

**PENFIELD PATRIOTS SPORTS BOOSTER CLUB**

Minutes for 5/19/08

**MEMBERS PRESENT:**

Athletic Director		Pete Shambo
President		Tom VanThof
Secretary		Linda Dronsfield, Chris Evans
Treasurer		Chuck Fogle
Assistant Treasurer		Paul Dwyer
Webmaster		Debbie Weigand
Student Rep		Matt Plakosh
Baseball		Jay Locke
Basketball	Boy's	Don Bates
Cross Country	Girl's	Jim Howe
Field Hockey		Linda Dronsfield
Football		Tom VanThof
Gymnastics		Nina/Chris DeVincentis
Ice Hockey		Al Steves
Lacrosse	Boy's	Sue DelPozzo
Skiing	Alpine	Lisa Sykes
Skiing	Nordic	Carolyn Acquilano
Soccer	Boy's	Kathy Meyer
Softball		Anne Zehler
Swimming	Boy's	Pat/Patty Farneth
Swimming	Girl's	Kaye Licherdell
Tennis	Boy's	Chris Evans
Track Indoor	Boy's	Donna Kaser
Volleyball	Boy's	Tracy Plakosh
Volleyball	Girl's	Kim Williams
Wrestling		Chuck Fogle, Jane Volo

*Please let Linda or Chris know if you got to the meeting late and forgot to sign in – Thanks!*

Meeting was called to order at 7:37 p.m.

**REVIEW OF MINUTES:**

Don Bates moved to accept the April minutes and Donna Kaser seconded; the group unanimously voted to accept the April minutes.

**OFFICER'S REPORTS:**

PRESIDENT: Tom VanThof

- Pete Shambo won an award as top Athletic Director in New York State – Congratulations, Pete!
- Officers for next year need to be elected/voted in next month
- Discussion ensued as to making Treasurer's position a paid position due to extensive responsibilities, some of which include:
  - 501C3 non-profit, Fed 990 tax forms must be filed annually if over \$250,000 of revenue earned, and our combined total was \$276,000, so we have to be audited
  - Booster by laws tracking and making sure they are up to date
  - File tax-exempt status and mail tax-exempt forms as requested
  - Prepare for 10 global booster meetings per year plus tracking of all accounts Training of new booster members each year
  - Last-minute demands

- Keeps track of about \$75 per month to do business (mailings, etc)
- Keep the books for tax returns, audits, brick sale, banquets, distribute checks for facilities
- Brick sale management will become a big job
- Accident liability for sports camps, car washes, etc
- Chuck is in his 5<sup>th</sup> year as Treasurer
- Treasurer's position takes about 10 hours per month outside booster meeting, plus another 2 hours at the meeting
- Suggested rate of \$25 per hour, \$3,000 per year to keep Chuck on as Treasurer from Sept - June
- Paul Dwyer could be Assistant Treasurer, but cannot make time commitment to be Treasurer
- Cannot split the books any further (other than reps currently making their own deposits)
- Paul (if made Assistant Treasurer) can take care of insurance, tax exempt forms, training new people
- Discussed whether anybody at modified level would want to step up but did not know of anyone.
- Discussed benchmarking the job/compensation
- We are unique within the county as far as being a group that brings all booster reps to the table to sit together (we are the county benchmark). It is an evolving group. There could be as many as 35 of us that come together each month, however, it is closer to 28 presently.
- Pat Farneth motioned to table discussion to be voted on at next month's meeting, Pete Shambo seconded it. The discussions tabled would be: Chuck would be a paid position (Treasurer) and Paul would be a volunteer (Assistant Treasurer) and this would be written into the bylaws.
- Kathy Meyer made a motion to do the vote NOW to create Paid Treasurer and Assistant (unpaid) Treasurer position; Donna Kaser seconded.
- The Unpaid Assistant Treasurer is to change the bylaws to create a Paid Treasurer's position. The Unpaid Assistant Treasurer will review the bylaws for the paid Treasurer.
- \$3,000 stipend for Paid Treasurer's position
- Unanimous vote to add Paid Treasurer and Unpaid Assistant Treasurer to slate of officers for next year.

VICE PRESIDENT: Mick Schoenberger - nothing to report.

SECRETARY: Linda Dronsfield/Chris Evans - nothing to report.

TREASURER: Chuck Fogle

- Switch from M&T to Family First has gone smoothly; reps make their own deposits and check their own balances
- If could automate download of Family First records to our books, would save a lot of time, but currently not possible

STUDENT REP: Matt Plakosh

Baseball had a huge win vs. Fairport on Friday  
Boys Lacrosse still undefeated  
Encourage the seniors who are 18 to vote on the May 20th

VARSITY CLUB REP: nothing to report

#### **COMMITTEE CHAIR REPORTS:**

CONCESSIONS: nothing to report

WEBMASTER: Deb Weigand

- Team pictures up through winter season are updated on website; spring lags behind
- Golf tournament updates have been added

- Student reps have not had time to participate
- Need web coordinators from each sort to get full use of the website
- Lots of potential and room for lots of information
- Currently only about 10% utilized
- Do we need to censor the links since they fall under the global umbrella?
- Discussion ensued regarding a link to an advertising page for our own global sponsors.
- “Front Page” comes with Microsoft and can be uploaded to our booster club domain
- “Dreamweaver” – if you have it – can be uploaded too; Deb has the templates
- Discussed training for website design – next Fall in computer lab – could set up a class so team website reps can learn how to use the website
- We need to try to get our own webmaster in each sport to update for individual teams
- Individual team webmasters can be students – would look good on their resumes.

### **FUNDRAISING: BRICK SALE** - Pete Shambo

Minutes from Brick Sale Committee Meeting on 5/13/08 are as follows:

- Present: Carolyn A, Kay L, Tom V, Beth G, Donna K and Pete S.
- Discussion was held to determine the financial split on the sale of brick and pavers for individual groups and Global boosters.
- Retail price of a brick will be \$50. The cost to produce and engrave the brick is \$15. It was agreed that of the remaining potential profit \$25 would go directly to the account of the group selling the brick and \$10 would go in a designated global brick sale account to fund a major capital project to be determined by the brick sale committee. (Discussion held at booster meeting regarding earmarking projects beforehand; i.e., hitting wall for tennis teams.)
- Pavers will retail for \$400. The cost to produce the pavers including art work will be \$150. The remaining \$250 would go directly to the global brick sale account to fund a major capitol project.
- Items that are yet to be determined but are being discussed are:
- How the funds will be ear-marked for items that will need to be purchased by the various booster groups.
- How the money can be spent, Title 9, BOE policy, needs of the programs. (Discussion at booster meeting to clarify that both men’s and women’s opportunities must be equal if both sports play.)
- Development of the order form to help keep monies identified for the correct group and accounts. (i.e., if Gymnastics sells a brick, they get credit for it.)
- How can groups access the global monies if they need assistance for their programs items? (Capital-type projects, facilities improvement – would be bigger than current facilities committee.)
- Development of a united-way type of form for donating funds to specific projects. (When purchase the brick you can delineate where you want the money to go.)
- Investment of the global funds while the fund-raising is on going? (6-month CD to earn interest?)
- Develop a process to earmark the global funds for specific capitol projects such as lights.

Further discussion re: Brick Sale at booster meeting:

- June 9<sup>th</sup> is gala to push brick sale. Some local celebrities will be present endorsing the sale.
- Cash and checks; no credit card machine yet, but can write down the credit card info if you want.
- Motion to accept brick sale committee minutes from 5/13/08 (Evans), seconded by Don Bates.
- Donna Kaser motioned to create a Brick Campaign Chair position for our slate of officers, Jay Locke seconded.

### **FUNDRAISING (Cont’d): – GOLF TOURNAMENT** – Sue Del Pozzo

- August 1<sup>st</sup> (Friday) 9-1 and 2-7 shifts need volunteers!
- Date/Location is on the booster club website
- Many door prizes collected already
- Please put names on donations you turn in so your individual team gets credit and you don’t get a call looking for your door prize(s) this summer

- Individual teams should donate a door prize/basket worth \$100 (can be 4 - \$25 gifts)
- Sue passed out the website form that states that Foursome \$400 checks payable to Penfield Patriots Sports Booster Club are due by Friday, July 11<sup>th</sup>, 2008
- Additional dinner tickets are \$25 and are required in advance
- Dinner and lunch are included for all players with the \$400 fee
- All golfers get something – a gift for golfing
- Liquor in the baskets is okay because students cannot win these
- Foursome participation required for each sports team
- Hole sponsor gets their logo on the sign and to choose which hole (advertising for them)
- Info is all on the website

**MEMBERSHIP:** Kathy Meyer - nothing new to report

**FACILITIES:** Sue DelPozzo

Facilities Committee met to review proposals.

- First Proposal/Request: Power Flow Hydration System(s)
- Portable water system for athletes to use – M/W Lacrosse, Football, possibly Field Hockey & Soccer
- Facilities committee recommended that we pay half (\$1,000)
- Each team that takes it out is responsible for getting it back to the training room and cleaning it
- Proposal was made (motioned) by Sue Del Pozzo to make a \$1,000 donation by Global to the multi-team purchase of a water system, Pat Farneth seconded; Unanimous “yes” vote by the group
- Pete and the team representatives will meet to decide which model(s) to purchase
- Second Proposal/Request: John Deere Gator
- M/W sports and maintenance crew would use it to maintain track and turf
- Facilities committee recommended re-submit in Fall or Spring of next year
- Felt school district should be responsible for maintenance (or pay larger percentage of cost)
- We recommended not to purchase now
- Pete Shambo advised that the majority of the use was intended for the trainer (not the maintenance crew), however, it would also help the maintenance crew to maintain the fields
- Facilities Committee motioned to re-vote on the gator again next month.
- Kim Williams suggested the proposal be re-written so that it reflects the majority of the benefits to the kids rather than maintenance crew.

**ATHLETIC DIRECTOR:** Pete Shambo

- Remember to vote on May 20<sup>th</sup>
- Turf questions regarding safety: the scares in articles are exaggerated; the safety issues are minimal
- SectionV.org – is the site to keep up with the sports schedules

**NEW BUSINESS:**

- “Side Effects” (a scoreboard company) approached Tom VanThof and Pete Shambo regarding a 32-foot scoreboard to take care of both stadiums
- Possibly purchasing a scorer’s table as well
- They solicit contracts with our sponsors for rolling advertisements to appear during track meets, football, lacrosse, games, etc.
- \$55,000 “sponsorship” – not an advertisement
- Tom gave them a pdf file of the field setup and is awaiting their input

Meeting was adjourned at 9:50 pm. (moved Donna Kaser, seconded Jim Howe)

The next meeting will be on Monday, June 9th at 7:30 pm in Room A1.