



Central Bucks West Football

Parent Club BOARD Meeting Minutes

Virtual Meeting via ZOOM

June 3, 2020

Start: 7:04 PM

Adjourned: 8:33 PM

1. BOARD MEMBERS PRESENT (Virtual)

1. Bonnie Kuller, Senior Rep
2. Jen McGuire, Junior Rep
3. Vanessa Riggi-Cimino, Junior Rep
4. Steph Charran, Sophomore Rep
5. Shannon Catterall, Freshman Rep
6. Kelly Morris, Treasurer
7. Sara Vessichelli, Secretary
8. Rob Rowan, Head Coach

2. RECAP of May Minutes

- Recap of April Minutes 5.5.2020
- Recap of May Minutes 5.5.2020/ Document voting via text

5.11.2020 Voted on Flowers to Sara V via text

Board Vote: All in favor of sending flowers:

Bonnie Kuller	Senior Rep	Yes
Vanessa Riggi-Cimino	Junior Rep	
Jen McGuire	Junior Rep	Yes
Steph Charran	Sophomore Rep	Yes
Jen Estes	Sophomore Rep	Yes
Shannon Catterall	Freshman Rep	Yes
Kelly Morris	Treasurer	Yes
Sara Vessichelli	Secretary	
Rob Rowan	Head Coach	Yes

5.11.2020 Voted on design/kampus clothes t-shirt/mask fundraiser via text

Board Vote: All in favor of holding a tshirt/mask fundraiser:

Bonnie Kuller	Senior Rep	Yes
Vanessa Riggi-Cimino	Junior Rep	
Jen McGuire	Junior Rep	Yes
Steph Charran	Sophomore Rep	Yes
Jen Estes	Sophomore Rep	Yes

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Shannon Catterall	Freshman Rep	Yes
Kelly Morris	Treasurer	Yes
Sara Vessichelli	Secretary	
Rob Rowan	Head Coach	Yes

5.12.2020 Voted on Pride Packs for coaches via Text- Order **COMPLETED** by Jen 6.1.2020

Board Vote: All in favor of Pride Packs for coaches:

Bonnie Kuller	Senior Rep	Yes
Vanessa Riggi-Cimino	Junior Rep	
Jen McGuire	Junior Rep	Yes
Steph Charran	Sophomore Rep	Yes
Jen Estes	Sophomore Rep	Yes
Shannon Catterall	Freshman Rep	Yes
Kelly Morris	Treasurer	Yes
Sara Vessichelli	Secretary	
Rob Rowan	Head Coach	Yes

5.12.2020 Voted to provide a breakfast for Essential workers at a Nursing Facility

BOARD VOTE: All in favor of providing the breakfast:

Bonnie Kuller	Senior Rep	Yes
Vanessa Riggi-Cimino	Junior Rep	
Jen McGuire	Junior Rep	Yes
Steph Charran	Sophomore Rep	Yes
Jen Estes	Sophomore Rep	Yes
Shannon Catterall	Freshman Rep	Yes
Kelly Morris	Treasurer	Yes
Sara Vessichelli	Secretary	
Rob Rowan	Head Coach	Yes

3. MANDATORY MEETING

- A. Mandatory Meeting Rescheduling/Creative Idea for communication to Parents
 - i. Every 2 week communications. First was on 5/21
 - ii. 2nd should be next week
 - iii. Since April meeting was cancelled, Jen McGuire sent the Remind info out to parents on 6.1.2020
 - iv. Suggestion to hold a Virtual Parents Meeting. The Coach has received very little information regarding the future of the program and feels we should continue to communicate via email at this time.
 - v. Coach to send out a communication regarding required physicals.

4. REGISTRATION

- A. Player Registration is LIVE - reminder was sent out Memorial Day Weekend
- B. Weekly or Bi-Weekly emails/Remind with attachment to Parents
- C. Another reminder will go out regarding player registration

5. BUDGET

- A. Budget/Expenses as of May 2020
 - i. Kelly Morris (treasurer) – nothing new
 - ii. \$500 deposit expected for the sale of the masks/shirts fundraiser
 - iii. \$1000 check received for Program Ad.
 - 1) Bonnie – suggestion to deposit the check and return it later if necessary.
 - 2) \$5 deposited from Amazon Smiles
 - 3) Invoice from Kurt for the Coaches Pride Packs for \$405.00.

6. CHEER MUM SALE

- A. All district related fundraising has been placed on hold
- B. Cheer contact Wendy DiAngelo/ Stacy Colmes. On hold for now upcoming dates for special events/drive and give participation (?)
- C. Advertise cheers mum sale in September

7. FUNDRAISING

A. CB "STRONG" T-SHIRT/MASK FUNDRAISER WITH KAMPUS KLOTHES (UPDATE FROM DISTRICT)

- i. Coach Rob – The Kampus Klothes fundraiser raised \$500 in less than a week. The CB West Principal was asked by the board to put a communication out to the CB West community to generate support for this fundraiser. The CB West Principal was not previously made aware that this fundraiser was taking place. In the end, the CB West Football Parents Club was informed that we are NOT to fundraise at all at this time. The district does not want programs to have an excessive overage of fundraising money in their accounts. Also, the CBSD Athletic Director put out a very similar t-shirt, which would have been considered a competition with the district t-shirt sale. It is unclear at this time if we can resume the Kampus Klothes fundraiser at a future date.

B. GOLD CARDS SALES

- i. Coach Rob - Up until this point, any Gold Cards sales are approved. No more Gold Cards can be sold from this point forward.
- ii. Fundraising cannot commence until the season officially begins.

C. FUNDRAISING OVERALL

- i. FORM A has been completed
- ii. Per Coach Rob - In the future, ALL communication regarding fundraisers should be communicated by Coach Rob with the CB West Principal.

D. GOLD CARDS

- i. Thank You Cards
 - 1) To go out to each vendor supporting the team. Shannon and Bonnie to handle this.
- ii. 500 more Gold Cards are on order
- iii. Gold Card money drop off dates to be determined

E. GOLD RUSH

- i. FLASH SALE via Website/Facebook
 - 1) As a result 6 cards were purchased so far through the website

2) Jen to post on Facebook/ Instagram/ Website

F. AMAZON SMILES

- i. Jen McGuire to add a banner for the website for this new fundraiser

G. APPAREL SALES

- i. CB West Community asking where they can purchase apparel - Bonnie received email about apparel purchase since store is closed families are looking to support the team.
- ii. Coach Rob said we can continue to sell apparel as this is not considered a fundraiser
 - 1) Vendors discussed:
 - a. Squad Locker
 - b. Store with Kurt with limited items
 - c. Pierce Apparel (Under Armour)
 - d. BFN (comparable pricing)
 - e. Freshman Reps to run Apparel (Sara & Shannon)

H. CHIPOLTE FUNDRAISER

- i. Date for May 27, 2020 5pm-9pm, Cancelled and will not be rescheduled until October 2020. 6 months is needed between this fundraiser

I. DESIGNER BAG BINGO

- i. In LIMBO - Designer Bag Bingo fundraiser
- ii. Postponed from May 9th to July or Green light date of our choice
- iii. Raffle Baskets - Eagles, Wawa, Beer Authority need as many as we can put together ON HOLD
- iv. 50/ 50, light refreshments, table decor (could use some of the banquet decor), Players to help with selling 50/50 tickets, extra bingo cards, refreshments ON HOLD
- v. Dabbers, 11 bags (one being a final game bag) ON HOLD

J. DRIVE FOR YOUR SCHOOL

- i. ON HOLD while in Red. In Limbo. Jen McGuire will reach out to them when we are in yellow. Need to discuss other possible dates/ days at a later time when we are in green

- ii. Possibly hold event on a Thursday??

K. PROGRAM ADS

- i. Programs and Sponsors: ON HOLD, address for payments/ads.
- ii. Venmo as a new way of receiving payment?
7 – 10 day turnaround time for programs
- iii. Program ad deadlines no later than 8/20
- iv. Alyssa Horak volunteered to assist
- v. Tracey Kelly works for the company who creates and prints the program ads (and she works with Marge – the team photographer)
- vi. Sponsor Letters – changed address to P.O. Box. Kelly Fileppo is ok with checks going directly to Kelly’s home (for tracking purposes).

BOARD VOTE: Everyone agrees that checks for program ads will be mailed directly to Kelly Fileppo:

Bonnie Kuller	Senior Rep	Yes
Vanessa Riggi-Cimino	Junior Rep	Yes
Jen McGuire	Junior Rep	Yes
Steph Charran	Sophomore Rep	Yes
Jen Estes	Sophomore Rep	absent
Shannon Catterall	Freshman Rep	Yes
Kelly Morris	Treasurer	Yes
Sara Vessichelli	Secretary	Yes
Rob Rowan	Head Coach	Yes

- vii. Kelly Morris to set up a CBWest Football Venmo account for payments
 - a. Set up using Club email

8. COMMITTEE CHAIRS

- A. Chairs needed - PULL FROM REGISTRATION
- B. Website design/updating
 - 1) Jen to oversee, Bonnie to assist
- C. Gameday Program Committee
 - 1) Kelly Fileppo and Sara Vessichelli

D. Youth Camp June 22-26th CANCELLED

- 1) Jen McGuire to post information on Facebook Page

E. Parent Jerseys and Yard Signs

- 1) Brenda Mancini and Kelly Morris
- 2) Players #s needed for this project
- 3) Turnaround times are minimal to create signs
- 4) Parent Jerseys take 5-6 weeks

F. Senior Hosted Dinners – pull from registration

9. COMMITTEE MEMBERS: PULL FROM REGISTRATION

A. Fundraising - Designer Bag BINGO Drive 4 Your school, etc.

B. Pregame Meals – Just Foods are already on board. July 6th is a good time to revisit and see what the future looks like.

C. Senior Night – sent request to Beth Sanders (depends on Green Light)

D. Game day apparel and program sales - Courtney Taylor, Diana Doherty, Julie Whalen, Teasha McClarin, Sara Vessichelli

10. PLAYER PRIDE PACK

A. Pride Pack – completed and closed on 5/26/2020

B. Coach Rob – some players did not order a pride pack. Should we reach out to those families? Coach to reach out to these families. Jen McGuire will provide the list for Coach.

- i. Coach will look into it and get back to us.
- ii. Jen to reach out to Kurt to let him know more orders are coming for this
- iii. \$610 needed to cover the cost of players who have not purchased Pride Packs. First, Coach Rowan will reach out to the families to find out if it is a financial burden.

BOARD VOTE: All in favor of the Board covering the cost of the player pride pack if it is due to a financial hardship (up to approximately \$610):

Bonnie Kuller	Senior Rep	Yes
Vanessa Riggi-Cimino	Junior Rep	Yes
Jen McGuire	Junior Rep	Yes
Steph Charran	Sophomore Rep	Yes
Jen Estes	Sophomore Rep	absent
Shannon Catterall	Freshman Rep	Yes
Kelly Morris	Treasurer	Yes
Sara Vessichelli	Secretary	Yes
Rob Rowan	Head Coach	Yes

11. PLAYER TEAM STORE - COMPLETED and closed on 5/26/2020

12. COACH'S WISH LIST

- A. Coach's Wish List for Staff
 - i. \$167 per coach – will hold off on for now until more information is available about the season. Coach has it ready to go.

13. PLAYER TEAMS MEETINGS

- A. Meeting for the players via teams will be held 4 x's per week at 2:30pm
- B. During the Summer Months – 2 x's a week and 1 meeting with the Coach (check-in)

14. NEXT BOARD MEETING:

- A. TBD (decide last week of June/early July) and will be held sometime between June 29 – July 3rd

Prepared by

Sara Vessichelli

Sara Vessichelli
Secretary