

CHS Athletic Booster Club 2022-2023

Board/General Meeting Minutes – Nov 14, 2022

Central High School Athletic Booster Club 2022-2023
9450 Ray White Road, Fort Worth, Texas 76244

President:	Paige David	Vice President:	Teresa Hiner
Treasurer:	Christy Jones	Secretary:	Tonya Brown

Executive Meeting Attendees:

- Paige David
- Tonya Brown
- Coach Sports
- Teresa Hiner
- Stefanie Murray

Executive Board Meeting Minutes:

1. Call to Order / Roll Call of Board of Directors

- Meeting called to order at 6:04pm by Tonya Brown and roll call conducted

2. Executive Business

- Bylaw Status
 - The board adjusted the Bylaws and Secretary will prepare for final revision for vote.
 - **ACTION:** Tonya Brown to prep the bylaws for final rev for review and vote.
- Team Fundraising vs Donations Perimeter
 - **ACTION:** Paige David mentioned she would speak with Treasurer about Team Fundraising vs Donations Perimeter. Ref to Page 14 on bylaws.
- Annual Subscription for Website is July 1st.
 - This topic will be TABLE until after the first of the year.
 - **ACTION:** Tonya Brown to add Annual Subscription for Website is July 1st to agenda after first of year.
- Sign Up Genius for open/closer on executive board
 - Ran out of time. This topic was tabled.

3. Meeting Adjourned –

- Meeting was adjourned at 7:01pm

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General Membership Meeting Minutes:

General Board Meeting Attendees:

- Coach Sports
- Paige David (football)
- Teresa Hiner (baseball)
- Tonya Brown (softball)
- Stefanie Murray (baseball)
- Chris Costa (softball)
- Veronica Gober (soccer)
- Kim Sarafidis (soccer)
- Amy Manners (football/wrestling)
- Basseby Obot (soccer)
- Jacques Jones (baseball)
- Linda Comer (cheer)

1. Call to Order

- Meeting was called to order at 7:03pm

2. Old Business:

- Bylaws / Bylaw Vote – Dependent on Special meeting status
 - This was not finalized. Will be at a later time.
- Spring Sports Program – Any volunteers?
 - Basseby Obot said that he would be willing to help with this.
 - **ACTION:** We will need to find a member of the board to oversee spring sports program.
- Website Log In Issues cleared for Comms Director?
 - Per Chris Costa, Facebook is good. He will set up the Instagram and Twitter Accounts (ensure log in on existing account).
 - **ACTION:** Chris Costa to get Instagram and Twitter accounts active. Provide Secretary with log in credentials.

3. New Business

- Update on open action items (see below)
 - Secretary reviewed open action items and got status updates.
- Parent Meeting Dates
 - *Upcoming:*
 - *Girls Soccer – November 7th @6:30PM*
 - *This moved to December 13th per booster member information*
 - **ACTION:** Stacey Ford to update the booster calendar with Girls' Soccer Parent meeting date
 - *Boys Soccer – November 14th @6PM*
 - *Cheer - Will be in Spring*
 - *The following have not provided dates yet:*
 - *Baseball*
 - *Tennis*
- Charger Preview on November 28th from 6-7:30PM (email from Emily Gentry)
 - Do we want to do a Booster Club Merch Table?
 - We will do a merch table.

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4. Officer updates

- President – Paige David
 - No update that has not already been discussed.
- Vice President – Teresa Hiner
 - All invoices have been printed out and given to Christy Jones
 - Cleared out the KISD Concession stands and brought the product back over here.
 - Needing help with basketball concessions. Tonya Brown to come and help with running concessions and closing. Another parent also volunteered to help.
- Secretary Report – Tonya Brown
 - Requested that we approve last month's meeting minutes. Meeting minutes were approved by Paige David.
- Treasurer Report – Christy Jones (*absent*)
 - **ACTION:** Will do a year-end total comparison to add to the general ledger.
 - Kudos to baseball on progress on deficit
 - New Charges –
 - First round of letterman jackets came through
 - Read reminders provided by Christy Jones on year end spending.
 - Sodexo – She has received no invoices for the Keller ISD stadium since the first 2.
 - **ACTION:** Teresa Hiner to reach out to Sodexo on invoices
 - Looking ahead:
 - Banquet requests to come through – We reimburse \$10 per varsity player, coach, and SO. There is a form in the bylaws that needs to be completed by the coach and submitted. We then transfer the money from our funds to the subaccount.
 - a. **ACTION:** Chris Costa to put the reimbursement form and banquet request on the website.
- Follow up from last Action Items:
 - We need 11 copies of the current program for sponsors and parents who have not received their copies.
 - a. **ACTION:** Paige David will put the 11 copies of the programs aside for parents/sponsors that have not gotten their program.
 - 3 Families / 6 individuals indicated interest to work on the program from the volunteer form. Christy Jones emailed all of them and got no response.
 - a. Whoever would like to lead the program design for Winter book, Christy Jones can give access to my Team in Canva. She has already started a design layout with a new cover page.
 - Outlaw submitted a sheet for program sponsorship. Christy Jones called and left a message - no one returned her call from Outlaw (see details below). If someone knows Jessica or would like to reach out, please do

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- a. \$375 Gold Sponsorship: Outlaw FitCamp Fort Worth; Jessica Roach, 469.432.2535; jessica@outlawfitcamp.com
- b. **ACTION:** Paige David to reach out to Jessica with Outlaw Fit Camp regarding sponsorship.
- Senior Ads – We have had NO senior ad inquiries or requests. The website IS UPDATED with senior ad details and deadlines for the Winter book - Thanksgiving is roughly the time frame.
 - a. **ACTION:** Chris Costa – please push senior ad details on insta, twitter and Facebook

5. Director Updates

- Membership – Stacey Ford (absent)
 - We have 149 members to date
- Concessions – Committee
 - Coordinated basketball concession needs for volunteers. Signup Genius is on website.
- Spirit Wear – Kizzy Sapp (absent)
 - Per Paige – inventory was completed. A few items were not returned in time so we will bring sample of bucket hats we will sell.
- Communications – Chris Costa
 - Behind on Twitter but will work on this month.
- Special Projects – Open
 - Spring book – looking for volunteers
 - Basseyy Obot offered to assist.
 - **ACTION:** Need to determine Booster Board/Director oversight on this
- Team Liaison Coordinator –Stacey Ford / Kizzy Sapp (absent)
 - Paige David stated that Stacey Ford has been communicating with the Liaisons regularly as needed.
- Parliamentarian – Stefanie Murray
 - No update

6. Open floor

- Nothing extra

7. Adjournment

- Meeting adjourned at 7:37PM

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PREVIOUS MONTH'S ACTIONS:

Paige David:

- **ACTION** – Paige David to schedule a special meeting to review changes to bylaws **COMPLETE**
- **ACTION** - Paige David will follow up with ProScapes on payment. **COMPLETE**
- **ACTION** – Paige David to email Brett (and cc Chris Costa) on how the new websites capability is and if we need to keep Sports Engine or not. Unrelated, but also brought up - she will also ask him if there is a standard bio for the new website. **COMPLETE**
- **ACTION** – Paige David to get more punch cards. **COMPLETE**

Teresa Hiner:

- **ACTION** – Teresa Hiner to put together a spreadsheet of volunteer hours. **In Progress**
- **ACTION** – Teresa Hiner to send an email blast to the Team Liaisons about making sure concession products are not being eaten and that students are not giving food away to their friends. **COMPLETE**

Tonya Brown:

- **ACTION** - Tonya Brown to add stanchions to the agenda for next summer. **COMPLETE**
- **ACTION** - Tonya Brown to add Cash Only Signage to the agenda for next summer. **COMPLETE**
- **ACTION** – Tonya Brown to make a spreadsheet google doc to include our usernames and password to reside in our google drive for the main email **COMPLETE**
- **ACTION** – Tonya Brown to set up email for Treasurer **COMPLETE**

Christy Jones:

- **ACTION** – Christy Jones to reach out to Amy Manners to get the financial records prior to 2019 **COMPLETE**
- **ACTION** – Christy Jones to reach out to make sure sponsors and seniors got a program **COMPLETE**
- **ACTION** - Christy Jones to review the volunteer sign ups from membership to see if there is interest there for helping create the Spring Booster program. **COMPLETE**

Kizzy Sapp:

- **ACTION** – Kizzy Sapp to send Paige David an email with the inventory information for athletic wear. **COMPLETE**
- **ACTION** – Kizzy Sapp to push senior ads for Spring Sports. They are due Nov 28th. An email to Team Liaisons should go out. **(NEED STATUS UPDATE)**

Stacey Ford:

- **ACTION** – Stacey Ford to request that team liaisons attend the booster meetings or send a designee. **COMPLETE**

Chris Costa:

- **ACTION** - Chris Costa to follow up with the board members he needs to get passwords. **COMPLETE**
- **ACTION** – Chris Costa and Christy Jones get together to get social media items such as log in issues. **COMPLETE**

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Next Meeting Date December 12, 2022,
Location – CHS Fieldhouse
Time - Executive Board @ 6:30pm / General Booster Meeting @ 7pm