

# BOARD OF DIRECTORS MEETING MINUTES



## JR PANTHERS

**Date:** Monday, February 3, 2025

**Time:** 6:30 PM

**Location:** Round Table Pizza (9055 Woodcreek Oaks Blvd)

### BOARD MEMBERS

NAME	TITLE	PRESENT
Ricky Arbolante	President	ZOOM
Jewel Grossi	Vice President of Cheer	
Greg Small	Vice President of Football	X
Kim Pettigrew	Secretary	X
Vanessa Bryan	Treasurer	X
Rania Tolba	Registrar	X
Kurt Halferty	Game Day Coordinator	
Gwen Ramirez	Snack Bar Coordinator	
Kim Cleveland	Boosters & Merchandise Coordinator	X
Aaron Slavik	Photography Coordinator	X
Rachelle Hudson	Sponsorship & Fundraising Coordinator	X
Richard Vanderzanden	Equipment Coordinator	
Michael Henderson	Medical Coordinator	X
Hope Eti	Volunteer Coordinator	X
Vanessa Dela Cruz	Marketing & Media Coordinator	X
Megan Cooper	Events Coordinator	X
Jason Tenner	High School Football Liaison	
Marco Hanan	High School Football Liaison	
Rachel Ito	High School Cheer Liaison	

#### I. CALL TO ORDER

- a. A regular meeting of the Board of Directors of the West Park Jr. Panthers was duly called on Monday, February 3, 2025, at 6:32 PM. Kim Pettigrew, Secretary, called the meeting to order. A quorum was declared present based on the presence of the individuals listed above.

##### i. GUESTS

1. No community members were present at this meeting.

#### II. OLD BUSINESS

- a. Reminder that Ricky emailed board members on January 30 asking for suggestions/edits to bylaws.
- b. Board member expectations were discussed.

#### III. NEW BUSINESS

- a. The board discussed social media ads and pop-up opportunities to promote open registration.
- b. The board discussed FAQ updates as a standing agenda topic.
- c. Code of conduct needs to be reviewed and updated.
- d. During the next meeting, the board will vote on covering costs to have at least 1 coach at every level first aid and CPR certified.
- e. Kim/Ricky will look into new medical coordinator email address for Mike.

- f. The board decided we will no longer have a 50/50 raffle during home games. Dedicated events to raise funds for other non-profits during home games will be discussed at a later time.
- g. The board discussed an emergency plan for practice and game days.
- h. The board discussed scholarship guidelines for 2025.

#### **IV. REPORTS**

- a. Ricky Arbolante:
  - i. SYF President meeting updates:
    1. Ricky confirmed 40 SYF footballs were ordered (20 of each size).
    2. Gate fees increased to \$7 general admission.
    3. Based on SYF Rulebook, roster size and ability to move up (not down) one level in the same calendar year was discussed.
    4. Coaches' clinic will be held in March.
    5. Hosting site for first/second round playoffs and championship to be decided in April.
- b. Greg Small:
  - i. Equipment needs to be moved from football shed to off-site storage. Tentative dates: 2/12 & 2/13.
  - ii. Head coach interviews will be on February 11<sup>th</sup>. Room approval at the High School is pending.
- c. Vanessa Bryan:
  - i. Vanessa confirmed 2024 budget is closed.
  - ii. A bookkeeper has been confirmed to assist with checks/balances. Cost: Approx. \$40/quarter.
  - iii. Vanessa shared revenue loss of \$9551.63 in 2024.
  - iv. Vanessa shared pending invoices for 2025.
  - v. Vanessa shared showcase fundraiser in the amount of \$1516 will be applied to comp budget.
  - vi. Vanessa did not have an update on shoe fundraiser amount.
  - vii. No update on firework booth lottery.
  - viii. 1099s were sent to officials.
- d. Aaron Slavik:
  - i. Photos from JAMZ have been uploaded to photo website.
    1. Photos were approx. \$300 to purchase.
    2. Aaron will send Vanessa invoice.
  - ii. Photos from JAMZ need to be promoted so parents are aware.
  - iii. Aaron is looking for parents to volunteer to take pictures during stunt season. Volunteer hours during stunt should not apply to sideline hours.
- e. Rachelle Hudson:
  - i. Rachelle confirmed One Balloon at a Time is our first sponsorship of the year.
  - ii. Greg will send Rachelle contact information for Johnny Wynn. Rachelle will look into getting sponsorship added to website.
- f. Vanessa Dela Cruz:
  - i. Vanessa will repost registration details, coaching applications, and booster promotions.
- g. Michael Henderson:
  - i. Mike will confirm Roseville PONY date for opening day. The board will plan to set up a booth.
  - ii. Mike will create an amazon wish list for medical equipment to be ordered.
  - iii. Mike is working on a response check list.

- iv. Mike brought up CPR training for coaches.
      - v. Mike will connect with Janin on obtaining access to email.
  - h. Rania Tolba:
    - i. Rania confirmed registration opened on 2/1. Current registration numbers:
      - 1. Cheer – 15
      - 2. Football - 10

**V. NEXT MEETING**

- a. The next monthly board meeting will be held on Monday, March 3, 2025, at 6:30 PM at Round Table Pizza, 9055 Woodcreek Oaks Blvd.

There being no further business, the meeting was duly adjourned at 8:02 PM.

PREPARED BY: Kim Pettigrew, Secretary  
APPROVED BY: Ricky Arbolante, President