

**Wilde Lake High School  
Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher	Secretary:	Jon Wilson
	Anne Santos	Spirit Wear:	Amy Churilla
Membership:	Tonya Harris	Sponsorships:	Mike Aubin
Casino Night:	Mary Anne Varela-Spooner	Alumni:	Charlie Sciabarra
At Large:	<i>Open</i>		

Board Meeting: June 5, 2019 Wilde Lake High School - Began 7:05 pm

Attendees:

Board: Churilla, Fisher, Pittman, Santos, and Wilson.

Members: Triiip Bowen, Melanie Facchiano, Tracy Hollida, Jenn McQueeney, Kevin Minney, and Crissy Simpson.

Admin: Kareem Penn, AAM. Pat Crouse, Vice Principal. Tee Dronenburg, Head Varsity Softball Coach

**Minutes:** The minutes from May 1 were approved.

**Election of 2019-2020 Board**

The following slate of Board members was approved unanimously, including by seven members who voted on-line. All positions are elected for a one-year term.

Todd Pittman, President

Triiip Bowen, Vice President

Anne Santos, Treasurer

Jon Wilson, Secretary

At-Large:

Amy Churilla

Melanie Facchiano

Tracy Hollida

Felicia Hulit

Jenn McQueeney

Kevin Minney

Crissy Simpson

Under the recently revised By-Laws, non-officers no longer have specified positions on the Board, but Todd thanked the electees for their interest in helping with these functions:

Casino Night: Melanie (with support from Mary Anne and others)  
Communications: Amy  
Concessions: Tracy and Kevin  
Corporate Sponsorships: Felicia  
Membership: Crissy  
Spirit Wear: Jenn and Amy

Todd thanked the “retiring” Board members for their service on the Board and their years of support for Wilde Lake: Mike, Cindy, Tonya, Charlie, and Mary Anne. There will be a celebration of their service on June 26 at Union Jacks.

### **Treasurer’s Report (Todd)**

- As reported in May, this was an excellent year financially for the Boosters. Todd reported that the reserve fund is fully funded (or arguably, overfunded), so putting the excess revenues aside for the future would not be the best option. He and Kareem considered pressing needs that would benefit from the funds that are available.
- One option under consideration was to use the funds to fix the plumbing in the concession stand. However, Kareem has been told that the school system will likely need to replace the current rest rooms to meet ADA requirements. It is quite possible that the outcome could be a new concession stand with rest rooms attached. He recommended that planning of concession stand upgrades should be tabled for now. Similarly, plans to re-work the brick monument should be put on hold until the location of the potential new concession stand is determined.
- The consensus greatest need is for electronic scoreboards for baseball and softball. WLHS is the last high school in the county to have manual scoreboards.
  - After a discussion of options, the Board voted to authorize Kareem to spend up to \$18,000 for the purchase and installation of two electronic scoreboards.
  - Coach Tee thanked the Board for their support.
- Todd recognized that there are some smaller cost capital items that have also been on the “wish list.” He recommended that items like new speakers for the stadium, a ticket booth, and door skins for the gym be considered as part of the 2019-2020 budget.

### **AAM Report (Kareem)**

- Kareem thanked the Board for their support this year.
- He reported that the draft school budget has been cut back by the County and significant cuts are being considered for athletics. Each school received \$35K for athletics this year and the school system has discussed reducing that number to \$21K in 2019-2020. Kareem has informed coaches that additional fundraising may be needed. Kareem will keep the Boosters informed about the final budget and how the Boosters can help.
- Kareem shared the news with anyone who hadn’t heard that Rick Wilson announced he will be retiring at the end of the school year. A new principal will be appointed soon.

### **Corporate Sponsorships**

- Crissy recommended that Felicia (or another Boosters rep) consider asking the village board for a donation. Given their budget year, a request now would be timely.

### **Membership Report (Todd for Tonya)**

- Boosters topped 101 members this year. The prior membership high on record was 65 with 50 being about average. Todd thanked Tonya and everyone who helped for this success. Todd noted that while this number may seem small in a school with about 1,300 students, when you estimate the number of families with student athletes, the membership rate is pretty good.

### **2019-2020 Dues**

- Per the bylaws, the membership dues for the following school year are to be voted on by those members attending the June meeting. Todd proposed to retain the same dues structure as in 2018-2019:
  - \$50 Basic Membership with donations recommended.
  - Families have the option to select “variable pricing” and give what they can to become a member.
    - The Membership approved the proposal.

### **Summer Meetings**

- Todd proposed meeting on July 10 and August 14 this summer. Meetings will return to the first Wednesday of the month in September. The new Board agreed with this proposal.

Meeting ended at 8:20 pm. Kareem then took all interested attendees on a tour of the athletic facility upgrades.

Next meeting: July 10, 2019 – 7 pm WLHS Teacher’s Lounge

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher	Secretary:	Jon Wilson
	Anne Santos	Spirit Wear:	Amy Churilla
Membership:	Tonya Harris	Sponsorships:	Mike Aubin
Casino Night:	Mary Anne Varela-Spooner	Alumni:	Charlie Sciabarra
At Large:	<i>Open</i>		

Board Meeting: May 1, 2019 Wilde Lake High School - Began 7:00 pm

Attendees:

Board: Churilla, Fisher, Pittman, Santos, and Wilson. Varela-Spooner attended in part.

Members: Triip Bowen, Felicia Hulit, Kevin Minney, and Crissy Simpson.

Admin: Kareem Penn, AAM. Pat Crouse, Vice Principal. Brian Henderson, Faculty/Head Football Coach

**Minutes:** The minutes from April 3 were approved.

### **Introduction of Brian Henderson**

- Kareem introduced the new head football coach Brian Henderson
- Brian discussed his plans for the team. He strongly believes that athletics is more than sport; it is about building community.
  - He will have his team helping with community events such as Special Olympics and flag football at middle schools.
  - He wants to build a summer football camp similar to Coach Wingfield's basketball camp
  - He has been partnering with a local photographer to prepare promotional materials. The Board was very impressed by the work.
- Todd asked Brian to let the Board what it can do to be supportive

### **Introduction of the Boosters to Interested Members**

- The Boosters encouraged members to attend tonight's meeting to get a feel for the Board and see if they might be interested in becoming more involved in the next school year.
- Todd gave a brief summary of the function of the Boosters and its recent activities.
- Jon and Amy discussed the volunteer opportunities on the Board and key positions including Concessions, Membership, Casino Night, Corporate Sponsorships, Spirit Wear, and Communications. They reported that they are currently seeking volunteers for the 2019-20 Board. A slate of candidates will be voted on at the next Board meeting (June 5).

- Triip Bowen commented that there is a perception that the Boosters prioritizes larger/popular teams over smaller teams. Todd and Kareem responded that this is an unfortunate misperception; in the case of uniforms, all varsity teams are on the same regular rotation of getting equipped. Some teams did not get their uniforms on time this year because of problems with the vendor (who has been replaced), but no team is intentionally on a “slower” schedule.

#### **AAM Report (Kareem)**

- Kareem will be taking nominations of the Wildecats Hall of Fame.
- All furnishings and banners ordered under the athletic “rebranding” initiative have been delivered. They will be installed soon.

#### **Treasurer’s Report (Todd)**

- Todd reported that this has been an excellent year financially for Boosters. He projects that the organization will exceed revenue projections and have some savings in expenses. With the contingency fund fully funded, he recommended that Kareem and the Board consider one-time expenditures for the surplus. Priorities may include:
  - Funds for installation of electronic baseball and softball scoreboards – these are long time priorities
  - Concession stand upgrades – Kareem agreed to explore whether this could be a School System project
  - Brick monument by the concession stand – another long time priority
  - Door skins for the gymnasium/chairs for coaches room
- A vote will be taken at the June meeting

#### **Membership Report (Todd for Tonya)**

- This has been an excellent membership year with 98 members so far. This is the best membership level in memory. Hoping to get to 100.

#### **Concessions (Cindy and Anne)**

- The home playoffs for spring sports have ended for Wilde Lake. The last concession event for the school year is the Special Olympics event this week.

#### **Spirit Wear Report (Amy)**

- The rokkitwear.com has been successful so far. Previously, Boosters did not sell product in the spring, but now purchases are being made from the site regularly.
- The Board agreed that Amy could buy some product over the summer so it could be on hand for demonstration during the traditional sales opportunities in the fall (fall sports orientation, new student orientation, and back-to-school night).

Meeting ended at 8:43 pm.

Next meeting: June 5, 2019 – 7 pm WLHS Teacher’s Lounge

## **Wilde Lake High School Boosters Meeting**

Board Meeting: April 3, 2019, Wilde Lake High School – Began 7:10 pm

Attendees- Rick Wilson, Anne Santos, Todd Pittman, Cindy Fisher, Tonya Harris and Kareem Penn

### **Minutes**

The Board approved the March 6, 2019 minutes.

### **New Business**

Wilde Lake Distinguished Alumni Hall of Fame

Rick Wilson- Thanked everyone for casino night. He distributed a draft proposal for the creation of the Wilde Lake Distinguished Alumni Hall of Fame. He asked the Boosters for support and would like a Booster club board member to participate on the selection committee. There will be approximately nine slots.

The first meeting will occur shortly. The Hall of Fame will provide an opportunity to have alumni come back and bring back rich traditions. It will start small and eventually become a dinner or a ceremony.

The first nominating class will be celebrated at homecoming.

Anne Santos volunteered to serve on the selection committee.

### **Subcommittee Reports**

#### **Treasurer's Report**

The Booster's have already pulled in \$42,508 for 2018-2019 and the goal was \$41,000.

#### **Membership Report**

The Boosters have 98 memberships.

#### **Concessions**

The Boosters need more volunteers to work the concession stand. Ideas discussed include having each sports team pick one game to volunteer and if they don't, they will not receive their banquet money. Cindy also discussed the idea of paying teachers and school staff to work concessions. This idea will be discussed with Kareem because he has hired staff to work games.

## **Casino Night**

The event was successful and raised \$7,200.

## **Spirit Wear**

Approximately 40 people have bought Spirit Wear items from the online store.

## **Uniform Budget**

There may be a possible need to increase this year's team uniforms budget from \$17,000 to \$21,000. Kareem can pay for it out of his athletic budget or it can come out of the Boosters budget. The Boosters will have an extra few thousands of dollars and the organization is in favor of spending it all now.

## **New Business**

### **Team Parent E-mail List**

New paradigms needed for generating parent e-mail lists for each sport team. There was a discussion of how can the Boosters get parent's email address. It's a goal to have it in place for next year, we have to go more high tech.

### **Nomination Committee**

Efforts to identify 2019-2020 Board candidates. John and Amy have formed a nominating committee. The plan is to draft an email and talk with Rick to see if an email can be sent to all of the school's parents. We can also send the email to all of the Booster members.

### **Annual Call for Boosters**

Board members are made up of parent volunteers and if anyone is interested they can attend the May 1<sup>st</sup> Boosters meeting where the positions available will be discussed. At the June meeting candidates can be voted in.

### **Action Items**

Board members asked to look for recruits to serve on the next board.

Acknowledgement of casino sponsors. Possible ideas include emailing sponsors the Spring 2019 newsletter, which features an article on Casino Night! and lists the sponsors. Also, discussed was giving Mary Anne Varela-Spooner the names and contact information for this year's sponsors. This information can be used for next year's event.

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
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	Anne Santos	Spirit Wear:	Amy Churilla
Membership:	Tonya Harris	Sponsorships:	Mike Aubin
Casino Night:	Mary Anne Varela-Spooner	Alumni:	Charlie Sciabarra
At Large:	<i>Open</i>		

Board Meeting: March 6, 2019 Wilde Lake High School - Began 7:10 pm

Attendees: Aubin, Churilla, Fisher, Harris, Pittman, Santos, Varela-Spooner, and Wilson.  
Kareem Penn, AAM.

### **Minutes**

The Board approved the February 6, 2019 minutes.

### **Old Business**

By a vote of 8-0 with one absence, the Board approved amendments to the By-Laws. These amendments had been discussed the February meeting and were distributed to the Board for final review five days prior to the vote.

### **AAM Report**

Kareem reported that he had placed the order for the improvements (display boards, etc.) to rebrand the athletic facilities. This was the order that the Board approved in February.

### **Treasurer's Report**

Todd reported that the Boosters are track to meet (and possibly exceed) our \$41K revenue target for the year. We have reached the revenue goal for Spirit Wear and there have already been 41 new orders from the online store. This is a very positive start for this new approach.

### **Casino Night**

For the remainder of the meeting, Mary discussed logistics for Casino Night (March 15) and reviewed volunteer assignments. The event was on track to be very successful.

Meeting ended at 9:10 pm.

Next meeting: April 3, 2019 @ 7 pm – WLHS Teacher's Lounge

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: February 6, 2019 Wilde Lake High School - Began 7:15 pm

Attendees: Aubin, Pittman, Santos, and Wilson. Amy Churilla, member. Kareem Penn, AAM.  
Pat Crouse, Vice Principal

### **AAM Report**

- Kareem gave an update on the facilities upgrade plan (aka Rebranding Wildecats Athletics) that he discussed last meeting. The final proposal includes:
  - Furnishings for coaches' conference room (TV to be purchased later)
  - Record boards
  - Basketball roster boards for gym
  - Academic achievement board and team photo board
  - State champs board (on exterior of school by stadium)
  - Door skins on gym doors/Lifetouch photos for locker room hallway
- The cost is \$15,000 which Kareem proposed to split between the Boosters budget and the school athletic budget.
- The Board discussed if this relatively new proposal would push back any previous priorities:
  - Baseball/softball scoreboards cannot be replaced until funds are available to pay for electrical work. Kareem will see if there is any funding at the school system level that might help expedite this project. In the meantime, Kareem will look at ways to refurbish the existing scoreboards.
  - Kareem also noted the new grounds manager has been very good. He wants to address the baseball field grading issues after the season.
- The Board voted to approve the allocation of \$7,500 for the rebranding project. Kareem said the furnishings will begin to be delivered in mid-March. Installation will be sometime after that. Kareem will also be working on refreshing the trophy case contents.

### **Spirit Wear Report (Kareem/Amy)**

- Following the November discussion about an on-line spirit wear store, Amy and Kareem researched options and selected rokkitwear.com as the best choice. The store offers 24/7 service and will transfer 15% of sales to Boosters. The selection is extensive and can be branded with the Wildecats logo. Products are delivered directly to purchasers.
- A team can set up special sales that offer discounted pricing and free shipping to the team rep. The Boosters could offer to manage team spirit wear fundraisers. Details for distribution of profits would have to be worked out.
- We can order products to be sold at beginning-of-year events. The goal would be to order enough to draw attention to the Boosters booth but not end up with much/any on-site inventory. As with team sales, we'd expect a discount for these bulk orders.
- The Board voted for Todd to sign the agreement with rokkitwear.com.

### **Administrative Items**

- Minutes from the January 2, 2019 meeting were approved with one edit.
- The Board voted unanimously for Amy Churilla to immediately join the Board as the Spirit Wear Committee chair.

### **Club support**

- Kareem will encourage student clubs to apply for the funds that the Boosters have set aside this year for club support. As discussed in December, clubs that demonstrate that they will match the request with their own fundraising will get highest priority. Kareem will report on the application process at the March meeting with the goal of distributing funds for April/May activities. If not enough quality applications are received, the Board does not have to distribute the total funding amount (\$2,000) available.

### **Bylaws/Nominating Committee**

- Jon reviewed the proposed Bylaw amendments with the Board. The Board agreed to all the proposed changes that were discussed in January. The Board further agreed:
  - Officers should have two year term limits but not two year terms because it might discourage participation.
  - Administration staff will not be voting members of the Board.
  - Members can vote by absentee ballot at the semi-annual membership meetings.
  - The quorum at these meetings (including absentee voters) will remain at 11.
- Jon will finalize the changes and distribute an official proposal at least 5 days prior to the March 6 Board meeting.
- Jon and Amy volunteered to serve on the nominating committee to recommend a slate of Board candidates for 2019-2020.
- The Board agreed to have the nominating committee recruit people to lead the following committees for the next school year:
  - Concessions
  - Spirit Wear
  - Membership
  - \* Event Fundraising (Casino Night)
  - \* Corporate Fundraising
  - \* Communications (new)

**Casino Night (Todd for Mary Anne)**

- Todd reported the list of 2019 potential auction donors is on the Google Drive that all Board members and Kareem should have access to. Board members should check their assignments for follow-up with any donors who have not yet submitted their gifts for auction, etc. Todd also noted that we want to encourage table sales.
- Kareem said he will check on team baskets for raffles.
- Mike will assist with envelopes for will call.

**Scholarship (Todd)**

- Once again, the Boosters will be managing a college scholarship competition for student athletes. Students are to apply by May 1 and then the administration will select two awardees. Mike volunteered to assist.

Meeting ended at 9:10 pm.

Next meeting: March 6, 2019 – WLHS Teacher's Lounge

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: January 2, 2019 WLHS Teacher's Lounge - Mtg Began 7:10 pm

Attendees: Fisher, Pittman, Santos, Varela-Spooner, Wilson. Kevin Minney, member. Rick Wilson, Principal and Kareem Penn, AAM

### **Administrative Items**

Minutes from the December 5, 2018 meeting were approved.

### **AAM Report**

- Kareem reported that the football (varsity and jv) and volleyball (varsity) coaches announced their resignations after the season. Kareem will be following school system protocols to fill those positions.
- Kareem announced his vision to build excitement for athletics at the Lake. He sees great potential by changing the look and feel of the areas in and around the gym and locker rooms to highlight excellence and achievement. The proposed enhancements include new display boards for team pictures, team records, an academic achievement board, and a donor board for the area outside the gym; door skins and a state championship board for the gym, and photo displays outside the locker rooms. He also sees an opportunity to assist the coaching staff by refurbishing the coaching lounge with tables, dry erase boards, and audio/visual for team meetings.
  - Kareem took the Board on a tour of the space to help them understand the opportunities to re-brand the facilities.
  - A preliminary estimate is about \$15K for these enhancements. Kareem is still working through the details, but suggested that the Boosters' 2019 facilities upgrade budget could be used to pay for part of these expenses.
  - The Board asked Kareem to look into the pricing for an electronic display board; consider whether the donor board was needed; and get pricing for the door skins. Kareem will bring a proposal to the February meeting for consideration.
  - The Board suggested Kareem to share a video of the proposed enhancements as a loop during Casino Night.

- Anne asked Kareem if there has been consideration for a program to feed income eligible athletes after school (before practice/games). Kareem said he would look into this.

### **Treasurer's Report (Todd)**

- Boosters finances are on budget.
- Todd also gave the membership report on behalf of Tonya. Memberships are on track to reach 100 memberships this year which would be one of the best years for Wilde Lake. However, Todd learned during a HoCo Boosters club leadership meeting, that Wilde Lake's membership is behind other schools in the County.

### **Concessions (Cindy and Anne)**

- Receipts are on track, but getting people to volunteer remains a challenge.

### **Casino Night (Mary Anne)**

- Casino night will be March 15, 2019 at Kahler Hall. The band has been secured and Mission BBQ will be the caterer. Other operational details on track.
- Tickets will be advertised on Facebook, Twitter, and in the Flier. Costs are \$350 for a table of 8, \$50 per person, and \$35 for staff. All tickets will be available through on-line sales.
- Mary Anne may seek help from Board members to follow-up with prospective corporate donors. She may also need assistance from Kareem to make sure team raffle baskets are completed.

### **Old Business**

#### **Bylaw Changes (Jon)**

- Under the terms of the Bylaws, Board members must receive any proposed Bylaw changes at least 5 days prior to a vote for the vote to be official. Because Jon did not meet that deadline, he asked Board members to review the proposed changes in January so they could be distributed and voted upon at the February meeting.

Meeting ended at 9:10 pm.

Next meeting: February 6, 2019 – WLHS Teacher's Lounge 7 pm

## Wilde Lake High School Boosters Meeting

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: December 5, 2018 Union Jack's - Business Mtg Began 7:30 pm

Attendees: Aubin, Harris, Fisher, Pittman, Santos, Sciabarra, Varela-Spooner, Wilson. Amy Churilla, member. Rick Wilson, Principal and Kareem Penn, AAM

### **Administrative Items**

Minutes from the November 11, 2018 meeting were approved.

### **Old Business**

At the last meeting, the Boosters' approved \$2500 for WLHS Club support for 2018-19. The Board agreed to discuss a plan to distribute the funds at this December meeting. After input from all attendees, the Board agreed to the following principles for funding clubs:

- Kareem as AAM will be responsible for reviewing applications and making recommendations to the Board for approval.
- The Board left details about assessing applications to Kareem, but asked that two elements be part of the criteria:
  - Demonstration of volunteer time for concessions or other volunteer service that is deemed equivalent.
  - Demonstration of some level of match for the funds requested. Applicants must have some "skin in the game."
- Applications will have deadlines so Kareem can evaluate proposals as a group and not piecemeal. The deadlines will coincide with the start of sports seasons:
  - Fall (September)
  - Winter (December)
  - Spring (March)
- The Board has already approved \$500 for club support. With the remaining 2018-19 funds authorized, the Board asked Kareem to set up an application/review process to begin this spring. He should notify clubs of the opportunity. The process will be tested this school year and then refined for 2019-20. The Board noted that it has the discretion to provide less than \$2,000 this year if insufficient qualified applications are received.

### **Casino Night (Mary Anne)**

- Casino night will be March 15, 2019 at Kahler Hall. Mary Anne explained the operational details for the benefit of new members.
- Mary Anne has a list of steps necessary for the night to be successful. With many experienced members, most assignments have already been made. A critical element for success is securing corporate donations for items to be auctioned. Ticket sales allow the event to break even; the auctions generate the profits for this fundraiser. Mary Anne shared a draft letter to solicit donations. Mary Anne will distribute a project plan later in the month and in January, the Board will discuss how to help with soliciting donations.

### **New Business**

#### **Bylaw Changes (Jon)**

- When Jon joined the Board this summer, he noted that some elements of the Bylaws were not being followed. The Board discussed where the Board should do a better job with compliance and where the Bylaws should be amended. The following amendments were recommended:
  - Change Board membership to between 7 and 11 members
  - Elect three Board members with designated officer assignments: President, Treasurer, and Secretary. All other Board positions will be elected at large.
  - Establish 2 year term limits for officers, but remove term limits for the Board
  - Instead of having standing committees written into the Bylaws, require the Board to approve committees annually. Board members will be recruited to help lead these committees. This gives the Board discretion to split committee work (e.g., Casino Night and Corporate Sponsorship committees instead of just Fundraising); have two chairs as appropriate; or drop/add committees (e.g., drop Spirit Wear if not needed or add Alumni Relations if that is a priority).
  - Strike the provision that allows team parents have full Board voting rights
  - Move the May membership meeting to June. Members will vote on membership dues for the next school year at this meeting instead of September.

Meeting ended at 8:45 pm.

Next meeting: January 2, 2019 – WLHS Teacher's Lounge 7 pm

## **Wilde Lake High School Boosters Meeting**

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Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: November 11, 2018 Wilde Lake High School - Began 7:15 pm

Attendees: Harris, Fisher, Pittman, Sciabarra, Varela-Spooner, Wilson. Amy Churilla, member. Kareem Penn, AAM.

### **Administrative Items**

Minutes from the October 3, 2018 meeting were approved.

### **Spirit Wear Report (Todd and Amy)**

- The BOGO sale at homecoming was successful; half of inventory was sold. Remaining inventory is mainly t-shirts and pajamas.
- We will try to sell this inventory at the December 7 boys basketball game. Staff will be notified that the sales table will be open early if they want to get discounted product.
- Amy proposed that for the new business model, some product would remain for sale on-site. For example, some spirit wear could be sold at special events (orientation, back-to-school night) while the bulk of orders would be processed through an on-line vendor. The on-site products would be at a price point for easy sales so inventory would not build up. Kareem was supportive of this plan.

### **Treasurer's Report (Todd)**

- Todd and Kareem presented the proposed expense side of the 2018-19 Boosters' budget. Highlights of the \$47,000 in expenses included:
  - Club support was added: \$2,500. At the December meeting, the Board will consider a framework for awarding funds to clubs.
  - Sports Banquet/Award budget was increased to \$8,500. The school has decided that each team will have their own season-ending awards night. These will replace the all-team season ending banquets held in the past. The Boosters' agreed to subsidize the events at \$8/player. Todd has been working with parent liaisons to implement the payment process for the fall season events.
  - Uniforms will be \$17,000 with \$13,643 already spent: Kareem told the Board he does not plan to order any uniforms from Nightmare Graphics going forward. He

will have a close-out meeting with the order to document the problems that lead to this decision. Adidas has been informed that they need to identify a new vendor if they want to remain the school supplier of uniforms.

- Facilities upgrades: \$6,700: The exact items to be upgraded have not yet been determined. Some priorities, such as the baseball/softball scoreboards or softball field fencing, cost more than this allocation. Kareem suggested that some big ticket items may require special fundraising/grant writing with team support. The stadium monument upgrades could fall within this budget but the project is contingent on county upgrades to the area next to the concessions stand. Other items under consideration include a basketball scorer's table and an awning for the stadium press box deck.

The Board voted to approve the expense items as proposed and finalized the 2018/19 budget.

### **Casino Night (Mary Anne)**

- Casino night will be March 15, 2019 at Kahler Hall. The band has been scheduled.
- Next steps include preparing/sending letters requesting donations for raffles and planning the purchase of food and alcohol.

Given the time, all other committee reports were deferred. Likewise, discussion about the list of Bylaws issues that Jon shared was postponed until the December meeting.

Meeting ended at 8:55 pm.

Next meeting: December 5, 2018 – Union Jack's

## **Wilde Lake High School Boosters Meeting**

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Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: October 3, 2018 Wilde Lake High School - Began 7:00 pm

Attendees: Aubin, Harris, Fisher, Pittman, Santos, Sciabarra, Varela-Spooner, Wilson. Amy Churilla, member. Kareem Penn, AAM. Rick Wilson, Principal and Pat Crouse, AP joined late after attending another meeting

### **Administrative Items**

Minutes from the September 5, 2018 meeting were approved.

### **Administration Report**

#### *Spirit Wear and Team Uniforms*

- Kareem and Todd have discussed moving Spirit Wear sales to an internet sales site. It offers the advantages of:
  - Boosters no longer have to manage purchases and inventory.
  - Not dependent on volunteers for booth sales
  - 24/7 sales opportunities instead of 3-4 dates per year.
  - Simple profit structure (x% of apparel price comes to school)
- The move is also motivated by problems with the current vendor, Nightmare Graphics. Stock has been unavailable, mistakes were made with orders, and fulfillment has been slow. The school has suspended uniform orders with the vendor until issues can be resolved.
- An on-line vendor might also offer opportunities for individual teams that have spirit wear fundraisers. How revenues are shared will have to be worked out.

#### *Other Matters*

- The athletics section of school website is being updated. Links to Boosters will be added.
- There will be no end-of-season all-sports banquet. Each team will have their own banquet. Boosters will provide some support to each team.
- Corporate sponsorship banners will be installed in gym in September.

### **Treasurer's Report (Todd)**

- The year has started strong with very good membership numbers and good sales (concessions/spirit wear). Expense side of budget needs to be finalized in November.

### **Membership Report (Tonya)**

- Over 80 memberships have been paid, which is exceptional. The most common membership has been membership plus \$25 donation.

### **Concessions (Cindy/Anne)**

- Need more sign-ups for football and volleyball. Volleyball's parent liaison was not available until October, which complicated coordination.
- Kareem is putting in work order for drain repair in concession stand.

### **Corporate Fundraising (Mike)**

- Board agreed to give Mike discretion to offer mid-year discounts on corporate sponsorships.
- Board agreed to offer banners at baseball/softball fields.

### **Casino Night (Mary Anne)**

- After a discussion about school events/possible conflicts, Mary agreed to reserve Kahler Hall for March 1 or 15 for Casino Night, with March 1 the preferred date.

### **Alumni Outreach (Charlie)**

- Charlie was in communication with members of the Class of '04 about a Homecoming event. Wilde Lake Interfaith Center agreed that a tent could be set up on their property. There are some restrictions: no grilling, no alcohol.
- Charlie suggested that if Class groups could be set up with social media (e.g., Facebook), there might be opportunities to encourage 5 year homecoming reunions in future.

### **Spirit Wear (Todd as Treasurer)**

- Topic discussed above. The move to an online store could start later this school year.
- There was some discussion whether Boosters should maintain a small on-site inventory to sell at Orientation/Back-to-School Night. The products help draw parents to the Booster's table and serves as an opportunity to recruit members and volunteers.
- The Board approved a plan to hold a BOGO 50% sale at homecoming to help move inventory. If inventory remains, a similar sale might be considered at Parent-Teacher conferences.

### **Old Business**

- Todd would like to include a plan for the brick monument in this year's budget.

### **New Business**

- Todd and Jon will propose a plan to address possible Bylaw changes at the next meeting.
- Rick said that because of ACT testing, the Homecoming game will start at 2 instead of 1.

Meeting ended at 8:17 pm.

Next meeting: November 7, 2018 – WLHS Teachers' Lounge (7 pm) [NOTE: Later changed to November 14 because school closed on 11/7.]

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: September 5, 2018 Wilde Lake High School - Began 7:10 pm

Attendees: Aubin, Harris, Fisher, Pittman, Santos, Wilson, Varela-Spooner  
Kyndra Davis, member

### **Administrative Items**

Minutes from the August 15, 2018 meeting were approved.

### **Administration Report**

- Because the girl's varsity soccer game ran late, Kareem Penn (Activities and Athletics Manager) was unable to attend.

### **President's Report (Todd, as acting President)**

- Todd reported that given how busy members are on this first week of school, he proposed an abbreviated agenda with most committee reports deferred until October.

### **Back-to-School Night/Spirit Wear**

- Back-to-School Night (BTSN) offers an opportunity to recruit new members and is one of the best sales days for spirit wear. BTSN is on September 6 (the next night).
- Because the JRT is closed, Todd taped a presentation for the Boosters which will be shared with parents during the "first period" of BTSN.
- Logistics for BTSN Spirit Wear sales were discussed and resolved. Most Board members were available to take a shift.
  - Anne noted that Nightmare Graphics was not able to fulfil the order of pajama pants. There was agreement that the spirit wear vendor should be the topic of discussion at a future meeting.

### **Concessions**

- Anne and Cindy reported that concessions coverage has been okay so far, but they are always looking for ways to improve volunteerism.

- Following last month's meeting and suggestion to invite clubs to assist, no clubs had responded (i.e., xyz club night/hour at concessions).
- Anne will reach out to the baseball and softball teams to see if they have interest covering an event.
- Todd is trying to formalize a team liaison program where each team has a parent rep who works with the Boosters on things like concessions.

### **Budgeting**

- Because Kareem was only recently appointed permanent AAM, Todd reported that the expense side of the annual budget is not yet ready for a vote. However, he proposed that the Board vote on the revenue side of the budget.
  - Concessions: \$12,000
  - Greg's Driving School: \$ 9,000
  - Casino Night: \$ 7,000
  - Corporate Sponsorships: \$ 4,000
  - Membership: \$ 4,000
  - Donations: \$ 2,000
  - Spirit Wear: \$ 3,000
- The Board unanimously approved income of \$41,000 for the 2018/19 Budget.

### **Other Business**

- Memberships are up to 30 which is ahead of last year.
- Mike will prepare a paragraph that can be read by announcers at games thanking our sponsors.

Meeting ended at 8:05 pm.

Next meeting: October 3, 2018 – WLHS Teachers' Lounge (7 pm)

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: August 15, 2018 Wilde Lake High School - Began 7:10 pm

Attendees: Harris, Fisher, Pittman, Santos, Sciabarra, Wilson  
Kareem Penn, Acting Athletic and Activities Manager (AAM)

### **Administrative Items**

Minutes from the July 11, 2018 meeting were approved.

### **Administration Report (Kareem)**

- Latest issue: Insects were found in press box; Cindy found insects in concessions. Kareem will have an exterminator address both problems.
- On August 23, HCPSS administration will make a decision on a permanent AAM for WLHS. Kareem is a candidate.

### **President's Report (Todd, as acting President)**

- Preparations are in place for main Boosters activities in the fall.
- The Fall Sports Orientation night went well. Todd made a presentation and handed out Booster registration forms and car decals.

### **Treasurer's Report (Todd)**

- The annual budget is normally prepared for Board review at the August meeting, but in the absence of a permanent AAM, the process has been delayed. Todd plans to prepare the draft budget for the September meeting. He anticipates similar revenue as 2017-18.

### **Membership Report (Tonya)**

- To date, 6 memberships have been received – 2 at base plus 25 and 4 at base plus 50.
- Tonya proposed preparing a monthly newsletter. A hard copy could be distributed at Back to School night, with on-line versions after that.
- Tonya suggested that the Boosters have a membership challenge for sports teams. Teams with the highest percentage of membership participation would get a reward (e.g., pizza)

party, other?). Todd said a similar proposal was raised last year but was not approved. The Board tabled a decision until Mike is available to review last year's deliberations.

- If a membership challenge is approved, one idea would be to award points for volunteering in addition to memberships.

#### **Casino Night! Report (Todd for Mary Anne)**

- Mary Anne has been working with Kahler Hall on the event date.
- Cindy said the band who normally plays asked for an update.

#### **Corporate Sponsorship Report (Todd for Mike)**

- The banners are up in the stadium. Scouting locations for banner placement in gym.

#### **Spirit Wear Report (Anne and Cindy)**

- Spirit Wear order for 2018-19 has been placed. They will recruit people to help with sales at new student orientation (8/30 – 9 am) and back-to-school night (9/6 evening).
- Todd provided Board members Square swipes to process credit card payments. Kareem suggested Boosters also explore a money transfer app that doesn't require credit cards.

#### **Alumni Report (Charlie)**

- Charlie found files with lists for alumni from prior Homecoming events. He plans try to use the lists to help the Boosters connect with alumni on Facebook.
- Tonya agreed to set up a Boosters Twitter account as another social media option.

#### **Concessions (Cindy and Anne)**

- Concessions have been stocked and are ready for the football scrimmage on August 19.
- Kareem suggested that in addition to recruiting sports parents and 16+ yr old players to staff concessions, parents/members of activity groups could be recruited (e.g., Alpha Achievers' night at concessions). Students could get volunteer credit.

#### **Old Business**

- Todd has a couple of leads on a possible President and Spirit Wear coordinator.
- The stadium monument decision is on hold until September or October. Oakland Mills stadium has a new brick area, which could be visited for ideas.
- Kareem gave updates on Rick Wilson's report from July:
  - Scoreboard works!
  - 14 light posts in parking lots do not have WLHS flags. Boosters will consider purchasing flags over a couple of years.

#### **New Business**

- Anne and Kareem will see if there is an opportunity for Anne to give an update on Boosters at a faculty meeting before school starts. The Board approved funds for

refreshments. The Board also approved the purchase of more car decals for distribution with membership flyers to faculty and parents.

- Todd said that in October, the Board should plan to review potential changes to the By-laws including number of Directors and term limits of directors.
- A WLHS tutoring program asked for \$500 to partially fund an after school bus (total cost ~\$2000). The Board approved the expenditure contingent on the club identifying the other \$1,500 in funding.
- If Kareem be appointed permanent AAM, Todd asked him to consider the best way for the Boosters to pay for sports tournament costs. Could the AAM set up an account to be funded by the Boosters that Kareem can use to make payments? Currently, the Booster treasurer must be available to cut an individual check for each event. For example, checks will soon be needed for field hockey and soccer tournaments and cross country invitationals; each requires close coordination between the coach, AAM and treasurer.

Meeting ended at 9 pm.

Next meeting: September 5, 2018 – WLHS Teachers' Lounge (7 pm)

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: July 11, 2018 Pittman Residence - Began 7:10 pm

Attendees: Aubin, Fisher, Pittman, Santos, Sciabarra, Varela-Spooner, Wilson  
Rick Wilson, Principal

### **Administrative Items**

The Board unanimously elected Jon Wilson to the Board as Secretary.  
No minutes to approve from prior meeting.

### **Administration Report (Rick)**

- Working with HCPSS administration to identify a full or temporary Athletic and Activities Manager (AAM) ASAP
- A thank-you event is being planned for Brian Rau, WLHS AAM who recently transferred to Mt Hebron [Update: Will be held 8/14/2018 4-7@ WLHS]
- Will work with facilities:
  - Verify stadium scoreboard repaired
  - Concession stand plumbing needs repair
  - Rainfall is not properly draining by concessions
  - Plan for stadium bathroom renovations
- Will work with grounds:
  - Possible new trees by stadium
  - Baseball mound height needs to be addressed
- Will work with Boosters on possibly adding WL flags at stadium lot (to match flags in bus parking lot)

Upcoming Events:

- Falls Sports Orientation      8/6 7 pm
- New Student Orientation      8/30
- Back to School Night      9/6

### **President's Report (Todd, as acting President)**

- The State of the Boosters is very good.

- Plan for 2018-19 is to keep it simple; focus on core activities and do them well
  - Membership; Sponsorships; Spirit wear (w/targeted sale dates); concessions; casino night in spring

### **Treasurer's Report (Todd)**

- Financials for 2017-18
  - Income: \$41,694
  - Expenses: \$36,394
  - Excess rev: \$ 5,300 (transferred to reserves)
  - Reserves as of 6/30/18: \$26,657
- 2017-2018 projects that were deferred: stadium patio; baseball/softball scoreboards

### **Membership Report (Todd, for Tonya)**

After discussing membership plan options for 2018-19, the Board voted on the following plan:

- Base family membership: \$50 annually
- Suggested additional donation options of \$25, \$50, or \$100
- Include option for alternative amount with note that all contributions are welcome
- Highlight staff/faculty option: \$10 annually

### **Casino Night! Report (Mary Anne)**

In August, Mary Anne will begin planning the 2019 event. The date has not been set but it will occur in the window between the winter and spring sports seasons (early March).

### **Corporate Sponsorship Report (Mike)**

- Mike and Todd have secured 10 sponsors so far for stadium banners. After initially casting a wide net, Mike will follow-up with a targeted list of other potential sponsors.
- Discussed a plan to create a laminated thank-you message about our sponsors to be read by stadium announcers.

### **Spirit Wear Report (Anne and Cindy)**

- With the Spirit Wear position open, Anne and Cindy will assist with managing orders for 2018-19. This year, the plan is to limit sales to New Student Orientation; Back-to-School Night; and Homecoming.
- The Board voted to authorize spending of up to \$4,000 at Nightmare Graphics to restock the spirit wear supplies.

### **Alumni Report (Charlie)**

- For the coming year, Charlie will be looking at engagement strategies using Facebook

### **Concessions (Cindy and Anne)**

- Cindy and Anne completed an inventory of concessions. A simplified inventory form was developed to manage the stock of goods.
- Proposed adding a popcorn maker to this year's budget.

### **Old Business**

- A priority item for this fall is to reach resolution and authorize work for the stadium patio. The current monument and brick patio between the concession stand and stadium has fallen into disrepair and needs renovation. The Board needs to settle on the scope of the work (repair vs expansion), the location, and approve funds to complete the project. Todd asked that the Board plan to take this up at the September meeting.

### **New Business**

- No Corks & Caps this year. (This is in line with the keep-it-simple model. It takes a fair amount of work to put on this moderately well attended event that has generated a small amount of revenue.)
- The Board approved the purchase of bumper decals to be handed out with membership forms at sports orientation night.
- Todd noted that 3 Board positions remain unfilled. Board members were encouraged to think about possible candidates.

Meeting ended at 8:45.

Next meeting: August 15, 2018 – WLHS Teachers' Lounge (7 pm)

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Attendees: Harris, Fisher, Pittman, Santos, Sciabarra, Wilson  
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Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: September 5, 2018 Wilde Lake High School - Began 7:10 pm

Attendees: Aubin, Harris, Fisher, Pittman, Santos, Wilson, Varela-Spooner  
Kyndra Davis, member

### **Administrative Items**

Minutes from the August 15, 2018 meeting were approved.

### **Administration Report**

- Because the girl's varsity soccer game ran late, Kareem Penn (Activities and Athletics Manager) was unable to attend.

### **President's Report (Todd, as acting President)**

- Todd reported that given how busy members are on this first week of school, he proposed an abbreviated agenda with most committee reports deferred until October.

### **Back-to-School Night/Spirit Wear**

- Back-to-School Night (BTSN) offers an opportunity to recruit new members and is one of the best sales days for spirit wear. BTSN is on September 6 (the next night).
- Because the JRT is closed, Todd taped a presentation for the Boosters which will be shared with parents during the "first period" of BTSN.
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  - Anne noted that Nightmare Graphics was not able to fulfil the order of pajama pants. There was agreement that the spirit wear vendor should be the topic of discussion at a future meeting.

### **Concessions**

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- Following last month's meeting and suggestion to invite clubs to assist, no clubs had responded (i.e., xyz club night/hour at concessions).
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- Todd is trying to formalize a team liaison program where each team has a parent rep who works with the Boosters on things like concessions.

### **Budgeting**

- Because Kareem was only recently appointed permanent AAM, Todd reported that the expense side of the annual budget is not yet ready for a vote. However, he proposed that the Board vote on the revenue side of the budget.
  - Concessions: \$12,000
  - Greg's Driving School: \$ 9,000
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  - Membership: \$ 4,000
  - Donations: \$ 2,000
  - Spirit Wear: \$ 3,000
- The Board unanimously approved income of \$41,000 for the 2018/19 Budget.

### **Other Business**

- Memberships are up to 30 which is ahead of last year.
- Mike will prepare a paragraph that can be read by announcers at games thanking our sponsors.

Meeting ended at 8:05 pm.

Next meeting: October 3, 2018 – WLHS Teachers' Lounge (7 pm)

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Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: October 3, 2018 Wilde Lake High School - Began 7:00 pm

Attendees: Aubin, Harris, Fisher, Pittman, Santos, Sciabarra, Varela-Spooner, Wilson. Amy Churilla, member. Kareem Penn, AAM. Rick Wilson, Principal and Pat Crouse, AP joined late after attending another meeting

### **Administrative Items**

Minutes from the September 5, 2018 meeting were approved.

### **Administration Report**

#### *Spirit Wear and Team Uniforms*

- Kareem and Todd have discussed moving Spirit Wear sales to an internet sales site. It offers the advantages of:
  - Boosters no longer have to manage purchases and inventory.
  - Not dependent on volunteers for booth sales
  - 24/7 sales opportunities instead of 3-4 dates per year.
  - Simple profit structure (x% of apparel price comes to school)
- The move is also motivated by problems with the current vendor, Nightmare Graphics. Stock has been unavailable, mistakes were made with orders, and fulfillment has been slow. The school has suspended uniform orders with the vendor until issues can be resolved.
- An on-line vendor might also offer opportunities for individual teams that have spirit wear fundraisers. How revenues are shared will have to be worked out.

#### *Other Matters*

- The athletics section of school website is being updated. Links to Boosters will be added.
- There will be no end-of-season all-sports banquet. Each team will have their own banquet. Boosters will provide some support to each team.
- Corporate sponsorship banners will be installed in gym in September.

### **Treasurer's Report (Todd)**

- The year has started strong with very good membership numbers and good sales (concessions/spirit wear). Expense side of budget needs to be finalized in November.

### **Membership Report (Tonya)**

- Over 80 memberships have been paid, which is exceptional. The most common membership has been membership plus \$25 donation.

### **Concessions (Cindy/Anne)**

- Need more sign-ups for football and volleyball. Volleyball's parent liaison was not available until October, which complicated coordination.
- Kareem is putting in work order for drain repair in concession stand.

### **Corporate Fundraising (Mike)**

- Board agreed to give Mike discretion to offer mid-year discounts on corporate sponsorships.
- Board agreed to offer banners at baseball/softball fields.

### **Casino Night (Mary Anne)**

- After a discussion about school events/possible conflicts, Mary agreed to reserve Kahler Hall for March 1 or 15 for Casino Night, with March 1 the preferred date.

### **Alumni Outreach (Charlie)**

- Charlie was in communication with members of the Class of '04 about a Homecoming event. Wilde Lake Interfaith Center agreed that a tent could be set up on their property. There are some restrictions: no grilling, no alcohol.
- Charlie suggested that if Class groups could be set up with social media (e.g., Facebook), there might be opportunities to encourage 5 year homecoming reunions in future.

### **Spirit Wear (Todd as Treasurer)**

- Topic discussed above. The move to an online store could start later this school year.
- There was some discussion whether Boosters should maintain a small on-site inventory to sell at Orientation/Back-to-School Night. The products help draw parents to the Booster's table and serves as an opportunity to recruit members and volunteers.
- The Board approved a plan to hold a BOGO 50% sale at homecoming to help move inventory. If inventory remains, a similar sale might be considered at Parent-Teacher conferences.

### **Old Business**

- Todd would like to include a plan for the brick monument in this year's budget.

### **New Business**

- Todd and Jon will propose a plan to address possible Bylaw changes at the next meeting.
- Rick said that because of ACT testing, the Homecoming game will start at 2 instead of 1.

Meeting ended at 8:17 pm.

Next meeting: November 7, 2018 – WLHS Teachers' Lounge (7 pm) [NOTE: Later changed to November 14 because school closed on 11/7.]

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
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Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: November 11, 2018 Wilde Lake High School - Began 7:15 pm

Attendees: Harris, Fisher, Pittman, Sciabarra, Varela-Spooner, Wilson. Amy Churilla, member. Kareem Penn, AAM.

### **Administrative Items**

Minutes from the October 3, 2018 meeting were approved.

### **Spirit Wear Report (Todd and Amy)**

- The BOGO sale at homecoming was successful; half of inventory was sold. Remaining inventory is mainly t-shirts and pajamas.
- We will try to sell this inventory at the December 7 boys basketball game. Staff will be notified that the sales table will be open early if they want to get discounted product.
- Amy proposed that for the new business model, some product would remain for sale on-site. For example, some spirit wear could be sold at special events (orientation, back-to-school night) while the bulk of orders would be processed through an on-line vendor. The on-site products would be at a price point for easy sales so inventory would not build up. Kareem was supportive of this plan.

### **Treasurer's Report (Todd)**

- Todd and Kareem presented the proposed expense side of the 2018-19 Boosters' budget. Highlights of the \$47,000 in expenses included:
  - Club support was added: \$2,500. At the December meeting, the Board will consider a framework for awarding funds to clubs.
  - Sports Banquet/Award budget was increased to \$8,500. The school has decided that each team will have their own season-ending awards night. These will replace the all-team season ending banquets held in the past. The Boosters' agreed to subsidize the events at \$8/player. Todd has been working with parent liaisons to implement the payment process for the fall season events.
  - Uniforms will be \$17,000 with \$13,643 already spent: Kareem told the Board he does not plan to order any uniforms from Nightmare Graphics going forward. He

will have a close-out meeting with the order to document the problems that lead to this decision. Adidas has been informed that they need to identify a new vendor if they want to remain the school supplier of uniforms.

- Facilities upgrades: \$6,700: The exact items to be upgraded have not yet been determined. Some priorities, such as the baseball/softball scoreboards or softball field fencing, cost more than this allocation. Kareem suggested that some big ticket items may require special fundraising/grant writing with team support. The stadium monument upgrades could fall within this budget but the project is contingent on county upgrades to the area next to the concessions stand. Other items under consideration include a basketball scorer's table and an awning for the stadium press box deck.

The Board voted to approve the expense items as proposed and finalized the 2018/19 budget.

### **Casino Night (Mary Anne)**

- Casino night will be March 15, 2019 at Kahler Hall. The band has been scheduled.
- Next steps include preparing/sending letters requesting donations for raffles and planning the purchase of food and alcohol.

Given the time, all other committee reports were deferred. Likewise, discussion about the list of Bylaws issues that Jon shared was postponed until the December meeting.

Meeting ended at 8:55 pm.

Next meeting: December 5, 2018 – Union Jack's

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: December 5, 2018 Union Jack's - Business Mtg Began 7:30 pm

Attendees: Aubin, Harris, Fisher, Pittman, Santos, Sciabarra, Varela-Spooner, Wilson. Amy Churilla, member. Rick Wilson, Principal and Kareem Penn, AAM

### **Administrative Items**

Minutes from the November 11, 2018 meeting were approved.

### **Old Business**

At the last meeting, the Boosters' approved \$2500 for WLHS Club support for 2018-19. The Board agreed to discuss a plan to distribute the funds at this December meeting. After input from all attendees, the Board agreed to the following principles for funding clubs:

- Kareem as AAM will be responsible for reviewing applications and making recommendations to the Board for approval.
- The Board left details about assessing applications to Kareem, but asked that two elements be part of the criteria:
  - Demonstration of volunteer time for concessions or other volunteer service that is deemed equivalent.
  - Demonstration of some level of match for the funds requested. Applicants must have some "skin in the game."
- Applications will have deadlines so Kareem can evaluate proposals as a group and not piecemeal. The deadlines will coincide with the start of sports seasons:
  - Fall (September)
  - Winter (December)
  - Spring (March)
- The Board has already approved \$500 for club support. With the remaining 2018-19 funds authorized, the Board asked Kareem to set up an application/review process to begin this spring. He should notify clubs of the opportunity. The process will be tested this school year and then refined for 2019-20. The Board noted that it has the discretion to provide less than \$2,000 this year if insufficient qualified applications are received.

### **Casino Night (Mary Anne)**

- Casino night will be March 15, 2019 at Kahler Hall. Mary Anne explained the operational details for the benefit of new members.
- Mary Anne has a list of steps necessary for the night to be successful. With many experienced members, most assignments have already been made. A critical element for success is securing corporate donations for items to be auctioned. Ticket sales allow the event to break even; the auctions generate the profits for this fundraiser. Mary Anne shared a draft letter to solicit donations. Mary Anne will distribute a project plan later in the month and in January, the Board will discuss how to help with soliciting donations.

### **New Business**

#### **Bylaw Changes (Jon)**

- When Jon joined the Board this summer, he noted that some elements of the Bylaws were not being followed. The Board discussed where the Board should do a better job with compliance and where the Bylaws should be amended. The following amendments were recommended:
  - Change Board membership to between 7 and 11 members
  - Elect three Board members with designated officer assignments: President, Treasurer, and Secretary. All other Board positions will be elected at large.
  - Establish 2 year term limits for officers, but remove term limits for the Board
  - Instead of having standing committees written into the Bylaws, require the Board to approve committees annually. Board members will be recruited to help lead these committees. This gives the Board discretion to split committee work (e.g., Casino Night and Corporate Sponsorship committees instead of just Fundraising); have two chairs as appropriate; or drop/add committees (e.g., drop Spirit Wear if not needed or add Alumni Relations if that is a priority).
  - Strike the provision that allows team parents have full Board voting rights
  - Move the May membership meeting to June. Members will vote on membership dues for the next school year at this meeting instead of September.

Meeting ended at 8:45 pm.

Next meeting: January 2, 2019 – WLHS Teacher's Lounge 7 pm

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: January 2, 2019 WLHS Teacher's Lounge - Mtg Began 7:10 pm

Attendees: Fisher, Pittman, Santos, Varela-Spooner, Wilson. Kevin Minney, member. Rick Wilson, Principal and Kareem Penn, AAM

### **Administrative Items**

Minutes from the December 5, 2018 meeting were approved.

### **AAM Report**

- Kareem reported that the football (varsity and jv) and volleyball (varsity) coaches announced their resignations after the season. Kareem will be following school system protocols to fill those positions.
- Kareem announced his vision to build excitement for athletics at the Lake. He sees great potential by changing the look and feel of the areas in and around the gym and locker rooms to highlight excellence and achievement. The proposed enhancements include new display boards for team pictures, team records, an academic achievement board, and a donor board for the area outside the gym; door skins and a state championship board for the gym, and photo displays outside the locker rooms. He also sees an opportunity to assist the coaching staff by refurbishing the coaching lounge with tables, dry erase boards, and audio/visual for team meetings.
  - Kareem took the Board on a tour of the space to help them understand the opportunities to re-brand the facilities.
  - A preliminary estimate is about \$15K for these enhancements. Kareem is still working through the details, but suggested that the Boosters' 2019 facilities upgrade budget could be used to pay for part of these expenses.
  - The Board asked Kareem to look into the pricing for an electronic display board; consider whether the donor board was needed; and get pricing for the door skins. Kareem will bring a proposal to the February meeting for consideration.
  - The Board suggested Kareem to share a video of the proposed enhancements as a loop during Casino Night.

- Anne asked Kareem if there has been consideration for a program to feed income eligible athletes after school (before practice/games). Kareem said he would look into this.

### **Treasurer's Report (Todd)**

- Boosters finances are on budget.
- Todd also gave the membership report on behalf of Tonya. Memberships are on track to reach 100 memberships this year which would be one of the best years for Wilde Lake. However, Todd learned during a HoCo Boosters club leadership meeting, that Wilde Lake's membership is behind other schools in the County.

### **Concessions (Cindy and Anne)**

- Receipts are on track, but getting people to volunteer remains a challenge.

### **Casino Night (Mary Anne)**

- Casino night will be March 15, 2019 at Kahler Hall. The band has been secured and Mission BBQ will be the caterer. Other operational details on track.
- Tickets will be advertised on Facebook, Twitter, and in the Flier. Costs are \$350 for a table of 8, \$50 per person, and \$35 for staff. All tickets will be available through on-line sales.
- Mary Anne may seek help from Board members to follow-up with prospective corporate donors. She may also need assistance from Kareem to make sure team raffle baskets are completed.

### **Old Business**

#### **Bylaw Changes (Jon)**

- Under the terms of the Bylaws, Board members must receive any proposed Bylaw changes at least 5 days prior to a vote for the vote to be official. Because Jon did not meet that deadline, he asked Board members to review the proposed changes in January so they could be distributed and voted upon at the February meeting.

Meeting ended at 9:10 pm.

Next meeting: February 6, 2019 – WLHS Teacher's Lounge 7 pm

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher Anne Santos	Secretary:	Jon Wilson
Membership:	Tonya Harris	Spirit Wear:	<i>Open</i>
Casino Night:	Mary Anne Varela-Spooner	Sponsorships:	Mike Aubin
At Large:	<i>Open</i>	Alumni:	Charlie Sciabarra

Board Meeting: February 6, 2019 Wilde Lake High School - Began 7:15 pm

Attendees: Aubin, Pittman, Santos, and Wilson. Amy Churilla, member. Kareem Penn, AAM.  
Pat Crouse, Vice Principal

### **AAM Report**

- Kareem gave an update on the facilities upgrade plan (aka Rebranding Wildecats Athletics) that he discussed last meeting. The final proposal includes:
  - Furnishings for coaches' conference room (TV to be purchased later)
  - Record boards
  - Basketball roster boards for gym
  - Academic achievement board and team photo board
  - State champs board (on exterior of school by stadium)
  - Door skins on gym doors/Lifetouch photos for locker room hallway
- The cost is \$15,000 which Kareem proposed to split between the Boosters budget and the school athletic budget.
- The Board discussed if this relatively new proposal would push back any previous priorities:
  - Baseball/softball scoreboards cannot be replaced until funds are available to pay for electrical work. Kareem will see if there is any funding at the school system level that might help expedite this project. In the meantime, Kareem will look at ways to refurbish the existing scoreboards.
  - Kareem also noted the new grounds manager has been very good. He wants to address the baseball field grading issues after the season.
- The Board voted to approve the allocation of \$7,500 for the rebranding project. Kareem said the furnishings will begin to be delivered in mid-March. Installation will be sometime after that. Kareem will also be working on refreshing the trophy case contents.

### **Spirit Wear Report (Kareem/Amy)**

- Following the November discussion about an on-line spirit wear store, Amy and Kareem researched options and selected rokkitwear.com as the best choice. The store offers 24/7 service and will transfer 15% of sales to Boosters. The selection is extensive and can be branded with the Wildecats logo. Products are delivered directly to purchasers.
- A team can set up special sales that offer discounted pricing and free shipping to the team rep. The Boosters could offer to manage team spirit wear fundraisers. Details for distribution of profits would have to be worked out.
- We can order products to be sold at beginning-of-year events. The goal would be to order enough to draw attention to the Boosters booth but not end up with much/any on-site inventory. As with team sales, we'd expect a discount for these bulk orders.
- The Board voted for Todd to sign the agreement with rokkitwear.com.

### **Administrative Items**

- Minutes from the January 2, 2019 meeting were approved with one edit.
- The Board voted unanimously for Amy Churilla to immediately join the Board as the Spirit Wear Committee chair.

### **Club support**

- Kareem will encourage student clubs to apply for the funds that the Boosters have set aside this year for club support. As discussed in December, clubs that demonstrate that they will match the request with their own fundraising will get highest priority. Kareem will report on the application process at the March meeting with the goal of distributing funds for April/May activities. If not enough quality applications are received, the Board does not have to distribute the total funding amount (\$2,000) available.

### **Bylaws/Nominating Committee**

- Jon reviewed the proposed Bylaw amendments with the Board. The Board agreed to all the proposed changes that were discussed in January. The Board further agreed:
  - Officers should have two year term limits but not two year terms because it might discourage participation.
  - Administration staff will not be voting members of the Board.
  - Members can vote by absentee ballot at the semi-annual membership meetings.
  - The quorum at these meetings (including absentee voters) will remain at 11.
- Jon will finalize the changes and distribute an official proposal at least 5 days prior to the March 6 Board meeting.
- Jon and Amy volunteered to serve on the nominating committee to recommend a slate of Board candidates for 2019-2020.
- The Board agreed to have the nominating committee recruit people to lead the following committees for the next school year:
  - Concessions
  - Spirit Wear
  - Membership
  - \* Event Fundraising (Casino Night)
  - \* Corporate Fundraising
  - \* Communications (new)

**Casino Night (Todd for Mary Anne)**

- Todd reported the list of 2019 potential auction donors is on the Google Drive that all Board members and Kareem should have access to. Board members should check their assignments for follow-up with any donors who have not yet submitted their gifts for auction, etc. Todd also noted that we want to encourage table sales.
- Kareem said he will check on team baskets for raffles.
- Mike will assist with envelopes for will call.

**Scholarship (Todd)**

- Once again, the Boosters will be managing a college scholarship competition for student athletes. Students are to apply by May 1 and then the administration will select two awardees. Mike volunteered to assist.

Meeting ended at 9:10 pm.

Next meeting: March 6, 2019 – WLHS Teacher's Lounge

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher	Secretary:	Jon Wilson
	Anne Santos	Spirit Wear:	Amy Churilla
Membership:	Tonya Harris	Sponsorships:	Mike Aubin
Casino Night:	Mary Anne Varela-Spooner	Alumni:	Charlie Sciabarra
At Large:	<i>Open</i>		

Board Meeting: March 6, 2019 Wilde Lake High School - Began 7:10 pm

Attendees: Aubin, Churilla, Fisher, Harris, Pittman, Santos, Varela-Spooner, and Wilson.  
Kareem Penn, AAM.

### **Minutes**

The Board approved the February 6, 2019 minutes.

### **Old Business**

By a vote of 8-0 with one absence, the Board approved amendments to the By-Laws. These amendments had been discussed the February meeting and were distributed to the Board for final review five days prior to the vote.

### **AAM Report**

Kareem reported that he had placed the order for the improvements (display boards, etc.) to rebrand the athletic facilities. This was the order that the Board approved in February.

### **Treasurer's Report**

Todd reported that the Boosters are track to meet (and possibly exceed) our \$41K revenue target for the year. We have reached the revenue goal for Spirit Wear and there have already been 41 new orders from the online store. This is a very positive start for this new approach.

### **Casino Night**

For the remainder of the meeting, Mary discussed logistics for Casino Night (March 15) and reviewed volunteer assignments. The event was on track to be very successful.

Meeting ended at 9:10 pm.

Next meeting: April 3, 2019 @ 7 pm – WLHS Teacher's Lounge

## **Wilde Lake High School Boosters Meeting**

Board Meeting: April 3, 2019, Wilde Lake High School – Began 7:10 pm

Attendees- Rick Wilson, Anne Santos, Todd Pittman, Cindy Fisher, Tonya Harris and Kareem Penn

### **Minutes**

The Board approved the March 6, 2019 minutes.

### **New Business**

Wilde Lake Distinguished Alumni Hall of Fame

Rick Wilson- Thanked everyone for casino night. He distributed a draft proposal for the creation of the Wilde Lake Distinguished Alumni Hall of Fame. He asked the Boosters for support and would like a Booster club board member to participate on the selection committee. There will be approximately nine slots.

The first meeting will occur shortly. The Hall of Fame will provide an opportunity to have alumni come back and bring back rich traditions. It will start small and eventually become a dinner or a ceremony.

The first nominating class will be celebrated at homecoming.

Anne Santos volunteered to serve on the selection committee.

### **Subcommittee Reports**

#### **Treasurer's Report**

The Booster's have already pulled in \$42,508 for 2018-2019 and the goal was \$41,000.

#### **Membership Report**

The Boosters have 98 memberships.

#### **Concessions**

The Boosters need more volunteers to work the concession stand. Ideas discussed include having each sports team pick one game to volunteer and if they don't, they will not receive their banquet money. Cindy also discussed the idea of paying teachers and school staff to work concessions. This idea will be discussed with Kareem because he has hired staff to work games.

## **Casino Night**

The event was successful and raised \$7,200.

## **Spirit Wear**

Approximately 40 people have bought Spirit Wear items from the online store.

## **Uniform Budget**

There may be a possible need to increase this year's team uniforms budget from \$17,000 to \$21,000. Kareem can pay for it out of his athletic budget or it can come out of the Boosters budget. The Boosters will have an extra few thousands of dollars and the organization is in favor of spending it all now.

## **New Business**

### **Team Parent E-mail List**

New paradigms needed for generating parent e-mail lists for each sport team. There was a discussion of how can the Boosters get parent's email address. It's a goal to have it in place for next year, we have to go more high tech.

### **Nomination Committee**

Efforts to identify 2019-2020 Board candidates. John and Amy have formed a nominating committee. The plan is to draft an email and talk with Rick to see if an email can be sent to all of the school's parents. We can also send the email to all of the Booster members.

### **Annual Call for Boosters**

Board members are made up of parent volunteers and if anyone is interested they can attend the May 1<sup>st</sup> Boosters meeting where the positions available will be discussed. At the June meeting candidates can be voted in.

### **Action Items**

Board members asked to look for recruits to serve on the next board.

Acknowledgement of casino sponsors. Possible ideas include emailing sponsors the Spring 2019 newsletter, which features an article on Casino Night! and lists the sponsors. Also, discussed was giving Mary Anne Varela-Spooner the names and contact information for this year's sponsors. This information can be used for next year's event.

## **Wilde Lake High School Boosters Meeting**

President:	<i>Open</i>	Treasurer:	Todd Pittman
Concessions:	Cindy Fisher	Secretary:	Jon Wilson
	Anne Santos	Spirit Wear:	Amy Churilla
Membership:	Tonya Harris	Sponsorships:	Mike Aubin
Casino Night:	Mary Anne Varela-Spooner	Alumni:	Charlie Sciabarra
At Large:	<i>Open</i>		

Board Meeting: May 1, 2019 Wilde Lake High School - Began 7:00 pm

Attendees:

Board: Churilla, Fisher, Pittman, Santos, and Wilson. Varela-Spooner attended in part.

Members: Triip Bowen, Felicia Hulit, Kevin Minney, and Crissy Simpson.

Admin: Kareem Penn, AAM. Pat Crouse, Vice Principal. Brian Henderson, Faculty/Head Football Coach

**Minutes:** The minutes from April 3 were approved.

### **Introduction of Brian Henderson**

- Kareem introduced the new head football coach Brian Henderson
- Brian discussed his plans for the team. He strongly believes that athletics is more than sport; it is about building community.
  - He will have his team helping with community events such as Special Olympics and flag football at middle schools.
  - He wants to build a summer football camp similar to Coach Wingfield's basketball camp
  - He has been partnering with a local photographer to prepare promotional materials. The Board was very impressed by the work.
- Todd asked Brian to let the Board what it can do to be supportive

### **Introduction of the Boosters to Interested Members**

- The Boosters encouraged members to attend tonight's meeting to get a feel for the Board and see if they might be interested in becoming more involved in the next school year.
- Todd gave a brief summary of the function of the Boosters and its recent activities.
- Jon and Amy discussed the volunteer opportunities on the Board and key positions including Concessions, Membership, Casino Night, Corporate Sponsorships, Spirit Wear, and Communications. They reported that they are currently seeking volunteers for the 2019-20 Board. A slate of candidates will be voted on at the next Board meeting (June 5).

- Triip Bowen commented that there is a perception that the Boosters prioritizes larger/popular teams over smaller teams. Todd and Kareem responded that this is an unfortunate misperception; in the case of uniforms, all varsity teams are on the same regular rotation of getting equipped. Some teams did not get their uniforms on time this year because of problems with the vendor (who has been replaced), but no team is intentionally on a “slower” schedule.

### **AAM Report (Kareem)**

- Kareem will be taking nominations of the Wildecats Hall of Fame.
- All furnishings and banners ordered under the athletic “rebranding” initiative have been delivered. They will be installed soon.

### **Treasurer’s Report (Todd)**

- Todd reported that this has been an excellent year financially for Boosters. He projects that the organization will exceed revenue projections and have some savings in expenses. With the contingency fund fully funded, he recommended that Kareem and the Board consider one-time expenditures for the surplus. Priorities may include:
  - Funds for installation of electronic baseball and softball scoreboards – these are long time priorities
  - Concession stand upgrades – Kareem agreed to explore whether this could be a School System project
  - Brick monument by the concession stand – another long time priority
  - Door skins for the gymnasium/chairs for coaches room
- A vote will be taken at the June meeting

### **Membership Report (Todd for Tonya)**

- This has been an excellent membership year with 98 members so far. This is the best membership level in memory. Hoping to get to 100.

### **Concessions (Cindy and Anne)**

- The home playoffs for spring sports have ended for Wilde Lake. The last concession event for the school year is the Special Olympics event this week.

### **Spirit Wear Report (Amy)**

- The rokkitwear.com has been successful so far. Previously, Boosters did not sell product in the spring, but now purchases are being made from the site regularly.
- The Board agreed that Amy could buy some product over the summer so it could be on hand for demonstration during the traditional sales opportunities in the fall (fall sports orientation, new student orientation, and back-to-school night).

Meeting ended at 8:43 pm.

Next meeting: June 5, 2019 – 7 pm WLHS Teacher’s Lounge