

**MINUTES OF THE
BOARD OF DIRECTORS MEETING
WEST PARK JR. PANTHERS**

A regular meeting of the Board of Directors of the above Non-Profit was held on July 29, 2021 at 8:03PM at West Park High School.

The purpose of the meeting: Monthly Board Meeting – July 2021.

- I. **CALL TO ORDER.** A meeting of the Board of Directors of the West Park Jr. Panthers was duly called on Thursday, July 29th, at 8:03PM PST. Jason Tenner, President, called the meeting to order.
- II. **QUORUM.** A quorum was declared present based on the presence of the following individuals:

Name	Title	7/29/2021
Jason Tenner	President	x
Marco Hanan	Vice President, Football	x
Stephanie Whittington	Vice President, Cheer	x
Jessica Sellner	Secretary	x
Ali Browning	Treasurer	x
Jaime Hanan	Registrar	x
Rick Burth	Gameday Coordinator	x
Diana Bahlman	Snack Bar Coordinator	x
Tiffany McLean	Boosters & Merchandise Coordinator	x
Michelle Kacalek	Sponsorship & Fundraising Coordinator	
Greg Powell	Equipment & Medical Coordinator	x
Katie McDaniel	Volunteer Coordinator	x
Steve Merchant	Marketing & Media Coordinator	

- III. **GUESTS.** No guests were present at the meeting.

A. GOVERNANCE:

I. CONSENT AGENDA.

Registration:

- a. Registration Update: Jamie Hanan shared next year we will add a second parent option so they can receive all the email communications as well. The registration email is what is used throughout the year for communication. She also shared that the certification was changed from the 10th to the 12th of August at 6pm. Jaime will need one volunteer to help, Ali has offered to go. Registration is now officially closed. Jaime needs final coaches rosters and cheer rosters, Stephanie

confirmed she will shared them with Jaime. local. Cheer - Enrollment 110, including 18 Mascots.

II. FIDUCIARY ITEMS.

Bank Account Update:

- a. Ali Browning shared the financial statements as of June 30, 2021 and shared the current bank account balance.

Additional Items:

- a) There are a few more permits to pay for the stadium. Ali shared there are also additional pants that need to be purchases.
- b) The Board discussed having cash boxes, the Board voted and approved 4 cash boxes with \$1000 per box.
- c) Ali shared that Chase offers a POS system that runs off WIFI, it costs \$399. She requested approval to purchase the system, the Board denied at this time. It was decided we would wait to see what the High School Boosters purchases for equipment.

II. STRATEGIC ITEMS.

Website and Social Accounts:

- a. These items were not discussed at the Board Meeting, but will be on the next agenda.

Merchandise:

- a. Tiffany shared she will put in football bag orders tomorrow, currently 60 orders. She is waiting on Stephanie to pick a cheer backpack, once she does Tiffany will keep orders open for a week. Tiffany shared with the Board she wants to put in one last order for spirit wear and then cut it off. She will sell the bulk order items at the home games. The last order of spirit wear has arrived, Tiffany will tag it and send emails for pick up.
- b. Tiffany will send Jason proofs for attire that says Jr Football and Jr Cheer. Jason and Marco are hopeful the branding guidelines will open up a bit more in the second year.
- c. Board Member and Coaches shirts should be available next Friday.

Sponsorship & Fundraising Planning:

- a. Jason Tenner shared on behalf of Michelle Kacalek we need logos for those that have donated so we can get them on the website.

Volunteers:

- a. Katie McDaniels shared she sent out emails to the team moms with the job description and provided them her information. She also shared a list of all the job, what they are and that the hour requirements must be met by individuals that are 18+. Katie shared that the team moms are responsible for the volunteers on their team, Katie will also keep track but the team moms are in charge. Katie let the Board know she was going to do the Sign Up Genius this weekend and have the total hours needed for the season calculated by Monday. For Jamboree we will only need volunteers for the concession stands. For all home games we will need filmer and announcers.

Medical Needs:

- a. No update at this meeting.

Social Media:

- a. No update at this meeting.

B. MANAGEMENT ITEMS:

I. GENERAL REPORT.

Football: Marco Hanan shared that the football uniforms are in, there was an issue with the pants that were ordered. Marco is asking the Board for approval to purchase additional pants for \$3800 and then sell the incorrect pants next year as practice pants. The Board approved.

Cheer: Stephanie Wittington shared that uniforms are mostly in, the families that added late are still waiting. Stephanie asked if she could pass out uniforms, the Board unanimously agreed to pass them out; the uniforms will be passed out on Monday.

Open Meetings: Katie McDaniels brought up having open Board Meetings and allowing parents, coaches, public to attend. The Board agreed and decided to have the first hour closed to Board members only and the second hour open to the public. The Board also decided on the Board Meetings for the rest of the year. The dates are: August 16th, September 20th, October 18th, November 8th. The Board meetings will be from 5:30 - 7:30.

Calendar: A few Board Members shared frustration from families that the online calendar was being updated before email communications went out. The Board agreed before any calendar updates were made online an email from the VPs would be communicated. Marco brought up August 6th - we are not going to do the event this year, given

the current calendar and environment. The board voted to cancel the 6th.

Snack Bar: Diana Bahlman shared that Costco can do pallets of Gatorade they just need a week. The Board decided on 4 pallets of Gatorade and 3 pallets of water. The High School has lots of items we can share, but she suggested getting a rolling shelf for the chips/candy/etc. Diana asked if there are certain candy we can sell or not sell.

Code of Conduct: Jessica Sellner shared a copy of the Code of Conduct for both coaches and Board Members. She asked from approved of the documents and request for Marco and Stephanie to circulate with their coaches on Monday. Jessica will share a soft copy with all Board Members before the end of the weekend. The signed copies will be turned in and kept by Jessica.

Misc: Stephanie shared information on lights, Jason is going to reach out to other presidents to see what lights they use and when they start using them. Marco said Rick will be the one here that has everything ready for the volunteers make sure they are doing the right thing. The Board agreed the meeting spot for all volunteers would be the snack bar.

II. MANAGEMENT ITEMS.

Jason Tenner Jshared that Vista Del Lago dropped out, game replaced with a home game against Marysville, we were going to partner with them for certifications, so now we are trying to figure out how to process certifications. He also shared talk among presidents about being flexible this season due pandemic. He brought up what do we want our steps to be around COVID-19: the list of traditional symptoms you cannot attend practice. If they test positive at a practice they need to quarantine. Follow guidance of RCSD. If anyone in the house tests positive the family needs to notify head coach and VP. We will send an email out to all families reminding them to stay home with symptoms - Jason will send it out this weekend before practice on Monday.

Jason Tenner scheduled the next meeting for in person on Monday, August 16th at 5:30pm. Location West Park High School.

C. ATTACTMENTS:

June Financial Statements are uploaded (2 pages).

There being no further business, the meeting was duly adjourned at 9:38 PM.



PREPARED BY: Jessica Sellner, Secretary

APPROVED BY: Jason Tenner, President