

**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 August 16, 2021 at 5:32PM at West Park High School.

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

- I. **CALL TO ORDER.** A meeting of the Board of Directors of the West Park Jr. Panthers was duly called on Monday, August 16<sup>th</sup>, at 5:32PM 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	8/16/2021
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	x
Michelle Kacalek	Sponsorship & Fundraising Coordinator	
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 we have 3 football players that have not been certified, she suggested they come early to the Oakmont game to be certified. They cannot play in a conference game until they are certified. She also shared there are a bunch of cheerleaders that have not been certified, they will come early to competition to get certified.

- b. Jamie shared if a birth certificate was turned in they need to be picked up at practice on Thursday between 5-6pm, Jaime has sent out emails to the families impacted.

## **II. FIDUCIARY ITEMS.**

### Bank Account Update:

- a. Ali Browning shared the financial statements as of July 31, 2021 and shared the current bank account balance.

### Misc:

- a) Ali shared we bought the football bags from Kohl's therefore we hae \$600 in Kohl's cash. She asked the Board if they had ideas of what we should purchase.
- b) The Board decided as of now they would cover the Board shirts given the financial situation we are in, should the funding situation change later in the season the Board Members will reimburse the organization.
- c) Tiffany talked about getting a square stand and adding an iPad to it. The terminal with a refurbished iPad is \$400, we will need 3 of them, she asked the Board for approval. The Board approved the purchases of the devices.

## **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 shared that a few additional designs got approved by West Park High School. She will place the bulk order to sell at games and then shut down the online store.

### Sponsorship & Fundraising Planning:

- a. Michelle Kacalek asked via text if the silent action jerseys got ordered. Marco confirmed that they did get ordered.

### Snack Bar:

- a. Diana shared that Gatorade and Water Bottles are still in the snack bar, the Board discussed what can be left in the snack bar. Jason confirmed those items can be left in the snack bar.

### Volunteers:

- a. Katie McDaniels talked about the 3 emails she sends out to team moms. This weekend she will do a trial with volunteers for snack bar and then adjust for future games.

Medical:

- a. An EMT has to be present for kick off.

Misc:

- b. The Board talked about facilities on the campus, the bathrooms, upkeep, facilities, trash, etc. Jason said this should not be an issue this weekend, they worked with West Park High School to adjust after jamboree.
- c. The Board talked about instead of homecoming doing panther proud, panther day, get the players announced, etc. The organization will aim to have it be on the last home game, October 23rd. Jason brought up end of the year banquet, board talked about locations - Stephanie will look into a location.
- d. Entrance Fees: The Board decided: \$5/Adults, \$3/Kids, 2 and under are free.

**B. MANAGEMENT ITEMS:**

**I. GENERAL REPORT.**

Practice Cancellations: An email will go out from the VP of the program for cancellations.

Misc: The Board talked about facilities on the campus, the bathrooms, upkeep, facilities, trash, etc. Jason said this should not be an issue this weekend, they worked with West Park High School to adjust after jamboree. The Board talked about instead of homecoming doing panther proud, panther day, get the players announced, etc. The organization will aim to have it be on the last home game, October 23rd. Jason brought up end of the year banquet, board talked about locations - Stephanie will look into a location. Entrance Fees: The Board decided: \$5/Adults, \$3/Kids, 2 and under are free.

Football - Marco Hanan shared that white pants are received, navy pants here by Thursday. And the helmet stickers will be passed out during practice tomorrow. As of now it will be white for home games and navy for away games; Marco will decide by Thursday on final colors.

Cheer - Stephanie Whittington said that Kim Cleveland can make bows for \$7 for game day bow, Marco said organization can purchase those. The Board decided we will talk about a competition bow later in the session. We will get a pink bow for October, a \$1 floppy bow.

Panther Night: Panther night is this Friday, 14u, will be with the team for warm up, pre-game, then have a certain section for the Jr Panthers. At this point it is not safe to practice with the cheerleaders on the field so the Board decided to push it back instead of do it this week. Decided to move the 14u game to later in the season, 14u on the September 3rd, 12u October 8th, 10u October 29th - - board approved changing the dates.

## **II. MANAGEMENT ITEMS.**

Jason Tenner scheduled the next meeting for in person on Monday, September 20<sup>th</sup> at 5:30pm. Location West Park High School.

### **C. ATTACHMENTS:**

None.

**There being no further business, the meeting was duly adjourned at 7:35 PM.**

**PREPARED BY: Jessica Sellner, Secretary**

**APPROVED BY: Jason Tenner, President**