity Chair will send out reminders for submissions. Maximum suggested length – two sentences.
- **Roadside Marquee.** PHS Pirate Boosters will be submitting information to be placed on the Marquee sign at the Rohlwing/Cunningham entrance. Submissions should be sent to the Publicity Chair two weeks prior to requested start date. These need to be extremely short in order to fit the space.
- **Friday Morning Shout Outs.** Information for students should be sent to the Publicity Chair as needed. The Publicity Chair will create properly formatted graphics for the morning announcements. If you have specific photos or graphics, please submit them with your text.
- **Press Releases.** Press releases will be written for committee information that is appropriate for the community. Examples include the Craft Fair, the Dinner-Auction, Scholarship Recipients, and anything positive to share about our Booster Club’s accomplishments.
- **Email Blasts.** Emails using the D211 system will be coordinated through the Publicity Chair. Please send your requests for email dates as soon as you know them, followed by your content (text only). We do not want to overwhelm with multiple emails, especially since all families will receive one copy per child enrolled in D211.

Publicity Notes:

- All items will need to be reviewed by the PHS Booster Club President prior to distribution. Please copy the President when you send your publicity requests to the Publicity Chair, and the Publicity Chair will forward the final piece to the President for approval before final distribution.
- Email is the preferred method of communication for your submissions. Please let the Publicity Chair know if your committee has a good photo opportunity.

Volunteer Coordinator – My Rockin Role – Joan Scovic

Form Distribution / Publicity for Volunteer needs

- Back to School Mailing, Membership Booth at Football Games, Open House Packet, Membership Booth at Open House, Email Blast to PHS parents, Website, Facebook, Announcements at Athletic Events and Roadside Marquee

Volunteer Coordinator Responsibilities

- **Send Volunteer Information to the Board.** The Volunteer Spreadsheet will be sent via email to PHS Pirate Booster Board as forms are submitted. Each entry on the spreadsheet is dated, so chairs can easily see who the new volunteers are.

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Committee Reports Continued:

- **Send an initial email to the volunteers.** As volunteer forms are entered into the spreadsheet, volunteers are contacted by the volunteer coordinator, usually via email. The email thanks them for volunteering their time and also states that the committee chairs will be contacting them as their event/need for volunteers approaches.
- **If someone volunteers, let them help.** Do not exclude anyone from your event if at all possible.

Committee Chair Responsibilities

- Each time the list is distributed, committee chairs should **contact all of the volunteers** for their committee. Thank them for volunteering, and give them a brief timeline/synopsis of your volunteer roles.
- Do not forget to **contact the General Volunteers** – the bakers, along with daytime, weekend, evening, and anytime helpers.
- Make note of the **Special Talents** column – utilize the talents of our parents when you can.
- **If your volunteer needs change**, let the Volunteer Chair know.
- **Make volunteering fun!**
- **Recognizing Volunteers**
- Before, during, and after your event, **thank your volunteers** – in person, via email, by phone, in newsletter articles, through social media, etc.

Take photos of your volunteers and share them with Publicity, Website, Facebook, and Newsletter chairs.

- **Facebook – My Rockin Role – Jerri Helms** - Jerri is doing a fabulous job with the PHS Boosters Facebook page and getting inspiration from everyone.
 - The goal is to raise awareness of Boosters mission
 - Be timely, respectful, authentic and engaging
 - Create two-way conversation – encourage sharing.
 - Make information discoverable
 - Educate on opportunities or offerings for parents and students at PHS.

The largest segment of our audience is ages 35-54 and fastest growing is 18-24.

If you want something posted, email Jerri with the date/time of event, special information and links, images, basic copy needs and when it should be posted. Any sponsors that should be thanked or mentioned? We do not “sell” advertising – but will recognize sponsors in a post. Be sure to provide website link for them as well.

- **School Store** – The school store needs volunteers.
- **Scholarship** – For the selecting of scholarships, the majority of the team should consist of board members and a few general. A question was raised whether the standing rules should be reviewed on whether Scholarship team should consist of mostly board members.

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Committee Reports Continued:

- **Sports Program Team** - Lynn Olszewski will be the new winter sports chair.
- **Principal Report** - The start of the school year has been the best that he can remember. Everything was very organized. The current room principles meeting room is being converted into an interactive model with touchscreens. It will be a creative work place for staff and students.
 - No major construction was held this year at PHS.
 - In a couple of years the pool will be worked on.
 - iPad distribution went well. There have been technical issues with the wireless being dropped on some iPads, but the problem is being worked on by technical staff. With so many students entering the hallway at one time, the wireless can handle only so many connections. The iPad will reboot at the start of the student's next class.
 - Focus APP is what the teachers will focus their class on. It will be to a particular APP or website.
 - No decision has been made whether iPads will be kept by the student over the summer or not.

3. New Business

- The sale of the two parking spots from the dinner auction has been omitted. The two people who had them last year, purchased them again for this school year. This will be an added income for the dinner auction.
- **Corporate Contributions** – October 1st is the “go live” goal for Events.org for the dinner auction. This is for registration for the dinner auction, Friday, February 27, 2015. Alissa brought up the subject of advertising and the sales of advertising for the dinner auction. A motion was made by Donna and seconded by Deb to have further discussion with the Corporate Contribution committee regarding the selling and advertising of website ads of sponsors. This should be a large group discussion and will be discussed in October.

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

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

Alissa adjourned the meeting at 8:50 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

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, Lynn Olszewski, 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