



GCHS Athletic Booster Club
October 10, 2018 Minutes

President Tony Guerrieri called the meeting to order at 6:36 P.M. Tony Guerrieri, Jim Tiffany, Lynn Tiffany, Todd Schuerman, Trish McNiece, Doug Magno, Dan Ostick, Aaron Cartee, Chelsey Tiffany, Sharon Wilson, Jo Stahoviak

Guests: Jennifer and Jeff Berg

Minutes from September were reviewed. Jo motioned and Todd seconded the approval of the Minutes. All were in favor.

Old Business

- Football Boys Bags - approximately \$2800. Tabled until next meeting as we did not have invoice or info on purchase request. No update on this request from the Coach.
 - Per Tony, this will need to be resubmitted with proper information/documentation.
 - Per Dan - Brian please suggest to Coach to submit this during this school year so these are available for summer/next school year.

Athletic Director Report – Brian Moe (not present)

Coaches Requests (none)

Donation Requests (none)

Involving Activities (table to next meeting)

COMMITTEE REPORTS

Social Media Doug Magno

- Everything updated.
- Board Members - Please wear Booster Shirts to game on Friday for pictures (for website). If not here Friday, he will find a time to take your picture (in Booster shirt as well).

Aaron motioned to accept Doug's Social Media portion of report. Jo seconded. All were in favor.

Concessions - Jim & Lynn Tiffany

- Jim in process of reviewing invoices, particularly Walmart & Sam's
- Tony advice to Concessions - sell what you can on Friday as it is last outdoor Concessions activity
- Friday Specials: Western Burger, Grilled Cheese
- Winter Sports - Add to Main Menu: Grilled Cheese, Soup (put in containers) - Tony will add Volunteer spot to make sandwiches if we need to. See how it goes.
- Winter Sports - Special Menu Item (Friday Night/North Games) - Walking Tacos
- Jim shared that there was a letter from 2 Freshman Students for English Class (given to them by Mrs. Miller during conferences) requesting we discontinue selling specific Concessions items as the companies that manufacture violate child labor laws. Jim is responding, respectfully, and will send letter to Board.
 - Discussion ensued regarding the benefit of having a student representative on the Board. Sharon will add as Agenda topic for November. The student would be a liaison to students regarding fundraisers, marketing, etc.

Trish motioned to approve Jim's report. Dan seconded. All were in favor.

Spirit Wear Coordinator Todd Schuerman & Trish McNiece

- Received Turkey Trot quote for grey shirts
- Tony / Doug shared that Grayslake North Boosters use same vendors: mainly American Outfitters & Artrageous

- Discussion later ensued regarding potentially partnering with Grayslake North on spiritwear orders to obtain a larger discount with vendors.
- It was shared that North is having a “crosstown” t-shirt made for Central vs. North game (football helmets/year on t-shirt). Selling for \$15.
- Discussion ensued regarding how can we partner with North to create a shirt that uses same crosstown design (maybe just the year and logos - use for all sports), but just have printed on different color t-shirts (green & white, black & gold).
- Sharon to add “Grayslake North Partnership” as additional Agenda topic in November.
- Letterman jacket sales are declining; Josten’s now offering in addition to class rings
- Winter Sports - suggested that we bring out Spiritwear for Friday or Sat night games / North games (bigger events). We can staff with an additional parent volunteer - just need to know what nights for sure. Suggested we just bring out key/best selling items and have them go to stand for other items. Don’t make too difficult - just to draw attention to spiritwear.
- Suggestion made to order more winter items (stocking cap, Headbands, XL hats) and put applicable items in bookstore.
 - Sharon motioned to approve \$2K order for additional popular & winter items (stock up for winter/freshman orientation). Dan seconded. All in favor.
- Discussion began around the outcome of Tony/Doug/Melissa Grayslake North meeting with Boosters. Possibility of partnering for Turkey Trot. Discuss later.
- Tony also mentioned trying to market online sales more

Lynn motioned to approve Spiritwear Report. Jo seconded. All were in favor.

Secretary Sharon Wilson

- Made sure that Tony and Doug had received % Volunteer Participation Final Report from 2017/18, sent last month after meeting. Doug recalled. Tony did not.
- Sharon let them know she would update with final Fall Sports #s once season complete.

Tony motioned to accept Sharon’s Secretary report. Tony seconded. All were in favor.

Volunteer Coordinator Tony Guerrieri (interim)

- Will begin inputting new spots for Winter; Will request from AD - big events
- Tony & Doug had meeting with Band Boosters (prior to this meeting)
 - Discussed opportunities to assist each other
 - Athletic Boosters could use additional volunteers
 - Band Boosters could use another fundraising stream
 - No invoices needed as monies received would pass through their budget
 - Discuss agreement based on \$ per % volunteer participation thresholds
- In future meeting, discuss how we could apply same model to other organizations as they may need a way to fundraise (\$ in exchange for parent volunteer hours on behalf of their organization).
- Additional parent volunteer hours would allow us to fill spots sooner (no labor in reminders), allow us to add volunteer spots to help with tasks such as making grilled cheese as main menu item, Spiritwear sales at big events/weekend games, assist with Spiritwear inventory, etc.
- Upcoming Needs
 - Fri Oct 12th: Board Member Slots Full - Put Reminder out for Parents; Sharon put reminder out - down to needing 5-6 Parent Volunteers. Band Boosters sending out a note.
 - Tues Oct 16th: Inside Volleyball - 1 Board Member 4:45 - 7:15 pm - Todd volunteered.

Sharon motioned to accept Tony’s Volunteer Coordinator report. Doug seconded. All were in favor.

Vice President Doug Magno

- Turkey Trot
 - Everything nearly complete with planning for Turkey Trot
 - Still working on finalizing Tax Exempt ID so paperwork can be updated.

- Found out North uses District
 - We are going with the same now
 - Sharon sent Doug Sponsorship Letter from last year
- Mascot Tunnel
 - Majority on Board liked #2 so Doug going back to ask for artwork/mock-up for us
 - Brian asked coaches for their opinion and it was split among 3 choices
 - Will add as agenda item for future meeting
- Follow-Up re: Tax Exempt ID
 - It was OK we were using School's before. Moving to District ID
- Follow-Up re: Taxes
 - We do not submit taxes each year; yet we do submit Financials 1/year
 - Received letter from Mike Zelek, D127 Associate Superintendent; Books are off \$1500 (negative) last school year; Bob is investigating last year's books as Treasurer position was vacated mid-year and Bob was interim.
 - Bob has implemented several practices based on suggestions from the larger Board to apply stricter checks & balances, Board processes for handling monies, reporting, and file organization.
 - Melissa has moved this year's Financials to QuickBooks to reduce manual errors in bookkeeping.
- Concern Raised re: Board Balance Carryover (Savings/Checking)
 - Board is responsible for capital improvements and does need to carry a balance.
 - Board has been, and is, in favor of spending portion of Savings balance on Board approved capital items; Discussions will be had with school and AD Office. Needs will be brought back to Board for vote.
 - Doug checked and there is no specified carry over balance stated in By-Laws, and School does not have limit.
 - Todd suggested we check non-profit policies. Doug will pursue.
 - Sharon suggested Board Members talk to their students' coaches - remind them they can submit coaches requests, particularly new coaches or if coaches are asking parents to fundraise/write check for items that could be covered by Boosters. Be advocates.
 - It was suggested that we ask Brian to discuss Coach Requests with coaches.

Tony motioned to accept Doug's VP report. Jim seconded. All were in favor.

Treasurer Melissa Cartee (shared by Doug)

- Checking: \$33,089.18
- Savings: \$68,492.10
- Football Families: \$9,039.01
- Dugout Club: Need to obtain for next month
- New Invoice Process:
 - Have vendors send invoices directly to you.
 - You review and approve. Send to Melissa (via scan/photo) via email or signed invoice (if by mail) letting her know it is approved and ready to be paid. Be very clear.
 - Tony requests that we be sure to receive and process invoices as soon as possible. We have had a few late payment fees as a result of a delay in review and approval.
- Melissa will run checks on Wednesdays and mail on Thursdays
- Please submit receipts within the month of expenditures so she can process before end of the month.

Dan motioned to accept Melissa's report (shard by Doug). Jo seconded. All were in favor.

President Tony Guerrieri

- Attending Dugout Club Golf Outing Saturday
 - Requested donation from Spiritwear
 - Will request what their needs are and get back to Trish/Todd
 - Let Doug know all sales Sat will go towards Dugout Club - no other events
- Fun Fact - Tony is already receiving requests for information for Hoops Fest. Former coach in area moved to Iowa and wants to bring team to tournament and stay at Great Wolf Lodge for their final tournament/team event. Great news!

Todd motioned to approve Tony's report. Jo seconded. All were in favor.

New Business

- Square Training: How to Reverse Sales - Doug will show us next meeting (since this season nearly complete). Necessary for all of us to know how to do this to keep books straight.
- Grayslake North Boosters Meeting
 - Notes regarding outcomes of this meeting mentioned as they applied throughout the meeting.
 - Definitely opportunity to work with Grayslake North on some partnerships re: fundraisers, spiritwear. Will discuss at future meeting.

Meeting adjourned at 8:32 pm. Tony motioned to adjourn and Sharon seconded. All were in favor.

The next general meeting will be held in Room 1350 at 6:30 on November 14, 2018.

Minutes were taken and prepared by Sharon Wilson.