

# CHS Athletic Booster Club 2022-2023

## Board/General Meeting Minutes – October 10, 2022

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

<b>President:</b>	Paige David	<b>Vice President:</b>	Teresa Hiner
<b>Treasurer:</b>	Christy Jones	<b>Secretary:</b>	Tonya Brown

### Executive Meeting Attendees:

- Paige David
- Tonya Brown
- Chris Costa
- Teresa Hiner
- Stefanie Murray
- Christy Jones
- Kizzy Sapp

### Executive Board Meeting Agenda:

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

- Meeting called to order at 6:35pm
- Roll call conducted of executive board

#### 2. Executive Business

- Bylaw review
  - **ACTION** – Paige David to schedule a special meeting to review changes to bylaws.
- Sponsors banners on field
  - Discussed the sponsors banner for the fields. There was an issue with Canva, so this is being corrected.
  - Christy Jones brought up that ProScapes had not paid for their sponsorship yet or has not seen the check.
    - **ACTION** - Paige David will follow up with ProScapes on payment.
- Stanchions – Things to consider: About \$155 on Amazon & having to transport to and from stadium
  - It was mentioned that Grainger is an even cheaper option. However, this is not something that appears to have been an issue outside of the beginning of the season. It was decided to table this until next summer.
    - **ACTION** - Tonya Brown to add stanchions to the agenda for next summer.
- Items tabled from last month:
  - Kizzy Sapp asked if she needed to make a Cash Only Sign for the KISD Home side concessions.
    - Decision was that we would not do at this time but bring up for consideration next summer.
      - **ACTION** - Tonya Brown to add Cash Only Signage to the agenda for next summer.

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## Board/General Meeting Agenda – Sep 07, 2022

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- What date to retire Sports Engine? It was suggested to do this on Jan 1, 2023; however, with registrations, we may need to do at new year.
  - Christy Jones mentioned that 1<sup>st</sup> of July is the annual subscription. We will discuss this in the next executive board meeting.
  - **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.
- Discuss admin right turnover
  - Did Chris Costa get his passwords?
    - **ACTION** - Chris Costa to follow up with the board members he needs to get passwords.
  - Please provide Secretary with usernames and passwords for:
    - Amazon, Facebook/Instagram, Twitter, Walmart
    - Emails
      - General email for all Board:  
[KellerCentralABC@gmail.com](mailto:KellerCentralABC@gmail.com)
      - Treasurer email (below is just SUGGESTED name) [CHSABCTreasurer@gmail.com](mailto:CHSABCTreasurer@gmail.com)
    - **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
    - **ACTION** – Tonya Brown to set up email for Treasurer
    - **ACTION** – Christy Jones to reach out to Amy Manners to get the financial records prior to 2019
- Who will track volunteer hours?
  - **ACTION** – Teresa Hiner to put together a spreadsheet of volunteer hours.

### 3. Meeting Adjourned – 7:01PM

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### General Membership Meeting Agenda:

#### General Board Meeting Attendees:

- Paige David
- Tonya Brown
- Chris Costa
- Teresa Hiner
- Christy Jones
- Stefanie Murray
- Kizzy Sapp
- Coach Sports
- Veronica Gober – Soccer
- Cynthia Flanery - Baseball

#### 1. Call to Order

- Meeting called to order by 7:01PM by Stefanie Murray

#### 2. Old Business:

- *Bylaws – to be Finalized in Executive Board Meeting*
- Programs
  - Did our Seniors and Sponsors get a program?
    - **ACTION** – Christy Jones to reach out to make sure sponsors and seniors got a program
- Banker Signer change
  - Paige David and Christy Jones have gotten this taken care of.
- Social Media coverage on Booster purchased items
  - Chris Costa is still trying to get passwords.
    - **ACTION** – Chris Costa and Christy Jones get together to get social media items such as log in issues.

#### 3. New Business

- Update on open action items (see below)
- Parent Meeting Dates
  - *Upcoming:*
    - *Girls Basketball – Tentatively set for October 17<sup>th</sup> @ 6PM*
    - *Girls Soccer – November 7<sup>th</sup> @6:30PM*
    - *Boys Soccer – Tentatively set for December 1 @6PM*
    - *Cheer - Will be in Spring*
  - *The following have not provided dates yet:*
    - *Baseball*
    - *Tennis*
- Spirit wear
  - How did Rally Towels go over?
    - Not as well as hoped. Soccer said they may be interested in this and suggested talking to Volleyball, Basketball and STUCO.
  - Signage – CHS Individualized Sports Signs
    - Kizzy Sapp stated that we can offer sports signs for \$30 that are customized. The sports would need to pre-order, and she needs about a 2-week lead time.
- Bylaw Vote (if it was finalized in Executive Board meeting) – Not finalized

#### 4. Officer updates

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- **President** – Paige David (Present)
  - Spoke about the 20 sec ad spot that we have for booster at the football game
- **Vice President** – Teresa Hiner (Present)
  - Gave report about the game. Sodexo order was turned in and provided report on how we did on sells.
  - There was a break in at the varsity concession stands.
  - There has been an issue with students working concessions either eating the food or giving it away without charge. The kid doing this had to be removed and Teresa is having to remind the concession adults to be watching all the students.
    - **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.
    - **ACTION** – Stacey Ford to request that Team Liaisons attend the booster meetings or send a designee.
- **Secretary Report** – Tonya Brown (Present)
  - Requested that we approve last month's meeting minutes. Paige David made a motion to approve. Christy Jones seconded it.
- **Treasurer Report** – Christy Jones (Present)
  - Christy Jones provided the Treasurer report.
  - We are still waiting on Sodexo bill to hit so the income on concessions is not as robust as it looks. She cautioned that we pull back from any sort of spending until January when bills come due.
  - TV monitors for concessions were listed as capital investments on the budget
  - Discussed moving away from PayPal as the account it is under is unmonitored.
    - Paige David motioned to get rid of PayPal as a paying option. Chris Costa seconded.

### 5. Director Updates

- **Membership** – Stacey Ford (Absent)
  - Paige David shared the membership numbers provided by Stacey Ford.
- **Concessions** – Committee
  - Discussed invoices that came through. We have a lot of stuff left over. We will be bringing everything back to home campus.
  - **ACTION** – Paige David to get more punch cards.
- **Spirit Wear** – Kizzy Sapp (Present)
  - An order was just put in for Spirit wear because we were low on stock.
  - Shorts for athletics will need logo on it. Coach Sports mentioned he will buy some of the inventory as they will need it throughout the year.
    - **ACTION** – Kizzy Sapp to send Paige David an email with the inventory information for athletic wear.
  - Kizzy Sapp mentioned we need to get the sizes at the very beginning of the season. Coach Sports suggested doing an online "store"
- **Communications** – Chris Costa (Present)
  - Information regarding Comms was discussed in Executive Board

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- **Special Projects** – Open
  - Boosters is looking for someone that could spearhead the spring sports program.
    - **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.
  - **Team Liaison Coordinator** –Stacey Ford (absent) / Kizzy Sapp (present)
    - **ACTION** – Kizzy Sapp to push senior ads for Spring Sports. They are due Nov 28<sup>th</sup>. An email to Team Liaisons should go out.
  - **Parliamentarian** – Stefanie Murray (present)
    - No update
- 6. **Open floor**
  - Discussion brought up on tap for square. The group weighed the pros and cons. At this time we will not proceed.
- 7. **Adjournment** –
  - Meeting adjourned at 7:59PM

### PREVIOUS MONTH'S ACTIONS:

- **ACTION** – Chris Costa to promote the support of Booster Club for our Athletic Trainers by posting on our social media accounts once a photo of the bike is received. **COMPLETE**
- **ACTION** – Chris Costa to add a scrolling marquee or something similar on our website to show photos of the various items that CHSABC have sponsored. **COMPLETE**
- **ACTION** – Board of Directors to merge previous sign ups to the new CHS ABC email once it is set up. **COMPLETE**
- **ACTION** – Teresa Hiner to investigate cost of stanchions for home concessions side at the KISD field. **COMPLETE**
- **ACTION** – Paige David / Tonya Brown to add banking signers as an annual check in the bylaws going forward. **COMPLETE**
- **ACTION** – Teresa Hiner to reach out to KCAL on cost of making signs for concessions. **COMPLETE (Tabled)**
- **ACTION** – Stacey Ford to send member info to each liaison and ask them to help push membership. **COMPLETE**
- **ACTION** – Paige David to check to see if the stadium sports announcer can put up a QR code and announce how to join boosters. **COMPLETE**
- **ACTION** – Stacey Ford to reach out to coaches to see if she can get a parent volunteer for those sports that still need Liaisons (Cross Country, Girls Track, Golf, Swimming/Diving, Tennis, and Boys Track). **COMPLETE**
- **ACTION** – Paige David to purchase cash bags. **COMPLETE**
- **ACTION** – Board members that have used your own personal emails to make sign up genius. We ask that you please transition these sign ups over to the [KellerCentralABC@gmail.com](mailto:KellerCentralABC@gmail.com). Please see Paige David if you need assistance with this.
- **ACTION** – Tonya Brown to add several topics from last month to the Board of Directors Meeting Agenda. **COMPLETE**
- **ACTION** – Kizzy Sapp to make 400 Rally towels for HOCO DONE **COMPLETE**

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- **ACTION** – Kizzy Sapp to advise of vendor, lead time, minimum requirement for CHS Individualized sports signs **COMPLETE**

**Next Meeting Date**

November 14, 2022,

**Location –**

CHS Fieldhouse

**Time -**

Executive Board @ 6:30pm / General Booster Meeting @ 7pm