

# WILDCAT BOOSTER CLUB

## BOARD MEETING MINUTES

**Date:** August 24, 2021

**Time:** 7:00P Board / 7:30 Members

**Facilitator:** Damien Caldwell, President

### Board members

Damien Caldwell, President | Kim LaRegina, VP Walt Whitman | Allison O'Laughlin, Corresponding Secretary | Rose Fisch, Treasurer | Patty Emanuele, Director | Gina Murphy, Director | Allison O'Hara, Director | Kerrin Eichler, Director | Brian McEntee, Director | David Ferguson, Director | David Barth, Athletic Director

**Non-Board Members:** Jen Fernandez, Michele Murphy, Kristine McNally, Jayne O'Toole,

Item	
7:00P	<b>Board Meeting Start</b> Introductions of New Members <ul style="list-style-type: none"><li>- David Barth new Athletic Director<ul style="list-style-type: none"><li>o Follow on Instagram and twitter @waltwhitmanAD</li></ul></li><li>- Board introductions</li></ul>
Time	<b>Acceptance of Prior Meeting Minutes</b> Reviewed feedback provided by Jayne O'Toole regarding minutes with board. Majority accepted items for update are listed below. <ul style="list-style-type: none"><li>- May Meeting Minutes: Accepted</li><li>- June Meeting Minutes: Accepted<ul style="list-style-type: none"><li>o Accepted Addition: election of Rose Fisch as Treasurer</li><li>o Accepted Addition: board wanted Rose present to discuss \$10K reserve versus Damien discuss by proxy.</li><li>o <i>Brian McEntee Dissented stated after explanation still unclear on Officers vs Board vs Executive Board.</i></li></ul></li><li>- August Special Meeting: Accepted<ul style="list-style-type: none"><li>o <i>Rose Fisch abstained from vote stated not present for meeting</i></li></ul></li></ul> Inquired with Mr. Barth about obtaining credentials for David Ferguson to attend sporting events on behalf of booster club as photographer. Mr. Barth will look into it and advise.
7:30	<b>Start Members Meeting</b> <ul style="list-style-type: none"><li>- Introduction of David Barth, AD to members</li></ul>

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### President's Report

- '21 – '22 Season Board of Directors presented to members
- Discussion and explanation of return to Executive Board format (Elected Officers, Past President Executive Committee and 3 Board Members appointed by President) and presentation of Executive Board and Executive Committee (Athletic Director,
- Overview of upcoming year, new activities and initiatives for booster club
- Facilities advised that freezers are unable to be repaired and will need to be replaced. Allison O'Laughlin stated that we may be able to have one donated. Need to provide her with the specs. Damien will get them for her.

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### Field Sign Project

- Need to review current signs. Damien stated he created a list of the existing signs on field. Need to contact and inquire about renewals and remove old signs.
- Damien asked for volunteers for the committee
  - o David Ferguson & Allison O'Laughlin volunteered to work with Damien on project
- It was noted that for the next meeting we should discuss the reduction in the cost of the signs to members. Damien stated our cost has reduced and should be passed along to members. David Ferguson stated he believes more members and community will be willing to purchase at a lesser cost.

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### Old Business    **Audit Committee & Year End Review**

- Audit Committee has not been able to convene as of yet awaiting info from Treasurer which has all been completed. Rose advised they can get the books and meet.
- Year End Review tabled until September meeting.
- Corresponding Secretary will send out information and highlight that Sept Meeting will be the year end review of the financials for '20-'21 season.

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### New Business    **Event Schedule & Committee**

- Damien provided overview of events for '21-'22 Season
- Kim LaRegina, Events Chair addressed the board and members by event requesting volunteers for committee's to work each event.
- Powder Puff & Homecoming – require all hands on deck large concession at both indoor and Trailer.
  - o Michelle Murphy noted that grills were provided by the HMFD – we'll reach out to them and might consider working with local vendors/food truck on a profit share to work homecoming
- 3v3 Basketball – is coordinated by Coach Trebor and the Booster Club supports the event.
- Dodgeball – Brian McEntee and Michelle Murphy will participate on that committee

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- Magic Masters – Currently scheduled for 1/28 – team has not been secured Christine is awaiting call back regarding cancellation. It was noted that the event over the past couple of years has declined but after a 2 year hiatus may be successful again. Concern with fluid Covid situation and ticket sales as this is an indoor event. Moving forward – we are waiting for feedback from the organization.
  - Volleyball – Damien is going to reach out to Coach to help organize and coordinate the tournament.
  - Murph Challenge – working with Coach Lauria
  - Whitman Combine – Damine is working with Scott Yerys and coordinating with admin and coaches to organize this event.
  - Committees were not able to be formed for all the activities at meeting. Damien to send email to members and board for sign up for committees.
  - Gina Murphy noted and was seconded by Allison O’Laughlin that it would be best to set up the sign up genius by season versus just several weeks ahead of time. This is how it will be done going forward.
  - Mr. Barth is going to see if he can get an export in excel of all the event dates so the booster club can have an easier list to work off of and filter versus the current Section XI pdf format provided. Recommended we attend the team Parent meetings which are being scheduled and will share the info so the Booster Club may have a representative there to address parents.
  - CAR RAFFLE – it is imperative this planning begins now as there is a lot to be done to get this complete for homecoming.
    - o Jen Fernandez (member) stated that she will assist on committee for car raffle
    - o Must secure car – reach out to Empire to see if they would like to do it again but recognizing it is only 6 months since the last time they may elect not to.
    - o David Ferguson to reach out to member who may potentially be able to provide or assist.
    - o Michelle Murphy noted that Lincoln dealership has inquired about getting involved with events in the past
    - o Need Tickets and Flyers to be generated
    - o Recommended that we approach all teams again not just Fall sports
  - General Concession and Sporting Events
    - o First Scrimmage is Friday 9/3
    - o Concession has virtually no items to sell – unable to make and additional purchases until the Audit Committee meets and completes the audit.
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- Concession access presented as an issue addressed and additional key will be centrally located for access to any board member who is opening and closing.
- Rose indicated that concession took a loss this year. Damien noted that at the beginning we knew it may be a loss but the board wanted to open to return to some normalcy. However, several board members including President were curious how it could be a loss when camp concession was completely sold out. Damien noted that this would be something the audit committee would be able to review and present at next meeting.
- Rose also noted need to potentially increase prices. Damien noted that we did intend to increase prices mid-season but did not implement. The board did approve moving price up to the next whole dollar on change items and up additionally on other items previously. With additional cost increases it was noted that this may need to be evaluated again.
- Gina Murphy will transition into managing concession ordering and servicing vending machines. Damien will work with her on the transition.
- We need to fill vending machine in District Office as well which belongs to Booster Club.
- Additionally was noted if we could brand the vending machines with a sign noting that these purchases support the booster club. The board agreed this is a good idea.

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**Booster Club Committee Chairs**

- Events Chair: Kim LaRegina
- Membership: Jeanette Hansen
- Spiritwear: Kerrin Eichner
- Concession: Gina Murphy
- Social Media: David Ferguson
- Sponsorship: Open
- Community Outreach: Open

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	Next Meeting: September 28 <sup>th</sup> @ WWHS Training Room	Owner 10
9:00PM	Adjournment	Owner 11

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President's Note: Subsequent to meeting Treasurer (Rose Fisch) contacted me and requested that she was against the change made to the audit committee. It was advised that the audit committee needed to consist of 2 Board Members and 1 Community Member (non-board) member. As advised on 8/11/21 with the change we would be replacing Mrs. O'Toole with Mrs. Emanuele on the committee she is an active board member. The committee had not convened to date and the change had no impact on the function of the committee. It was my thought that we had addressed this on the 8/10 meeting as well. However, in review of the accepted minutes it was not reflected. So it is being incorporated into these minutes and my 8/11/21 email by reference to the Audit Committee updating of the change as well. The committee is scheduled to meet later this week.