

**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 March 9, 2021 at 7:00PM at West Park High School.

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

- I. **CALL TO ORDER.** A meeting of the Board of Directors of the West Park Jr. Panthers was duly called on Thursday, March 9th, at 7:00PM 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	3/9/2021
Jason Tenner	President	x
Marco Hanan	Vice President, Football	x
Stephanie Whittington	Vice President, Cheer	x
Jessica Sellner	Secretary	Zoom
Ali Browning	Treasurer	x
Jaime Hanan	Registrar	x
Rick Burth	Gameday Coordinator	x
Diana Bahlman	Snack Bar Coordinator	x
Tiffany McLean	Boosters & Merchandise Coordinator	
Michelle Kacalek	Sponsorship & Fundraising Coordinator	x
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: Jamie Hanan shared that registration is going well, registration numbers are very solid.

II. FIDUCIARY ITEMS.

Bank Account Update:

- a. Ali Browning shared the financial statements as of February 28, 2021 and shared the current bank account balance.

- b. Ali Browning created a thank you letter to send to individuals who have donated to the program. The letter thanks them for their donation and include the EIN number for tax purposes.
- c. Ali Browning asked what we need to have to “open the gates” for season. Marco Hanan shared for West Park High School, facilities, home games, warm ups, practice, toilets, lights, etc. it’s approximately \$14,000 a season.

Equipment Purchasing

- a) Jason Tenner placed a ball order, had to be in by March 1. \$15/ball – 40 footballs ordered to have enough for practice. No additional equipment has been purchased.

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. Ali Browning asked on behalf of Tiffany McLean if we want to have merchandise on hand. The Board decided against having merchandise on hand and will continue to order as needed.
- b. Ali Browning also brought up paying the merchandise vendor, she asked if the Board had checks to use, it was decided we would use this method as needed. Jason Tenner and Ali Browning are going to look into a bill pay option to pay directly from the bank.

Sponsorship & Fundraising Planning:

- a. Red Robin: Michelle Kacalek shared the dine in night is scheduled for March 18th from 5PM – 8PM. The instructions will be posted to the social media pages. Jaime Hanan will also do an email blast to all registered families.
- b. Dicks Sporting Goods: Michelle Kacalek shared still no update on this. She spoke to them, they asked when our season started and Michelle explained we are a startup. They said they would reach out. Michelle sent a follow up email two days prior to the meeting.
- c. Dutch Brothers: Michelle Kacalek met with them on February 26th. Dutch Brothers gave a few options, the main one being selling Dutch Brothers Gift Cards. You sell \$10 gift cards and make \$2/gift card. The organization would have 30 days to sell as many gift cards as possible, but it’s a one-time fundraiser. The Board decided to wait until close to summer time to pursue this fundraiser. Dutch Brothers also mentioned they would like to come out to home games and sell a predetermined menu of drinks, the organization would get 20% of the proceeds, the Board approved this partnership.

Michelle will follow up as it gets closer to the season starting. Michelle also shared that Dutch Brothers said they would donate \$500 in exchange for a sign to be hung at the home games. The cost of the banner from Ace printing is \$100, the Board approved moving forward with this option, the approved banner sign is 3 x 5.

- d. Food Trucks: Michelle Kacalek spoke to the owner of the food trucks, he said he had an idea for an event he was hosting in West Roseville and would be in touch with the details.
- e. Ace Printing: Michelle Kacalek started some signs Ace Printing created. The Board had a few changes, such as: change the junior to JR, add a football and megaphone. Michelle also shared a mockup of the pop up and asked the Board for a copy of the panther head logo. Jason Tenner will send to Michelle. The board agreed after the changes were made Michelle would send the final mock ups to Jason Tenner and Marco Hanan for approval, once they approve Ace Printing would print the signs. No addition Board approval is needed.
- f. Sac County Deputy: Michelle Kacalek confirmed they will donate \$250 on July 1.
- g. Paul Rogers, Realtor: Michelle Kacalek shared Paul wanted to know if he was going to get business from this. He said he will give an answer by Monday, Michelle will follow up again.
- h. 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.
- i. Elementary Flyer: Stephanie Whittington to follow up with all schools since this has only gone out at a few.
- j. Other Sponsorships: Rick Burth reached out to Home Depot/Lowes, Diablo - they are interested, he follow back up. Rick also reached out to Nugget, they seemed interested as well, he will reach out again.
- k. Roseville Auto Mall: Rick Burth shared they will sponsor \$500, and he will follow up around July 1.
- l. Go Fund Me: Michelle Kacalek shared a few options on the Go Fund Me fundraising platform. (1) Go Fund Me Charity- only open till Sept 30, 21. Pricing includes: 2 plans (a) flex plan, 1.9%, 30 cent fee (b) free plan 2.2% 30 cent transaction fee regular GFM 2.9%, 30 cent fee. They help you market your charity. Michelle explained it seems the difference in the plans is how they distribute funds - lump sum or allocations. We do to have final 501 c and set up a PayPal giving fund. If we want to move forward immediately we have to set up regular Go Fund Me, with a regular account they will send a check or wire the funds to your bank account. The Board voted to move forward with a regular Go Fund Me. Jason Tenner, Marco Hanan and Michelle Kacalek will get a video created explaining why we need the funds, what we are going to do with the money and

get the Go Fund Me started. Jaime Hanan will send an email blast to all registered families with the link to the video and Go Fund Me page once it is completed.

- a. The Board decided on creating a “founding member” program. The Board voted in order to be considered a “founding member” you must donate: \$1500/business or \$500+/private family. Founding members will be added to the organizations website, showcased and thanked.

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.

Calendar: Marco Hanan shared the tentative calendar, First day is July 12th. Camp would begin July 12th, 4 day camp in the stadium, followed by parent meetings every day after. Practice starts July 19th – Fri Aug 6th. The scrimmage game would be aligned with the Panthers Varsity game, this would allow a meet the panthers from Varsity to Jr Panthers. Opening Day Ceremony is scheduled for Friday, August 6th. Marco shared this will include food trucks, cheerleaders, etc. He shared August 14/15 is the jamboree, with the first game on Aug 21st. Games will go till October 15th, followed by playoffs October 23rd and the Championship game October 30th. Marco also shared the Cheer competition is scheduled for October 3rd or 10th with the championship Sunday November 7th. Marco explained we don’t know what division we are in, it will depend on location and size of squads. The organization will be notified by August for Cheer and by summer for Football.

Uniforms: Football – Marco Hanan shared the uniforms, both home and away. West Park on the front, panthers on the back. Panther head on the pants. Asked for any feedback, the Board approved them. Cheer – Stephanie Whittington explained it wasn’t about how fancy we can get but about being close to the High School. The striping is still TBD, but the colors will match the panther head, which are the same colors as the high school. Stephanie shared lettering and embroidery are super expensive, therefore will probably not have the lettering. She stated the High School only requires 3 pieces be

bought, along with cheer shoes. The organization will follow the same thing process. It has been agreed upon that additional items will be optional but not requires. Stephanie shared that the fitting will likely be virtual. She also brought up the billing options, the Board approved to have Varsity bill the families directly by having the families order them directly from the Varsity website. She then shared that the uniforms are two months turn around, so if we want them August 1st, so need to order by June therefore the fitting will need to be in May. The board voted to stay with the standard cheer uniform material. Stephanie asked for approval for one time set up fee for varsity for artwork, the Board voted and approved paying this fee.

Community: Jason Tenner shared with the Board he got an email from a family about cheer scholarships - the Board talked about how we want to handle. The Board decided to look for sponsorships of \$1500 and use that to sponsor families.

II. MANAGEMENT ITEMS.

Jason Tenner shared with the Board notes from his President's Meeting: No new rule changes for football. The organization does need to obtain insurance. Marco Hanan has contact information for an insurance company he has previously used, he will share this information with Jason Tenner. Jason shared with the Board that in April/May coach certifications will be issued, this year it will be done mobile. Exact dates to be confirmed in the coming month. Make Jason stated the officials contracts are up, and there is a lack of officials, therefore it will most likely be reduced to maybe 3 at the lower levels, up to 4 at the upper levels. He also explained you can attend coach's clinic online, but we will meet with the coaches individually in the classroom as well as on the field, all youth coaches will be invited to the High School practices as well.

Jason Tenner scheduled the next meeting for in person on Tuesday, April 6th at 7:00pm. Location West Park High School.

C. ATTACHMENTS:

February Financial Statements are attached (2 pages).

There being no further business, the meeting was duly adjourned at 8:16 PM.

PREPARED BY: Jessica Sellner, Secretary

APPROVED BY: Jason Tenner, President

