

***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 February 11, 2021 at 7:30PM via Zoom Attendance.

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

- I. **CALL TO ORDER.** A meeting of the Board of Directors of the West Park Jr. Panthers was duly called on Thursday, February 11th, at 7:30PM 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	2/11/2021
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	
Tiffany McLean	Boosters & Merchandise Coordinator	x
Michelle Kacalek	Sponsorship & Fundraising Coordinator	
Greg Powell	Equipment & Medical Coordinator	x
Sara Moore	Volunteer Coordinator	
Steve Merchant	Marketing & Media Coordinator	

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

A. GOVERNANCE:

I. CONSENT AGENDA.

Registration:

- a. Registration Update: Football has received 49 total registrants, increase of 23: (8) U-8, (13) U-10, (12) U-12, (16) U-14. Cheer has received 48 registrants, increase of 18. Coaches are continuing to receive emails notifying them of all new registrants.
- b. Jaime Hanan shared with the group the only email concerns she has received is changing the picture on the children's profile. If a family has any issues have them email Jamie.

- c. Jaime Hanan spoke to how strong the registration numbers were this early in the process, based on her experience this should yielded a very successful registration pool. We will want to focus on Chilton Middle School since it is a feeder into the West Park Jr. Panthers program. Stephanie Whittington will ensure they are sharing the flyer with all families.

II. FIDUCIARY ITEMS.

Bank Account Update:

- a. Ali Browning shared the financial statements as of January 31, 2021. Ali Browning asked if the donations we are receiving with registration are they considered donations or sponsorships, Marco Hanan confirmed they are actual donations. Documents attached to BOD Minutes.
- b. Ali Browning will create a thank you letter to send to individuals who have donated to the program. The letter will thank them for their donation and include the EIN number for tax purposes.
- c. Ali Browning will share the financial reporting each meeting and post a copy of the financial statements in the Google Docs folder.

Equipment Purchasing

- a) Rick Burth brought up purchasing up uniforms and equipment. Marco Hanan explained they ordered the helmets (details note below in Section c) and have gotten bids on the remaining equipment and uniforms. Marco shared that mock-ups are continuing to be revised for uniforms with a target order date of April. He also noted the same vendor being used for uniforms will do the practice shirts and shots.
- b) Marco Hannan will meet with Greg Powell in the coming months to determine the equipment check out process, storage process, etc.
- c) Marco Hanan talked about how 100 helmets were purchased for football, by purchasing early we received a discount. Additional helmets may need to be supplemented but the 100 should cover the majority of the need.
- d) Marco Hanan shared with the Board that the home football uniforms will be navy and the away uniforms will be white. The pants are \$34 and the tops are \$36; \$70 for the set. The uniforms will belong to West Park Jr. Panthers and be used for future seasons as well.
- e) Stephanie Whittington shared with the Board that the cheer uniforms will be the financial responsibility of the families, the families will be able to keep the uniforms. Whereas the poms will be purchased by West Park Jr. Panthers and be property of West Park Jr. Panthers. She is working to the keep the costs to \$200-\$250. Stephanie also shared that the uniforms are finalized she is just awaiting samples to be sent to her house to confirm the desired material.

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 McLean and Jamie Hanan got merchandise purchase options added in the registration portal. Jaime and Marco Hanan are going to look into sharing with families that have already registration that there is now an option to purchase merchandise.
- b. Merchandise updated was shared by Tiffany McLean. Tiffany shared with the Board Members that 52 pieces were order and the order was sent over to the vendor. The items will be ready for pick-up and delivery on February 19th. The 52 items yielded \$520 profit to West Park Jr. Panthers. Tiffany is going to create a delivery sheet that will accompany the merchandise upon delivery, it will clearly detail out the individual's order.
- c. New orders will be sent to the vendor on Friday and have a two week turnaround.
- d. Tiffany McLean will do an analysis on the current orders and purchase extra items to have on hand at dine out events. The Board approved purchasing extra items for this use.

Sponsorship & Fundraising Planning:

- a. Chipotle: Jason Tenner shared we received our \$162 check and it was deposited.
- b. Krispy Kreme: No update. The Board Members decided to revisit this later in the season at the last meeting, so we will keep this item on the agenda.
- c. Dicks Sporting Goods: Jason Tenner on behalf of Michelle Kacalek shared still no update on this, but she has sent a follow up email.
- d. Dutch Brothers: Jason Tenner on behalf of Michelle Kacalek shared still no update on this, but she has sent a follow up email.
- e. Food Trucks: Jason Tenner asked the Board if we want to move forward with this. The Board was in agreement we move forward with having a food truck night if we can use West Park High School parking lot. Marco Hanan is to follow up with West Park High School to see when they would be allowing use of their facilities.
- f. Ace Printing: Tiffany McLean shared the Bush family is ready to move forward with the trade deal. They will reach out to Michelle Kacalek so we can move forward with ordering items such as yard signs in exchange for a sponsorship.

- g. Sac County Deputy: Jason Tenner on behalf of Michelle Kacalek shared Michelle applied for this donation and is waiting to hear back.
- h. Paul Rogers, Realtor: Jason Tenner shared he had expressed interest in a sponsorship and we are awaiting additional communication on which type of sponsorship he would like to move forward with.
- i. Snider Electric: Jason Tenner shared he had expressed interest in a sponsorship and we are awaiting additional communication on which type of sponsorship he would like to move forward with.
- j. Elementary Flyer: Stephanie Whittington to follow up with all schools since this has only gone out at a few.
- k. Other Sponsorships: Rick Burth spoke about how he is working on a sponsorship with Atzec Solar and Roseville Auto Mall. He is currently waiting to hear back from them on more details.
- l. Jason Tenner asked Rick Burth about a fishing fundraiser. Rick shared he is shadowing and learning from someone who has done a fishing fundraiser before. Currently no one is allowing tournaments, but there is the possibility of this being feasible in the spring - April/May. Rick will update the Board as it gets closer to that time.
- m. Go Fund Me: Rick Burth brought up creating a GoFundMe account for the organization. Marco Hanan was going to look into the feasibility of this and determine what is needed, he will share at the next meeting.
- n. Online Fundraiser: Marco Hanan shared with the Board there are online fundraisers, similar to popcorn sales that are available. The Board was interested in learning more. Marco will follow up with Michelle Kacalek to decide if it's something the organization wants to move forward with.

Volunteers:

- a. No update at this meeting.

Medical Needs:

- a. No update at this meeting.

Social Media:

- a. No update at this meeting.

B. MANAGEMENT ITEMS:

I. GENERAL REPORT.

Coaches: Marco Hanan shared that the football coaches are working on finalizing the assistant coach roster. The coaching staff will attend training throughout the spring.

Uniforms: See update in Section II, Equipment Purchasing, items d and e.

Community: Jason Tenner shared with the Board that West Park High School is slated to open sports in the coming month (March), which will hopefully give families a reassurance for a fall season. He also suggested as soon as feasible to bring in individuals in small groups to meet coaches, try on uniforms for sizing, etc. The board agreed with that plan.

II. MANAGEMENT ITEMS.

Jason Tenner shared with the Board that the organization is still awaiting nonprofit status, but the State of California did confirm the application was received. Jason worked with the West Park Jr. Panthers Accountant to fill out a W-9 for vendors that is available on Google Docs. Jason assured the Board the EIN is valid and the nonprofit status will be granted by next tax season.

Jason Tenner scheduled the next meeting for in person on Tuesday, March 9th at 7:00pm. Location TBD.

C. ATTACHMENTS:

January Financial Statements are attached (2 pages).

There being no further business, the meeting was duly adjourned at 8:25PM.

PREPARED BY: Jessica Sellner, Secretary

APPROVED BY: Jason Tenner, President