

WCHS Booster Club Meeting, room 126, November 9, 2011

In Attendance: Wayne Cohen, Dave Kelley, Chris Byrne, Allyson Bergman, Donna Duvall, Joan Perrine, Ariane Promisel, Mary Ellen Mengucci, Elena Ketelhut, Mason Harris, Kit Lunceford, Lynn Grody, Jim Edwards, Katie Erickson, Jon Thibodeau, Scott Levenson, Helene Glick, Scott Selman, Alec Fanaroff, Lisa Caplan, Mary Prussick, Wayne Arden, Shawnda N. Wilkinson, and Laurie Weinreich

MEETING CALLED TO ORDER: President Wayne Cohen called the meeting to order.

APPROVAL OF MINUTES: Minutes from the October 12, 2011 meeting were distributed and reviewed by all present. Motion was made by Mason Harris, seconded by Lisa Caplan, to approve minutes. Vote had and unanimously agreed, minutes approved.

PRESIDENT'S REPORT: Wayne spoke about a scoreboard purchase for the stadium field which is in the works. Included will be advertising opportunities underneath the scoreboard. More to come on this.

Wayne wanted everyone to understand the process for fundraising:

- The Booster Club/teams have to get approval from Dave Kelley to do a fundraising event. However, both the Booster Club and Dave Kelley have to agree on expenditure.
- Funds that are raised are deposited into the Booster Club account.
- The Booster Club does not write a check for a purchase. The check comes directly from Athletics and the Booster Club reimburses Athletics.

This is taken directly from page 33 of the MCPS handbook under Booster Club and Fundraising.

ATHLETIC DIRECTOR'S REPORT: Dave Kelley said that the fall sports season is winding down, and that the Churchill football team has made it to the playoffs for the first time in 8 years. Another exciting piece of news is that both boys and girls cross county teams will be participating in the state finals. All in all it has been a great season for fall sports at Churchill!

Winter Sports Night has been set for November 30th at 7pm in the gym. The auditorium is not available due to Blast.

Dave asked everyone to get the word out to let him know about any National Letters of Intent for any Churchill athlete. He would like to know so that a picture of the athlete with Dave and Dr. Benz could be sent to the local and Churchill publications.

TREASURER'S REPORT: Les Ulanow was not able to attend the meeting due to a death in his family. Donna Duvall presented the Profit & Loss Report to all present. Going forward, Wayne requested a comparison of budget from actual report.

Scott Levenson distributed an Investment Policy to all present. Included there was a Mission Statement, Duties and Responsibilities, and Internal Controls. The policy was voted on and approved with the following amendments:

Mission Statement #4 to read: Any and all investments considered by the board must be voted on, approved by 2/3 vote and maintained in a fully insured Financial Institution by the FDIC.

Duties and Responsibilities #3 to read: All investments must have minimal risk to the principal invested in.

Internal Controls #1 to read: All electronic banking shall be approved by 2/3 signers.

The following was added to Internal Controls:

Check signing authority rests with President and/or Executive Vice President and/or Secretary.

Treasurer shall have sole responsibility to open all bank communications.

The Policy can be viewed in its entirety on the Booster website.

Donna Duvall moved to approve reimbursement of \$850 to the SGA for sound system equipment rented for homecoming and the pep rally. Lisa Caplan seconded the motion. Wayne expressed concern about the cost. Motion was approved by the board.

FUNDRAISING:

Lynn Grody reported that the Pampered Chef party at Wayne and Jill's house on November 3rd was a success with \$750 in profit, to date, going back to the Booster Club. The deadline for online orders was extended to November 14th with a promise of delivery before Thanksgiving.

Donna Duvall asked for volunteers for concessions for the first football playoff game.

Allyson Bergman passed out a new plan and marketing benefits for Churchill sponsors. Allyson and Mason Harris to revise for next meeting.

Jim Edwards said everything was in place for the first-ever physicals program to take place at Churchill the evening following this meeting. Dr. Pereles and two nurses would be running the program. Jim needed four volunteers to help out. To date there were 27 students signed up and more were expected. The cost is \$30 and it was discussed the next one should be in August.

MEMBERSHIP REPORT: Chris Byrne to come up with a concrete plan to thank current members and entice new members to join the Booster Club. Chris to email plan to Wayne.

CLUB TEAM TASK FORCE: Wayne Arden to write a policy to be voted on at next meeting.

JV/Varsity AS SEPARATE TEAMS: Jim Edwards to investigate both sides of the issue and report back at the next meeting.

GOLF TOURNAMENT: Wayne Arden to discuss responsibilities of leading this event with Donna Duvall.

RECAP: TO DO:

- Let Dave know about any athletes with Letters of Intent.
- Allyson Bergman and Mason Harris to revise sponsor marketing plan.
- Chris Byrne to email Wayne membership plan.
- Jim Edwards to investigate jv/varsity as separate teams.
- Wayne Arden to decide if he will head Golf Tournament.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Laurie Weinreich, Secretary