

Azle Football Booster Club Minutes

Saturday, July 9, 2016

9:00 AM - 12:00 PM

Budget Workshop/General Planning for 2016-17

I. Call to order and list of attendees

The regular meeting of the Azle Football Booster Club was called to order at 9:25 AM on 7/9/16 in Azle Field House by Gina Lee (motion) and Renae Leaman (second).

Attendance Confirmation:

Member Title:	Name:	Present (Y/N):
President	Cass McNeely	Y
Vice President	Robert Seals	N
Secretary	Bernie Quevedo	Y
Executive VP of Finance	Ramon Quevedo	Y
VP of Finance - Other Sports	Kelly Heid	N
VP of Fundraising & Spirit Shop / Marketing	Stephani Smith	N
VP of Concessions	Mandy Lester	Y
VP of Membership	Renae Leaman	Y
VP of Technology	James Petter	Y
VP of Junior High	Gina Lee	Y
Football Coach	Devon Dorris	Y

Other Attendees:

II. Reading and approval of minutes (Secretary - Bernie Quevedo)

Since this was not a regular meeting, minutes from previous meeting were not read/approved

III. Reports from officers and standing committees

Officer Reports:

- Executive VP Finance - Ramon Quevedo
 - Income Statement Shared
 - Taxes due to State reviewed - See Budget Needs below
 - Surety Bond - AFBC agreed to acquire \$500 bond as State requirement to show good faith and not freeze bank account - Ramon will do
 - Fundraiser vs. Sales - Ramon will clarify with Crabtree
 - Tangible sales - AFBC pays sales tax
 - If students sell, considered fundraiser
 - Deposits should be by program to keep better records (i.e., concessions, programs, spirit shop, etc.)
 - Address has been updated to avoid not receiving mail (tax payments) and a box at the HS will be made available to house incoming mail (Dorris will p/u mail to bring to meetings)
 - Balance Sheet shared

Motion to approve financial report as shared by Gina Lee / second by James Petter

- VP of Finance - Other Sports - Kelly Heid
- VP of Fundraising & Spirit Shop / Marketing - Mandy Lester / Stephani Smith
 - Tuesday - Mandy will have price for Board shirts
 - Worldwide is vendor for spirit shop bundle - initial order
- VP of Memberships - Renae Leaman
- VP of Technology - James Petter
- VP of Concessions - Stephani Smith / Mandy Lester
- VP of Jr. High - Gina Lee

Standing Committee Reports:

- none

IV. Reports from special committees

none

V. Unfinished business / open issues

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

Football Camp

- Aug. 1-4 (M-Th) - 8-10 AM (Grades 2-5) / 6:30-8:30 PM (Grades 6-9)
- Sell Spirit Merchandise ? (Hats & shirts) - Mandy will secure items to sell at the camp / Dorris ordered hats from fundraiser and these can be sold as well
- Membership drive - August 1 - Renae will be present for PM session with forms for joining (set up 7/31, 5 PM) / form being updated by Renae and all forms/\$\$ will be sent to Renae's address / Membership form will be placed on Google Drive and James will post on website
- Camp footballs/Status on footballs ordered - still to arrive and Coach Dorris will air up when they arrive
- Camp shirts - Greg Christian is buying and having made to donate / Designs will be shared with AFBC for approval - Dorris is working with him on this
- Camp registration form - online

Player Cover Shots Details in "Google Docs" Rena

- Pictures Aug. 13 - 10:00 AM
- AI's Formal Wear - Measure during PC on Monday, 7/11 - Mandy will meet the fitting person / Renae will coordinate time with fitting person (White shirt, black coat, green bow ties)
- Knight photography - Renae will contact Darrell Knight to set up (parents by directly from him)

Booster Membership Form Rena

- Rena updated the membership form for this year- updated
- Will post in "Google Docs" - James will post on web

Buzzy Trailer

- Need someone to take charge of away game haul/delivery of Buzzy - Cass will do for each away game
- Need insurance to cover
- 6/21 Visited Dickie and gave him a Ck for \$100 (Azle Paint & Body) to fix skylight on top of trailer (hail damage).

- 7/05 Visited Dickie and give him money to register trailer (\$56). Also, gave him \$50 to repay him for the gas for his vehicle and misc expenses to the trailer that he has done out of pocket. He will give me receipts when he puts gas in generator and fills the nitrogen tanks. Took a picture of the registration to get a quote for insurance. Told him to not take the trailer anywhere until I look into getting insurance for it.
- Johnny Moore (main driver still undecided) and he may also have 3 guys to help form the Buzzy Crew (will needs shirts made - Mandy will check on getting shirts for this group)
- First week in August we will need to bring the Buzzy Tunnel up to the football field to make sure everything is working properly and also learn how to setup and take down the tunnel. - Set up for last day of camp for pictures and to make sure everything works
- Bringing Hornet flag to dry cleaners and will ask them to fix small tear in flag. - Bernie is doing this
- Buy another Buzzy Tunnel 2-3 years? Material is thin and starting to show signs of wear. - begin budget considerations for this

Dickie Glaze Award Kevin Robinson was awarded the plaque last year and will return the plaque to Dickie during 2 a days.

Player Banners Philip Templeton (Data Source # 8172395941) - Bernie is doing this

- Needs cd of player cover shots for banners 2 weeks prior to 1 (Dorris and Petter would like a copy as well)
- ALL Varsity Players will need to buy a banner sell for \$25

Parent Football Jersey

- Waiting for Jonlyn Castillo to get back to Bernie

Concessions

- Remove upright freezer and double ovens and bring to recycling. - Cass will sell for \$\$\$
- Bolt down safe
- Get rid of outdated food and drinks? - Mandy and Bernie will go through
- Take inventory - Mandy and Bernie will go through
- Update hanging price boards - Mandy and Bernie will go through
- Concession work schedule for various school athletic programs (Cass will coordinate and make calendar)
- Lft message with Dr. Pepper to get small trailer back

- Check on speaker for concession stand (partner with AISD) - Bernie will email Dorris to request
- Obtain volunteers for working - Mandy and Bernie will work on this
- Secure a restaurant vendor willing to cook the burgers and turkey legs - Cass will contact Spring Creek to do
- Stock of Supplies purchased - appx.\$4200 initial / \$800-2100 periodically
- Basham Foods - Vendor (Delivery!!!) - Mandy will begin to review to initially order
- Supplies List

Budget Needs:

Surety Bond \$500? - Agreed to do - Ramon will obtain

Comptroller Sales tax approx \$4,000 (worst case)

- Possible liability for sales tax for Dorris's fund raisers; therefore, need to be sure that the sponsor, i.e. "FanCloth" is responsible for sales tax.

Liability Insurance for Executive Board RVNA (RV Nuccio & Assoc)

- Requested quote 7/05 approx \$250 for the year for the Exec Board Members only. They can cover the Buzzy Trailer while it's parked but not while it's in transit.
- Insurance for Buzzy Trailer - Bernie will check on this
- Requested quote 7/05 quote from Bond Tex 817-747-2663 (Faith) she is not sure if we can just get the trailer insured, it might have to be Johnny's truck and trailer together?

Integrity' Gift (Brandon Hurtado 682-401-7888 / Area Rep)

- Need someone to help with getting businesses involved - plan to split up and begin trying to get businesses - Renae will coordinate
- Squares
- Try and get more businesses signed up

Hudl \$4328.93 due Jan. 2, 2017

- Split price between sports that use Hudl Football, Soccer, etc...- Bernie will email Anderson to see how to share the cost on this with other athletic groups (BB, Baseball, Soccer, Wrestling, Volleyball, Track possibly)

Budget for:

- Scholarships - push Integrity's gift sponsors
- Banquet - \$10,000
- Buzzy Tunnel (start putting some \$ aside? Approx \$9,000)
- Fundraiser to raise \$ for Buzzy Tunnel
- Taxes

2 A Days

- Practice dates Aug 8th until school starts (6:30 AM - 12:00 PM JV/V) / (7:30-11:30 Freshman)
- JV/V - Practice 2.5 hours / fruit available about 9:00 AM / Lift / Watch Film
- Need volunteers and coordinators - Mandy will gather (get with Hobbs, too)
- Donations
- Variety of fruit, pretzels, granola bars, ice chests and misc snacks - Mandy will do this the first week (Bernie will send a form for donations and volunteers)

Players visit Business Aug 5 (Friday)

- Need cases of water donated for players on bus

General Donations needed - put a list on the website for items needed-James will do

Booster Scholarship Update - active football player, booster club member, never ineligible - Ramon will draft procedures/criteria

Program Update

Senior Football Program Bernie

- Only difference is front and back covers are just seniors
- Order 100

Football Program Bernie

- Going well...meet with Melissa on 7/06 and picked up order forms and checks.

- Still need business for back cover \$1500.
- Meet with Dorris re: layout of football pictures.
- Get all Ads (cheerleaders will do) in by about 3 weeks before the first game and set up a drop dead date and time - July 29
- The printer will need at least a week to print and get ready for distribution
- Coaches bios - Melissa (cheer sponsor) is doing
- Player Cover Shots - Bernie's Update
 - August 5th is Picture day for Program Ads Football @ Businesses
 - August 4th is Picture day for Program Ads Cheer @ Businesses
 - August 13th for portrait pics w/ AI's Formal Wear, 10:00 AM
 - Day videos for scoreboard are taken
- Final editing - Proof Reading Party

Volunteers Drive & Coordinator - (Need someone to be the Coordinator of the Coordinators)

- August 18 - Parent Meeting 6 PM / Meet the Hornets 7 PM
- Membership Drive, Sell Spirit Gear, Concession Stand Sign-up Sheet, President Speech (encouraging support and involvement)
- Relay information, concession stand for your team games,
- Freshmen Team Coordinator (4) ??? (Triple Js - Mandy will try to ask around)
- JV Team Coordinator (4) ??? (Need someone to help contact parents)
- Varsity Team Coordinator (4) ??? (Bernie will ask around for V)

Spirit Shop - Stephani will take over after initial bulk order

- Inventory current stock
- Determine refill orders
- Find designs for new orders/products
- Order through Worldwide
- Board shirts done w/Worldwide - Mandy will send price/invoice to Ramon on Tuesday
- Buzzies plush (Renae shared pricing option \$6.98 each for 1000 total-\$6980 plus cost of prototype \$750) - Consider other vendors to compare pricing (Alibaba)

Pre-Game Meal Plan (Subway)

- Update on Away game dates and ordering (\$375/game - \$1875 total)
- Donation of Gatorades and waters from concession stand as needed
- \$2000 will be budgeted and paid for Dorris to put in his budget (first away game is September)

Football Banquet - Gina Lee will work on this Denise Bell

- Secure Banquet venue
Options Mentioned: The Orchard, 404 Main, Local churches with large auditoriums
- \$10,000 overall budget (\$5,750 on tickets revenue / spent \$12,396)
- Vance Godbey's, El Cerrito, El Paseo, Babe's
- Semi-formal (Boots and Bling)
- Old decorations in the concessions
- Awards - Dorris will do

Golf Tournament Reflections / Projections for Next Year - Gina Lee and Mandy Lester will work on this

- Set Date for Tournament for 2017 - April 22 or April 29
- Secure Cross Timbers Golf Course for Tournament 2017

Texas HS Coaches Convention

- Update / Plans - July 17-19 / coaches are driving
- Dorris will need card to pay for rooms (10 rooms for 2 nights)
- Confirmed list of coaches going - Dorris will share with Ramon going
- Dorris will cancel rooms that are not needed and update Ramon with new price

Coaches Clinic

- March 14 Trip to Ohio State University
 - Rooms - 1717
 - Flight -2278
 - Rental Car -711
 - 1000 cash expenses
- Individual Travel expenses paid by Coach Dorris' budget

*Goal - Football Camp revenue to offset costs of the clinic and travel

VI. New business

Summarize the discussion for new issues, state the next steps, and assign any action item.

Move these items 1-4 to next meeting

1. Overview of UIL Guidelines for Booster Clubs - <http://www.uiltexas.org/files/booster-guide.pdf>
2. General Training in Parliamentary Procedures - <http://www.parliamentaryprocedure.net/>
3. Timeline of Events and Definition of Responsibilities (Lead and Support Roles)
4. Schedule of Meetings for 2016-17 (7/25, 8/8, 8/15, 8/22, 8/29, 9/12, 9/19, 9/26, 10/3, 10/10, 10/17, 10/24, (11/1 instead of 10/31), 11/7, 11/14, 11/28, 12/5, 12/12)
5. Other:
 - Homecoming Float Planning - Set details at next meeting / Parade - October 17th / Homecoming Game is October 21st (against EHS) - Bernie will do homecoming plans
 - Youth Football Night - ACYS/AYA - September 2nd (find donation vendor for towels) - Brian Pantoja / Robert Seals - Rober will contact AYA and ACYS contacts
 - Junior High Football Night - September 30 - Gina contact JHs contacts
 - Senior Night - November 4th
 - Trunk or Treat Planning - Bernie will do
 - Moms Football Clinic Planning - first week of football practice (8/9, 6-8 PM) - name, flyers, advertising, donations to be requested (Ramon) - Renae and Bernie will do

VII. Agenda for Next Meeting

List the items to be discussed at the next meeting.

- Monday 7/25 - meeting to review prep for camp and then begin regular schedule (6:00 PM / Field House)
- Overview of UIL Guidelines, Parliamentary Procedures, Timeline of Events, Schedule Meetings for 2016-17
- Football Camp Prep
- Pricing for Bundle of Spirit Shop
- Square Swiping for Charges - Ramon
- Overview of open business items

VIII. Adjournment

The motion to adjourn the regular meeting of the Azle Football Booster Club was given at 11:43 AM on 7/9/16 by Ramon Quevedo and second by Renae Leamon