

Face-Off Booster Club Meeting Minutes

Wednesday, July 16, 2008 (revised 7/30/08 – see update below)

Members Present: Vicki Bishop, Al Bistodeau, Lisa Jungles, Shelley Mumm, Kristen Scott, Joni Spratt.

Others Present: Coach Tim Marchand, Coach Jim Koltes.

Members Absent: Jennifer Brey, Chris Hyde.

- I. Opening Comments
 - Meeting called to order at 6:35 p.m.
- II. Old Business
 - A. Read through action items from June 18, 2008 meeting minutes.
- III. New Business
 - A. Website – Communication Coordinator (non-voting booster member)
 1. There was discussion among board members to recruit someone to help keep the website current. There is old, outdated information on our site (i.e. President Letter, Coaches Corner). Need someone to oversee the website to ensure it is kept up-to-date. Sam's role as webmaster is to put data on the site, not to collect it.
 2. **Joni and Kristen will recruit a parent at the Registration meeting to act as Communication Coordinator for the website.**
 - B. Corporate Sponsorships
 1. Identify someone who will recruit corporate sponsors, send out flyers, etc.
 - i. **Shelley will put together a job description and email to board for input (2 positions: Coordinator and Solicitor).**
 2. Possibly offer incentive to individuals who secure additional corporate sponsorships (i.e. a percentage of donation).
 - i. Need to organize, get lists of all corporations in the community and split list up among four individuals who will make the contacts
 - ii. Would be nice to get two parent volunteers from boys team and two parent volunteers from girls team.
 3. Program organization and printing – **Kristen will begin work on this.**
 - C. Position Descriptions for Board Members – need to put together accurate descriptions of all board positions. Currently need to document the following positions.
 1. Fundraising Positions
 2. Team Director Positions – **Joni has created a draft of the Boys Team Director position and will forward it to Shelley to review.**
 - D. Annual Booster Club meeting is scheduled for Wednesday, August 6, 7:00 p.m.
 1. **Al will talk to Sam regarding getting this announcement on the website.** ALL boys and girls parents will be encouraged to attend the annual meeting.
 2. **Joni and Kristen will have volunteer sheets ready and available for parent sign-up at annual meeting.**
 3. **Program – Kristen will solicit help to get programs created before the start of the 08-09 season.**
 4. **Lisa will contact Sam about putting past months meeting minutes on website and will forward electronic copies to him.**
- IV. President's Report – Al Bistodeau
 - A. No report.
- V. Vice President Report – Chris Hyde (absent)
 - A. No report.
- VI. Girls' Director Report – Kristen Scott
 - A. Mr. Jim Koltes, new girls head coach, was introduced to board members.
- VII. Boys' Director Report – Joni Spratt
 - A. No report.
- VIII. Girls' and Boys' Fundraiser Report – Vicki Bishop
 - A. Golf Tournament
 1. Subcommittee will be meeting again next week.
 2. Need to work on soliciting silent auction items.

- B. Fundraising ideas from Coach Koltes' previous position were shared with board: programs, coupon books/gold cards, car washes, Applebees breakfast, steak fry at legion, golf tournaments, candy sales, pumpkin sale, basketball tournaments-work them, volleyball tournaments-work them, bagging at Cub, youth hockey tournaments-work them, car dealership car transfers.

IV. Treasurer Report – Shelley Mumm

- A. Reconciled balance as of June 30, 2008 is \$29,071.20.
- B. Shelley made motion to accept P & L Statement for FY 2007 ending June 30, 2008. Kristen seconded. Motion voted on and passed unanimously.
- C. Working on 2008-2009 budget. Subcommittee has been formed to help. **Requested coaches to review preliminary budget and submit additions/changes to Shelley before the August annual meeting.**

Subcommittee Reports

- A. Fundraising Policy – subcommittee met and formulated new policy. Policy was discussed among board members. Shelley motioned to accept Fundraising Policy dated 7/9/08. Joni seconded. Motion voted on and passed unanimously.
- B. **By-Laws Policy – subcommittee will be meeting on Wednesday, July 23rd to review and update By-Laws.**
- C. **Budget Subcommittee - will meet within the next two weeks to work on 08-09 budget.**

X. Conclusion

Meeting adjourned at 8:45 pm. **Next meeting is Monday, August 4. This will be a special board member only planning meeting.**