

**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 June 1, 2021 at 7:08PM at West Park High School.

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

- I. **CALL TO ORDER.** A meeting of the Board of Directors of the West Park Jr. Panthers was duly called on Tuesday, June 1st, at 7:08PM 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	6/1/2021
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	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 – 132 athlete: (20) U-8, (38) U-10, (36) U-12, (38) U-14. Marco Hanan shared that football capped registration at the end of the regular registration period. Website has been updated to reflect preliminary closed please email the Football VP if interested. Marco explained they will try to find a spot if the athlete is local. Cheer – Enrollment 110, including 18 Mascots.

- b. Jaime shared camp registration is now open, currently there are 18 football players registered and 10 cheerleaders. She also talked about how an email will be going open to inform all families that the camp is now open for registration.
- c. Jaime shared with the Board that a \$300 equipment check would be required for all football players at gear check out. An additional volunteer check of \$300 (\$150 for Mascots) will be required for all athletes, once their 12 hours of volunteer work is complete the check will be returned. For those who do not complete their volunteer hours the check will be cashed by the organization at the end of the season.
 - a. Coaches and Board of Directors do not need to submit a volunteer check as their hours have already been met. A check will still be needed for equipment check out, regardless of volunteer status.
 - b. All families will have to complete medical release and school registration verification. In place of school verification families may turn in original birth certificate. SFY needs proof of age for all athletes. Jaime explained for Mascots the only option is original birth certificate. After SFY certifies the players in Mid-August, the birth certificates will be returned to the families. Football families will be required to turn in the forms when they pick up equipment. For cheer Jaime will collect before parent night at camp. Jamie and Stephanie will coordinate on the day and time for each team.

II. FIDUCIARY ITEMS.

Bank Account Update:

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

Equipment/Uniform Purchasing

- a) No additional equipment has been purchased since the last 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. Tiffany shared some new designs with the Board. Jason and Marco explained the merchandise must align with West Park High School guidelines. Jason will talk to the West Park High

School principal and get back to Tiffany. Tiffany is going to reach out to Ace Printing to get the Panther of the Week Sticker Made, the Board approved this purchase.

- b. Tiffany will find a football bag for families to purchase and create a mock up.
- c. Spirit Packs: Will be purchased for all athletes who registered before May 31st. Cheer: Navy shorts with Jr Panthers logo, tank top and navy bow. Football: Navy shirt and shorts. All athletes will receive a cinch backpack. Marco Hanan requested approval to purchase these items, the Board approved.

Sponsorship & Fundraising Planning:

- a. Michelle Kacalek shared she received the following sponsorship checks: Browning Construction \$1500, Rubicon Partners \$250, and \$100 from Alli's dad.
- b. Dicks Sporting Goods: Michelle Kacalek confirmed they will provide game day balls, vouchers and a shopping discount.
- c. Dutch Brothers: The Board decided to pause on this fundraiser for now.
- d. Dine Night: Michelle applied for a dine in night with Blaze Pizza for June 22.
- e. Ace Printing: The balance left with Ace Printing is \$820.
- f. West Park High School BBQ: Looking to host a parking lot BBQ on July 16th. Marco will see if the parking lot is available. We will have raffle prizes, and sell tickets for burgers, hot dogs, sandwiches, etc.
- g. Sac County Deputy: Michelle Kacalek confirmed they will donate \$250 on July 1.

Volunteers:

- a. Marco Hanan shared that Sara Moore resigned from the Board and Katie McDaniels has taken her place. The Board voted and approved Katie's position.

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 requested approval to close football registration along with approval to allow exception registration if needed. The Board approved. Marco shared there will be a website for families to purchase practice equipment, it will be cheaper than retail and West Park Jr Panthers will get a portion.

Cheer: Stephanie Wittington shared that uniforms have been finalized. Fitpass has been extended to allow families additional time. There are (3) optional items, so far everyone has purchased the additional items. Stephanie shared camp prices for Mascots will only be \$35, they will only stay one hour.

High School Volunteers: Marco and Stephanie both shared with the board the process for selecting High School Volunteers. The athlete must be an eligible high school player, positive influence and have a personal reference.

II. MANAGEMENT ITEMS.

Jason Tenner shared he walked the High School campus and planned out things for Game Day. He also shared another batch of helmets came in and the program is still in need of another batch of shoulder pads. He also talked about coach and board certification, SFY should be sending out an email shortly.

Jason Tenner scheduled the next meeting for in person on Tuesday, June 29th at 7:00pm. Location West Park High School.

C. ATTACHMENTS:

May Financial Statements are uploaded (2 pages).

There being no further business, the meeting was duly adjourned at 9:08 PM.

PREPARED BY: Jessica Sellner, Secretary

APPROVED BY: Jason Tenner, President