

CHS Athletic Booster Club 2022-2023

Board/General Meeting Minutes – Aug 08, 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

Meeting Attendees:

- Paige David
- Teresa Hiner
- Christy Jones
- Tonya Brown
- Amy Manner
- Stacey Ford
- Jamie York
- Kizzy Sapp
- Stefanie Murray
- Zakiyah Granville
- Carmelita Cain
- Brett Kozickowski
- Holly Stanford
- Gloria Valdivia
- Chris Costa
- Guy Hiner
- Leah Sanchez Vasquez
- Coach Sport
- Coach Maher

General Membership Meeting Agenda:

- 1. Call to Order / Roll Call of Board of Directors**
 - *Paige David called meeting to order at 6:33pm*
 - *Paige conducted a roll call of the Executive Board and Board of Directors.*
- 2. President – Paige David (Present)**
 - *Motion to approve last Month's Meeting Minutes*
 - *Stacey Ford approved; Teresa Hiner seconded*
 - *Review of Old Business (See Old Business Section below)*
 - *Reviewed last month's open action Items (See Action Item Section)*
- 3. Vice President – Teresa Hiner (Present)**
- 4. Secretary Report – Tonya Brown (Present)**
 - **ACTION** – Tonya Brown to bring printed copies of the meeting agenda to next meeting.
- 5. Treasurer Report – Christy Jones (Present)**
 - Christy Jones gave treasurer report. General Fund started at \$58,445.01 at beginning of July. Ended the month at \$59,048.97 due to spirit wear sales.
 - **ACTION** – Christy Jones to provide Executive Board copy of Treasurer report prior to meeting.

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4. Director Updates

4.1 Membership – Stacey Ford (Present)

- Stacey Ford provided membership numbers for the 2022-2023 school year.
 - 150 Members, 53 Unique Memberships, 61 Student Athletes
 - Of the 61 Student Athletes: 26 are 9th graders, 16 are 10th graders, 8 are 11th graders, and 11 are 12th graders
- Volunteer sign ups were listed in the current membership sign ups.
 - **ACTION** – Stacey Ford to provide list to Paige David. Paige David will push this data to our Booster Directors for them to reach out to these people and get them involved.
- **ACTION** – Stacey Ford or Kizzy Sapp to send an email to Team Liaisons requesting them to promote booster club membership to their sport their groups.

4.2 Concessions – Committee

- Concession Clean up and Signage update. Further discussion in below new business section.

4.3 Spirit Wear – Kizzy Sapp (Present)

- Inventory conducted at the Concession Clean up on August 7th.
- Discussed in below sections.

4.4 Communications – Chris Costa (Present)

4.5 Special Projects – Open

- **ACTION** – Painting the concession wall

4.6 Team Liaison Coordinator – Kizzy Sapp (Present)

- The following is our list of Team Liaisons and the vacancies that we would like to see filled.
 - Boys Basketball – Jessica Burson (Absent)
 - Girls Basketball – Teresa Ouimett (Absent)
 - Cheer – Jamie York (Present)
 - Football – Paige David (Present), Amy Manners (Present), Stacey Ford (Present)
 - Softball – Andy Brown (Absent) & Tonya Brown (Present)
 - Volleyball – Lynn Peeler (Absent)
 - Boys & Girls Soccer – Kim Sarafidis (Absent)
- The following sports still need to designate a team liaison:
 - Baseball, Cross Country, Girls Track, Golf, Boys Soccer, Girls Soccer, Swimming, Tennis, Boys Track, Wrestling
 - **ACTION (Ongoing)** – Kizzy Sapp to reach out to coaches to see if they could recommend a parent to assist in this area.

4.7 Parliamentarian – Stefanie Murray (Present)

- **ACTION** – Booster Club needs to send their approved back ground check info to Stefanie Murray for record.

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Old Business:

1. *Bylaws update*
 - *Discussed in new business section*
2. *Annual Program from 2021-2022 put together*
 - *Discussed in new business section*
3. *Concession Clean Up / Inventory / Equipment / Signage*
 - *Discussed in new business section*
4. *Coaches Lunch*
 - *Discussed in new business section*
5. *Parent Meetings*
 - *Discussed in new business section*

New Business:

1. **Parent Meeting Dates**
 - Stacey Ford reported status of parent meetings. Football, Cross Country, and Volleyball have already taken place.
 - Swimming – August 22nd @ 6PM
 - Softball – August 25th @ 6:30PM in CHS Library
 - Girls Basketball – Tentatively set for October 17th @ 6PM
 - Girls Soccer – Tentatively in Oct. But no date
 - Boys Soccer – Tentatively set for December 1 @6PM
 - The following have not provided dates yet:
 - Cheer – Will be in spring. Date TBD
 - Baseball
 - Boys Basketball
 - Tennis
 - Wrestling
 - The following have indicated that they do not organize parent meetings since the students are usually multi-sport athletes and already have their information:
 - Boys Track
 - Girls Track
 - Golf
2. **Coaches Luncheon**
 - Coach Sport stated the Coach's Luncheon will be August 16th at 12:30pm.
 - **ACTION (Carryover)** – Kizzy Sapp to coordinate Coach luncheon and secure donor.
3. **Concessions**
 - Concession Clean up was conducted on August 7th at 7am. Thank you for the volunteers that came out to this.
 - Our working fridge went missing that we were going to use to replace in the concessions near the field house. Coach Sports contacted the people that came to pick these up and they acknowledged picking up the wrong one. So they will be making it right by replacing the fridge. Paige David let him know we need the fridge NLT August 18th.

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- **ACTION:** Coach Sports to have that company pick up the broken fridge sitting outside concession at the field house.
 - Fridge at the Volleyball Concessions is packed with people's stuff (not boosters).
 - **ACTION:** Coach Sports to have the coaches clean it out and use their fridge.
 - We still need to get volunteers to help put concession inventory purchases away when bought so we are not having the same people having to do this all the time.
 - **ACTION** – Amy Manners to load Sign Up Genius for these dates and times. Suggested day and time – Every Monday of a game week.
 - Discussions on using the round ice coolers found in storage unit to help keep sodas cool. One is cracked for sure.
 - **ACTION** – Determine which one is servable and remove the broken one.
 - Signage discussion for the concession stands. It was determined that using a smart TV monitor would be the most economical in the long run and would allow for changes. We will need 2. One for the concessions by the field house and the other for concessions at the school. For installation, Coach Maher mentioned we could do a district work order if needed to have them mounted.
 - **ACTION** – Chris Costa to check with Costco or SAMs to see if they would be willing to donate the TVs.
 - Discussed until we have the TVs that we could do the menu via QR code.
 - **ACTION** – Christy Jones to make a QR menu
 - Discussion on the KISD Stadium concessions. This year will be a little different as Sodexo is having supplier issues so we will be allowed to bring in our own supplies. We will have our own locked fridge and we will share a freezer with Fossil.
 - **ACTION** – Paige to determine how soon we can stock fridge at KISD Stadium.
 - Paige David suggested for KISD Stadium to do a cash only line and a credit only line.
 - **ACTION** – Paige David and Kizzy Sapp to look at stadium to check logistics and how to do signage if that is possible.
 - Gloria Valdivia, a boys soccer parent, asked how concessions worked when it came to reimbursement back to the sports. She also indicated that having to provide their own stock was a little hard and likes that Boosters covers inventory if you do concessions through the Booster Club. Paige David explained that it is 10%, but if that sport makes sure that they are covered the entire season with their volunteers, then it would be 20%.
4. **Homecoming – CHS ABC Float**
- Discussed doing a CHS Float during homecoming parade where we would give the booster club visibility. Possibly throw out spirit wear.
 - **ACTION** – Executive Board to set up a planning meeting for this
5. **Program Sales – Business Ads / Senior Ads**
- Christy Jones has finished this and will now set to be downloadable and send out. The link is located on your CHSABS page to view.
 - **ACTION** - Christy Jones to send out communication on this once she figure out how to make it downloadable for print

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- Business and Senior Ads are due August 20th. Paige David and Christy Jones explained to those in attendance the value of these sponsorships and how they support all athletics.
 - Christy Jones explained that sponsorship will run in both Fall and Spring booklet. However, the Senior Ad, you have the option to pay for either Fall or Spring, or the other to do both.
 - Business Ads – Reminder for us to keep trying to get sponsors.
 - **ACTION (Ongoing)** – Boosters to continue to secure sponsorships
 - Senior Ads – We have not gotten that many so just a reminder to keep sending out the ad info.
 - **ACTION** – Chris Costa to send a social media post reminder about Senior Ads due by 8/20.
6. **Sign Up Genius – CHSABC email**
- Amy Manners has done football and volleyball sign up genius.
 - Tonya Brown suggested making a CHS ABC email and use that going forward to make sign up Genius
 - **ACTION** – Tonya Brown to make a CHS ABC email.
 - **ACTION** – Amy Manners to merge previous sign ups to the new CHS ABC email once it is set up.
7. **New Website Status / Speaker from Side Arm (Brett Koziczowski)**
- Brett Koziczowski, wherein referred to as Brett K., gave an update of the new Side Arm Website and the functionality. He stated that some sports are good at updating their info and some not so much, but Side Arm will require a minimum standard. This new website will make it easier for college recruiters to access information on a player.
 - **ACTION** - Brett K. to share the minimum standard requirement with Paige David.
 - Coach Sports explained that the school would not be able to fund this website first year due to missing the window for submitting them as an approved vendor. He requested if Booster Club could fully fund this expense. It would be \$3000 for the subscription and \$700 for the build. A vote was taken, and it was unanimously approved to fully fund the Side Arm Website in the amount of \$3,700 from the General Fund.
 - Amy Manners asked how long it would take to get it up and running. Brett K. stated they needed a weeks' notice, so it should be no problem to be ready by school start.
8. **Spirit wear**
- Kizzy Sapp provided an update on Spirit wear. The athletic gear will not be available by Schedule Scamper, so she will have to come up later to sell it.
 - Kizzy Sapp stated she is not getting a response back from a vendor she is using. Coach Sport provided Kizzy Sapp with Fan Cloth brochure and explained that they used them in the past and made about 7-8K without even promoting it.
9. **Bylaw revision**
- Amy Manners and Paige David reviewed. They would like to do a special meeting dedicated to the changes to the bylaws via zoom and then next month we can vote

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on the updated bylaws.

- **ACTION:** Paige David to coordinate a Zoom meeting to review the bylaws changes.

10. Schedule Scamper – Spirit wear

- Booster Club will have a table for this where we will sell our spirit wear, promote membership and senior ads for the fall program as well as sell punch cards.

11. Adjournment

- Paige David requested to have the meeting adjourned. Carmelita Cane motioned for adjournment, and Amy Manners seconded. Meeting adjourned at 8:15PM

PREVIOUS MONTH'S ACTIONS:

- **ACTION** – Tonya Brown to set up GroupMe for Booster Board communications. **COMPLETE**
- **ACTION** – Booster board needs to register for membership and do background if they have not already. (completed: Amy Manners, Tonya Brown) **COMPLETE**
- **ACTION** – Christy Jones to send a communication out about membership for the 2022-2023 school year has started. **COMPLETE**
- **ACTION** – Stacey Ford to provide dates for membership meetings **COMPLETE**
- **ACTION** – Christy Jones to provide link for annual program from Spring 2022 **COMPLETE**
- **ACTION** – Aug 7th cleanup day. Tonya to add this to the calendar in GroupMe **COMPLETE**
- **ACTION** – Amy Manners to set up sign up genius for concession inventory help. **IN PROGRESS**
- **ACTION** – Coach Sports having an electrician come out to see if they can fix the fridge; if not, haul away and move over working one from gym. **COMPLETE**
- **ACTION** – Paige David to get price on making a concessions banner with pricing info **COMPLETE**
- **ACTION** – Stacy to load Parent meeting dates in the new GroupMe **COMPLETE**
- **ACTION** – Amy Manners to provide Stacey Ford with email from Hillwood Parents **COMPLETE**
- **ACTION** – Coach Sports to get date of Coaches Luncheon **COMPLETE**
- **ACTION** – Kizzy Sapp to coordinate Coach luncheon and secure donor. **IN PROGRESS**
- **ACTION** – Amy Manners to send last year budget info to Kizzy Sapp **COMPLETE**
- **ACTION** – Amy Manners to set up Sign Up Genesis for volleyball. **COMPLETE**
- **ACTION** – Membership, Treasurer, and Team Liaison should attend the parent meeting for volleyball **COMPLETE**
- **ACTION** - Amy Manners will set up Sign up Genesis for the various sports. (There will be a discussion at 8/8 about email address used for this) **COMPLETE**
- **ACTION** – Kizzy Sapp to reach out to each sport to ask for a point of contact that can ensure they get concession coverage. **IN PROGRESS**
- **ACTION** – Amy Manners and Christy Jones to do the fall program. Need to put a checklist together to collect coach info (getting to know you).
- **ACTION** – Christy Jones or Amy Manners to provide pricing information on the business ads and senior ads to the Booster group. **COMPLETE**
- **ACTION** – Christy Jones to reach out to Smoking Axes to see if they are interested in

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being a sponsor. **COMPLETE**

- **ACTION** – Asking each board member to sell at least 1 business ad. In addition to the booklet, they can be advertised on the website. **IN PROGRESS**
- **ACTION** – Christy Jones to push out information on ads to members as well. Also – put announcement out on social media for business as well as senior ads. Share with Band as well. **COMPLETE**
- **ACTION** – Stacey Ford to communicate the info on senior and business ads and deadline at all meetings she attends. **IN PROGRESS**
- **ACTION** – Coach Sports to see if Brett from Side Arm could attend the next Booster Club meeting on 8/8 **COMPLETE**
- **ACTION** – Paige David to provide Kizzy Sapp with the shield example for spirit wear. **COMPLETE**
- **ACTION** – Kizzy Sapp to reach out to Coach Sport to discuss spirit wear **COMPLETE**
- **ACTION** – Amy to send the spirit wear inventory information to Paige David and Kizzy Sapp. **COMPLETE**
- **ACTION** – Paige David and Amy Manners to have bylaws edited and ready for approval at next meeting. **COMPLETE**
- **ACTION** – We need to do a spirit wear table at the Schedule Scamper on August 13th (see Kizzy Sapp). **COMPLETE**
- **ACTION** – Tonya to add Schedule Scamper to GroupMe calendar. **COMPLETE**

Next Meeting Date – September 7, 2022,
Location – CHS Fieldhouse @ 6:30pm