

## South Lyon Panthers – July 2019 – Meeting Minutes

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July 15, 2019 – 7:00pm Riverbank Golf Course

- I. Roll Call- 7:01pm all present except Chris, Heather and Michelle
- II. Approval of June Meeting Minutes - Jim motion, Carlo 2<sup>nd</sup> to amend Old Business, Sec. A Instructional Team and the team formation information. Evelyn motion, Julia 2<sup>nd</sup> to approve minutes. The motion passed unanimously.
- III. Approval of the Agenda – Alison motion, Julia 2<sup>nd</sup> motion passed unanimously.
- IV. Call to the Public – nothing
- V. Financial Report
  - a. See Profit and Loss statements on the website.
  - b. Reimbursed Jaime for 2018 Sponsor Thank You and window decals
  - c. Reimbursed Mike for Helmet Cleaning Products
  - d. Sent \$500 Scholarship to Albion College for Goins
  - e. Sent \$500 Scholarship to Grand Valley State for Chezick
  - f. Paid South Lyon East Football Boosters \$2640 for the pass through Camp Fees we collected on their behalf.
  - g. When a refund needs to be made no single board member should be making these refunds without reviewing with the Treasurer and at least one other board member. In fact, no one should be making refunds except the Treasurer, just to keep things properly organized.  
When making refunds for players opting out, Mike, Michelle and Byron are always copied along with the participant. In addition, no board member should EVER reimburse themselves for any amount.
- VI. Managers Reports
  - a. Football – We will be sending out the Heads Up Youth Tackle Training certification to all of the coaches. We need to see if the coaches will also need to do another training for the CDC that Heads Up doesn't cover.
  - b. Cheer/Pom – All of the coach spots have been filled. The uniforms have been ordered. Cheer will send Mike the names of the coaches. Then we discussed who should have a background check. We need to clarify this a little further and if any of the coaches who are over the age of 18 should have a background check.
  - c. Equipment – The Equipment Pick-up was moved to 7/30, 7/31 and 8/1. This will be from 6-8pm at South Lyon High School. Mike is working on setting up the Hudl Accounts for each team. Need to move the Cheer Trailer to SL East High School.
  - d. Registration – Registration closes on Friday, July 19. Jaden Saavedra is going to be moving from JV Blue to Varsity Blue. Addison Belcher (Cheer) is going to be moved from JV Black/Silver to Varsity Blue/Gold. She was placed incorrectly.

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- e. Volunteer - We discussed the possibility of allowing a family to Opt out of Volunteering. Motion by Jen, 2<sup>nd</sup> by Evelyn to allow a family to Opt out of Volunteering. Motion passes unanimously. We will update the Equipment sign-out sheet and add the Volunteer Opt out language. Byron will print off the new forms for equipment pick-up. Each team is allowed a Head Coach, 4 Asst. Coaches and a Unit Director per team on the sidelines each week.
  - f. Events –
    - i. Ideal Photos: We were told that they were not able to do photos during Pantherfest on Friday, August 30<sup>th</sup> due to limited staffing. We discussed some other options. We thought that Thursday, August 29<sup>th</sup> would be the next best option but need to check with the school. The other option would be August 21. Jaime will reach out to Ideal Photos and work on the dates.
    - ii. Spirit Wear: The deadline to purchase Spirit Wear online is Sunday, August 4<sup>th</sup>.
    - iii. Sponsors: Jaime has sent out Yearbooks to all of this year's donors.
    - iv. Youth Assistance Program: They would like to hold a bottle drive during this year's equipment pick-up. They would need to be responsible for collecting and returning the bottles.
  - g. Concessions-
    - i. All Color Concessions managers are covered except Black. Gary mentioned that the Concessions Manager might need to be split into two positions, one for SL East and one for SL High.
    - ii. Looking at the overall # of volunteers needed for Pantherfest.
    - iii. Interested in looking into purchasing two POS (Point of Sale) machines.
    - iv. We received a donation of 150 cases of water from Busch's.
    - v. Gary is working on the Food Licenses. Nothing has changed for this year.
- VII. Old Business
- a. Coaches Meeting:
    - i. KVC League Meeting: Wednesday, July 24<sup>th</sup> at Hartland High School. One coach from each level and color need to attend.
    - ii. Legacy Meeting: Saturday, July 27<sup>th</sup> at the Legacy Center. We will be covering the cost for coaches to attend.
  - b. Mini Camp: We will be holding our mini-camp on August 6-8 from 6-8pm. Blue and Gold will be at South Lyon High and Black and Silver will be at South Lyon East.
- VIII. New Business
- a. Pantherfest: We will be checking with the school to figure out if we are going to change the date or keep it on August 30<sup>th</sup>.
  - b. Volunteer Requirements: We discussed allowing families to opt out of volunteering and what the requirements would be this year.
  - c. Golf Outing: The event will be September 22 at Tanglewood Golf Course. Jaime has sent out information to all of our sponsors about the outing.
  - d. Board Email Notifications – We wanted to see who would like to receive the [info@southlyonpanthers.org](mailto:info@southlyonpanthers.org) email. Alison would like to be added.

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- IX. Upcoming Calendar
  - a. We will be finalizing the photo schedule and Pantherfest. We will also discuss the practice schedule.
  
- X. Adjournment – 8:27pm motion by Alison, seconded by Evelyn. motion passed unanimously