

Porter Ridge Athletic Booster Club Meeting

September 16, 2013

Attending: Dave Tolley – President
Danny Fesmire – Vice President
Branden Chopelas – Treasurer
Cheryl Dillard – Secretary
Lori Wogan – Merchandising
Lisa Ward – Merchandising
Bill Rogers – Athletic Director PRHS
Caroline Henderson – Sponsorships
Lindy Tarlton – Concessions

Approval of 8/16/13 Minutes *Note* Procedures for future fund raising efforts need to be thoroughly documented so consistent procedures can be used throughout the years.

Old Business Updates –Brick pavers – to be located somewhere along the sidewalk by the Bone Yard on the edge of the circle and around Brooke Randall’s memorial. You are not able to drive on these pavers and that must be considered when final placement is made.

Purchase Order System –As noted in 8/19/13 meeting minutes: One person from each committee is responsible for emailing Dave/Branden when they foresee the need to purchase items. A purchase order will then be done for the amount requested. This needs to be done in order for the president and treasurer to keep an accurate tab on the cash flow of the account and to eliminate the possibility of the account becoming too low.

Cheerleading Fundraising Procedures – Although a fund raiser was approved by the board, the time and effort involved in organizing and running one has prohibited the middle school cheerleading team from moving forward on this. Procedures need to be documented prior to any future fund raisers.

Fundraisers – ALL fundraising efforts by either Porter Ridge Middle School or Porter Ridge High School Athletic teams must be approved by the Porter Ridge Athletic Booster Club on a case by case basis.

New Business – Middle School Budget for Sports – Much discussion was had over the handling of booster club sponsored middle school sports (which includes all middle school sports other than basketball). It was agreed that all middle school coaches should be approved through the PRABC during one of our monthly meetings prior to them being named the official coach. The middle school athletic

director should be the contact person for all middle school sports and should be the liaison to the booster club if coaches are unable to attend and represent their team on a regular basis. Middle school coaches should present a budget for their team that represents what their costs will be, what they will need as far as uniforms/fees to be paid, and what the cost to the student will be. Coach Rogers would like to see a standard budget form used for all middle school sports that would convey this information to the PRABC. Budgets would then be approved by the PRABC prior to the start of that sports' season. Booster club supported sports should go through the booster club merchandising committee not BSN. The BNS contract only requires that sports uniforms be purchased through BSN and does not require additional spirit items to be purchased through BSN.

Mr. Rogers will try to work with Matt Long, the PRMS AD, to make sure that the approval of coaches and budgets come through the PRABC.

Committee Reports – Treasurer – All bills have been paid and are current. There are some funds in the account to use for purchases from the wish list.

Concessions – The floor in the 'shed' is caving. Lori will contact Jeff Newton to get an estimate to fix. New keys for the shed were made and limited people have them. Coach Rogers will see if the main concession stand can be re-keyed or if that has to be done through the school system.

Merchandising – New car flags have arrived. Rolling windows for the hut have been donated and will be installed. The major ordering has been done for the year.

Communications – No report.

Volunteers – No report.

Sponsorships – The team is working hard. Cheryl will take programs to the next home tennis match to sell.

Middle School Sports – No report. Danny asked if the middle school can begin using the baseball field for workouts on Wednesdays. Coach Rogers will confirm with Danny by the end of the week.

AD Report – Mr. Rogers presented the 'wish list' that he currently has. Several items were checked off the list. Mr. Rogers will confirm with coaches what their needs are. Mr. Rogers was given an allotment of \$5,000 (which includes the items the team agreed to purchase). He will confirm the most pressing needs with his coaches.

No further business being had the meeting was adjourned at 8:25pm.

