

**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 May 4, 2021 at 7:10PM at West Park High School.

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

- I. **CALL TO ORDER.** A meeting of the Board of Directors of the West Park Jr. Panthers was duly called on Tuesday, May 4th, at 7:10PM 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	5/4/2021
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	Zoom
Rick Burth	Gameday Coordinator	x
Diana Bahlman	Snack Bar Coordinator	Zoom
Tiffany McLean	Boosters & Merchandise Coordinator	Zoom
Michelle Kacalek	Sponsorship & Fundraising Coordinator	x
Greg Powell	Equipment & Medical Coordinator	x
Katie McDaniel	Volunteer Coordinator	x
Steve Merchant	Marketing & Media Coordinator	x

- 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, Football – 112 athlete: (16) U-8, (31) U-10, (31) U-12, (34) U-14. Cheer – Enrollment 102, including 18 Mascots.
- b. Jamie shared binders done to collect school verifications and physicals. The required forms are loaded onto the website. For football the forms will be collected at equipment check

out. Stephanie Whittington and Jamie Hanan will get together to determine how to collect the cheer required forms.

II. FIDUCIARY ITEMS.

Bank Account Update:

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

Equipment/Uniform Purchasing

- a) Marco Hanan will be ordering football uniforms within the next 10 days to allow for a 4-5 week turnaround.
- b) The large purchases made since the last meeting included football shoulder pads (100), approved by the Executive Board Members via Group text.
- c) Upcoming purchases include: jerseys, misc. items for football. All purchases will be approved or denied by the Executive Board and shared at the meeting BOD meeting.

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. Spirit Pack will be included for all athletes that registered by May 31st. The spirit pack will include: Football – Shirt, Short and Practice Jersey. Cheer – Shirt, Short and Bow.
- b. Tiffany McLean would like to have some merchandise on hand for camp week, turnaround time is currently 2-2.5 weeks. The Board requested Tiffany put together a \$500 list of merchandise purchases and a \$1000 list of merchandise purchases. The Board approved to pre purchase this merchandise to sell at events.
- c. Tiffany McLean did set up square to receive payments, but there is a fee associated with it. The question was asked to the board, do we pass the fee along or cover it. The Board decided to cover the fee.

Sponsorship & Fundraising Planning:

- a. Red Robin: Michelle Kacalek shared we received \$156 check.
- b. Dicks Sporting Goods: Michelle Kacalek will touch basis with them as the season start gets closer.
- c. Dutch Brothers: Michelle Kacalek met with Maddie. Maddie advised her to wait until we have team moms in place to help with the collection of money and distribution of gift cards.

The Board decided to do this fundraiser during the season when the teams are meeting regularly. The profit is 20% for the Dutch Brothers fundraiser, Board decided to target August date.

- d. Food Trucks: It was determined this is not a big money maker so we will utilize it later in the season.
- e. Ace Printing: The balance left with Ace Printing is \$820.
- f. Sac County Deputy: Michelle Kacalek confirmed they will donate \$250 on July 1.
- g. McSweeny – did the West Park Jr Panthers tax filing for free, the Board approved a banner and logo displaying their business in exchange for the tax filing.
- h. Aesthetic Dental – Michelle shared they would like to make a donation by credit card, it was discussed how to do that. The board will add a donation button at the team store.
- i. Adventure Kids Dental – donated \$250. Jason Tener and Marco Hanan are going to reach out to see if they do mouth guards and will offer those to West Park Jr Panthers.
- j. Other Sponsorships: Michelle Kacalek received a message from Drew Kessler: he wants to donate product in exchange for sponsorship. The product would be Pepsi, Dr. Pepper, etc. At this time the Board decided we do not have a use for this donation.
- k. Misc.: Rich Burth brought of option of joining the Moose Lodge so we can use that for events, he will inquire and report back at the next meeting. The Board discuss the need for a large fundraise, looking into a Poker Tournament and a Spaghetti Feed.

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: Football sizing day is scheduled for Saturday May 8th. Sizing will be to determine appropriate size of shoulder pads, helmets and uniforms. This is not a mandatory event. The Board decided to create a donation QR code to frame to have at the table for this weekend.

Uniforms: Cheer – Stephanie Whittington shared FitPass was open for virtual fittings. The uniform rep will be available for a 1:1 via Zoom if families need additional help. A payment link will be sent directly to the families to pay prior to June 15th.

Coaches: Football – Marco Hanan shared that fingerprinting and backgrounds will be done near the end of May.
Cheer – Stephanie Whittington met with Cheer Coaches the prior night, they are working on finalizing assistant coaches and cheer parents.

Community: Jason Tenner shared with the Board Ryan Houston was going to be on U-10 team, his cousin is our cheer coach. Ryan got diagnosed with stage 4 cancer and can no longer participate. The Board decided to give him a jersey for game day and the U-10 team wears sticker with his number on helmet.

II. MANAGEMENT ITEMS.

Jason Tenner shared with the Board the IRS has officially approved our classification as an exempt 501 (c). Jason talked about the insurance we need to obtain, we want it to cover every football/cheer player as well as all BOD staff. The Board agreed to move forward with quote, turn around is 24 hours. Our insurance only covers on campus during our times, all other is their responsibility. Marco Hanan shared there will be no limit on football teams at this time to avoid having to cut players. Jason Tenner scheduled the next meeting for in person on Tuesday, June 1st at 7:00pm. Location West Park High School.

C. ATTACTMENTS:

April Financial Statements are uploaded (2 pages).

There being no further business, the meeting was duly adjourned at 8:52 PM.

PREPARED BY: Jessica Sellner, Secretary

APPROVED BY: Jason Tenner, President