

Northville Mustang Boosters Club, Inc.

September 9, 2013 Meeting Minutes



Welcome: Introductions

Attendance:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Aimee Wilds | <input checked="" type="checkbox"/> Diane Dauber | <input checked="" type="checkbox"/> Lisa Corn |
| <input type="checkbox"/> Andrea Torres | <input checked="" type="checkbox"/> Gail, Tom Mroz | <input checked="" type="checkbox"/> Liz Morrissey |
| <input checked="" type="checkbox"/> Anjali Sharma | <input checked="" type="checkbox"/> Gina Stevens | <input checked="" type="checkbox"/> Mario Inchaustegui |
| <input checked="" type="checkbox"/> Bryan Masi | <input type="checkbox"/> Janeen Crittenden | <input checked="" type="checkbox"/> Mary Ferrante |
| <input checked="" type="checkbox"/> Carmen Hamilton | <input checked="" type="checkbox"/> Jeanne McCauley | <input checked="" type="checkbox"/> Sheila Crowley |
| <input checked="" type="checkbox"/> Carrie Slominski | <input type="checkbox"/> Jen Hamilton | <input type="checkbox"/> Shelli Bentley |
| <input checked="" type="checkbox"/> Cheryl Giacomini | <input type="checkbox"/> Jim Castellano | <input checked="" type="checkbox"/> Sue Baldwin |
| <input type="checkbox"/> Cheryl Moore | <input checked="" type="checkbox"/> Karen Sourges | <input checked="" type="checkbox"/> Suzanne Robinson |
| <input checked="" type="checkbox"/> Chris Noles | <input checked="" type="checkbox"/> Klayton Dillon | <input checked="" type="checkbox"/> Ted Chapekis |
| <input checked="" type="checkbox"/> Dave Page | <input checked="" type="checkbox"/> Lauri Alvarez | <input checked="" type="checkbox"/> Vicki Marshall |
| <input checked="" type="checkbox"/> Dawn Macaddino | <input checked="" type="checkbox"/> Libby Smith | <input checked="" type="checkbox"/> Coach Erin McWatt |
| <input checked="" type="checkbox"/> Denise Stacer | <input checked="" type="checkbox"/> Linda Chapekis | <input type="checkbox"/> |

Libby Smith is the incoming PTSA president as a result of the election conducted over summer break via email ballot.

Election of Open Officer- Secretary

Jeanne McCauley ran unopposed, unanimously voted in.

Additions/Changes to the Agenda and/or May 6, 2013 Minutes: Agenda date correction to previous meeting date- should be May 29 and the minutes were approved.

2013-14 Remaining Meeting Dates in the PE Classroom @ 6:00 PM:

10/7/13
11/4/13
12/2/13
1/6/14
2/3/14
3/3/14
4/7/14
5/5/14
6/9/14

Executive Committee Reports

- o President: Libby Smith –
 - o Referenced the pre-meeting communication sent to the prior year's representative email distribution list. We will update this distribution list prior to the next meeting based on information gathered on today's sign-up sheet. The following attachments were referenced:
 - Previous meeting minutes
 - Boosters bylaws
 - Mission Statement
 - Roles and Responsibilities for the group were reviewed
 - Reviewed Roberts Rules of Order

- Audit was conducted over the summer and the overall assessment was good with the following observations:
 - We should investigate transferring our savings balance to checking account
 - Booster President should sign/date reviewed bank reconciliations
 - Continue the annual independent review of Booster accounting
- Extended a big thank you to Carrie Slominski for her efforts on the golf outing and to Liz Morrissey for taking over the sport pass process. We appreciate the hard work they put in over the summer.
- The Scholarship Program is being reviewed this year and we have had multiple suggestions to rename it to the Lisa Christensen scholarship. In addition to the name change we plan to revisit the overall program, criteria and the fund distribution approach. Any interested persons should see Libby to get involved.
- Vice President: Aimee Wilds –
 - The raffle license was approved for this school year
- Secretary : Jeanne McCauley– No report
- Treasurer: Ted Chapekis
 - Given the time constraints for the first meeting, the full walkthrough of the financials will be deferred to next month’s meeting
 - Two main accounts experienced activity
 - Sports Passes brought in approximately \$38K
 - Golf Outing grossed approximately \$50K with net proceeds of \$36K
 - The full accounting will be published with the meeting minutes
 - See below for the Golf Outing accounting:

| | Total Golf Outing |
|---|--------------------------|
| Ordinary Income/Expense | |
| Income | |
| 46500 · Program Income | |
| 47220 · Golf Outing Income | |
| 42205 · Golf Outing Auction Income | 15,940.00 |
| 42215 · Golf Outing Dinners | 3,245.00 |
| 42225 · Golf Outing Donations | 4,456.00 |
| 42230 · Golf Outing Entry Fees | 18,016.00 |
| 42240 · Golf Outing Raffle | 1,466.00 |
| 42260 · Golf Outing Sponsorships | 4,925.00 |
| 42270 · Golf Outing Strings & Mulligans | 815.00 |
| 42290 · Golf Outing 50/50 | 730.00 |
| Total 47220 · Golf Outing Income | 49,593.00 |
| Total 46500 · Program Income | 49,593.00 |
| Total Income | 49,593.00 |
| Cost of Goods Sold | |
| 50000 · Cost of Goods Sold | |
| 53000 · Golf Outing | |
| 53150 · Golf Outing Credit Card Fees | 79.88 |
| 53200 · Golf Outing License | 270.00 |

| | |
|----------------------------------|------------------|
| 53400 · Golf Outing Venue | 12,150.00 |
| 53500 · Golf Outing Payroll Fees | 373.06 |
| 53550 · Golf Outing Sales Tax | 203.26 |
| 53700 · Golf Outing Supplies | 471.70 |
| 53800 · Golf Outing Tip | 200.00 |
| Total 53000 · Golf Outing | <u>13,747.90</u> |

| | |
|---|------------------|
| Total 50000 · Cost of Goods Sold | <u>13,747.90</u> |
|---|------------------|

| | |
|-------------------|------------------|
| Total COGS | <u>13,747.90</u> |
|-------------------|------------------|

| | |
|---------------------|------------------|
| Gross Profit | <u>35,845.10</u> |
|---------------------|------------------|

| | |
|----------------------------|------------------|
| Net Ordinary Income | <u>35,845.10</u> |
|----------------------------|------------------|

| | |
|-------------------|-------------------------|
| Net Income | <u><u>35,845.10</u></u> |
|-------------------|-------------------------|

- Old Business: None
- New Business:
 - Proposal #1- Fall Strength & Conditioning Program- Numerous teams participated this summer and this request will extend the program to a M-W class moving into the Fall, starting today. Teams and individuals are welcome to join.

| | |
|---------------------------------------|----------------------------|
| Total Cost \$2400.00 | Request \$1,920.00 |
| Motion: Sue Baldwin | Second: Mario Inchaustegui |
| Approved/Denied: Unanimously approved | |
 - Proposal #2- Mustang Leadership Council- Program for two (sophomore or junior) student athletes per team who are selected by coaches to participate in monthly forums during seminar class (Libby suggest we invite participants to present to Boosters forum)

| | |
|---------------------------------------|-----------------------|
| Total Cost \$1,500 | Request: \$1,500 |
| Motion: Chris Noles | Second: Mary Ferrante |
| Approved/Denied: Unanimously approved | |
 - Proposal #3- Volleyball team “Dig Pink” Match Jerseys. One set of jerseys for all three teams to support breast cancer awareness October 10 game vs. Novi. Self-sustaining group, v-ball team never requested prior funds and supported 2 golf holes at the outing.

| | |
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| Total Cost: \$1,200 | Request: \$600 |
| Motion: | Second: |
| Approved/Denied: Unanimously approved | |
- Membership: Liz Morrissey-
 - Noted the family passes have net \$48K
 - PayPal sales supported \$7,700 in membership revenue (we pay 2.5% on these)
 - 380 Families purchased for approximately 1700/1800 passes
 - 48% of student body in sports, 15% student body purchased passes
 - Discussion ensued regarding marketing approach for future. Considerations raised included targeting program as fundraiser, carving passes by sport, revisiting pricing structure

- Concessions: Carmen Hamilton (Co-Chair with Jen Hamilton)
 - They would like the contact sheet for each representative for those teams handling concessions. A one-time process walkthrough for all teams will be conducted prior to the next concessions shift. The objective is to train one contact person per team and they, in turn, will train their volunteers prior to their shifts.
 - After the complete participant list is captured, the training session will be scheduled.
- Spirit Wear: Denise Stacer (Co-Chair with Shelli Bentley)
 - Sales conducted at Freshmen orientation and the Open House
 - All orders have been placed and will be delivered in the next couple of weeks
 - Next sale is planned for Parent/Teacher conferences
- Golf Outing: Carrie Slominski
 - This year's outing was a strong success; we raised more money than 2012! Below are a few related statistics:
 - Ticket prices were raised from \$125→ \$130,
 - # Golfers down by 20
 - Number of Diners increased by 10
 - Sponsorship increased from 30 to 33
 - Big thanks to Girls Soccer, Girls Swimming, Boys Track & Field who provided extra support
 - We also recognize the hard working team that made it happen:
 - Donna McDonald, Karen Sources, Lisa Harvey & Cheryl Giacomini
 - We will need a new chairperson to take over next year
 - Suggestions made to consider changing the venue, possibly doing something different like a casino night. We should all consider options for next year.
- Athletic Director: Bryan Masi
 - Fall Sports Update :
 - Football: Won the home opener and honored the Holzlers before the game. Starting with 1-1 record
 - Girls Swimming- Took 1st place at Walled Lake Invitational and set 2 pool records.
 - Girls Golf –Placed 4th in the pre-season conference invitational and are 2-1 in the division.
 - Boys Soccer- Currently 4-2-1 and ready to play Novi tomorrow.
 - Volleyball- Won 1st in Saline tournament and 1st in Mt. Morris tournament.
 - Boys Cross Country- Placed 2nd @ Bath Invitational
 - Girls Cross Country- At W. Bloomfield invitational we beat defending state champion Seaholm
 - Other:
 - NHS Athletics Hosting: “Recruiting Realities” seminar tonight at 7:00pm. Includes scholarship opportunities available for those interested in college sports.
 - Leadership conference presentation planned for next Monday
 - Presented outgoing president plaque to Sue Baldwin and thanked her for her years of service.
- Adjournment at 7:04 pm
- The next meeting is Monday, October 7, 2013 at 6:00PM in the PE classroom
- Please check the web site for meeting minutes.