

**Hilliard Davidson Athletic Booster's Minutes**  
**Website: <http://davidsonboosters.blogspot.com/>**

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**December 10, 2012**

Co-Presidents – Laura Barnett and Pam Moore  
Treasurer – Shawn Hiller

Co-Vice Presidents – Heidi Smith and Ann Mascotti-Bowman  
Secretary – Tina Kauffman

Athletic Director – Mark Princehorn

**I. Meeting called to order at 7:01 p.m. by Co-President Pam Moore.**

26 people in attendance, including: Pam Moore (Co-President/Wrestling), Laura Barnett (Co-President), Heidi Smith (Co-Vice President/Weaver), Shawn Hiller (Treasurer), Tina Kauffman (Secretary), Mark Princehorn (Athletic Department), Kathleen Chrysler (Baseball), Lisa Munson (Boys Basketball), Janet Steitz and Karen Taylor (Boys Cross Country), Kami Yuricich (Girls Cross Country), Carol Powers and Tiffany Weethee (Football), Jeff Weadock (Girls Golf), Jim Cline (Boys Lacrosse), John Walko (Girls Lacrosse), Heidi Blake (Girls Soccer), Tony Moore and John Saxton (Girls Softball), Barb Walter (Boys Tennis), Wendy Hagy (Girls Tennis), Jackie Min and Ellen Kincade (Boys Track), Jeff Sheely (Boys Volleyball), Carleen Hildebrand (At-Large), and Joe Kenny (At-Large).

**II. Special Guest**

Melissa Lee from HCS Central Office came to educate the group on accounting practices. Melissa provided several handouts that outline requirements for 501c3 organizations (see attached). Team reps were reminded to share this information with their parent groups (even if not 501c3, the best practices are to be followed for all District-support organizations). There are requirements 501c3 organizations in the district must fulfill with the superintendent's office, IRS, Secretary of State, and State Attorney General. Questions should be directed to Brian Wilson, HCS Treasurer.

**III. Secretary's Minutes – presented by Tina Kauffman**

November 12, 2012, Minutes. Motion for approval: Jim Cline; Second by: John Walko. Motion approved.

Thank you cards were passed around for signatures and Tina will send to: The Fresh Market (Randie Alf, Manager) for donating muffins to Hollyfest concessions and Tim Hortons (Kathy Bury, Manager) for donating coffee to Hollyfest for the vendors. Pam also circulated a thank you card for the Davidson cafeteria staff (Julie Wuertz, Manager).

**IV. Treasurer's Report – presented by Shawn Hiller**

November 1, 2012 – December 10, 2012, Treasurer's Report distributed. Motion for approval: Lisa Munson; Second by: Jim Cline. Motion approved.

Cash beginning balance	\$17,120.92
Total Checks Written	2,867.26
Total Deposits	9,571.17
Checking Ending Balance	23,824.83
Savings Ending Balance	0.00
Change Funds	300.00
Total Outstanding Bills (Estimate)	1,276.71

All funds are now with Chase. Shawn will begin on-line banking with them. Shawn has the boosters in compliance with HCS Central Office, IRS, Attorney General, and Secretary of State.

Chevrons are in and all backorders have been fulfilled. If any student athlete did not receive a chevron that was earned, see Robin in the Athletic Office.

## **V. President's Report –presented by Pam Moore**

Hollyfest: Thanks to everyone who volunteered and/or supplied items to the bake sale. Overall, it was a successful day!

- Gross numbers (total receipts before expenses, including bake sale and vendor lunches) were \$4,695.74. In 2011, the number was \$4,722.05 and in 2010, \$4,726.48. Vendor lunches were down slightly (41 orders, with a total of \$273.50) compared to 2011 (47 orders, with a total of \$308.25). The bake sale made \$1,440.17 in 2012 (compared to \$1,237.30 in 2011).
- The vendors really appreciated the free coffee from Tim Hortons.
- We only had 3 deliveries from Flyers, instead of 4. Our total expense to Flyers was approximately \$440 before tip.
- The flow of people in line, paying, and getting condiments worked very well.
- Suggestions for next year:
  - i. Make hot dogs throughout the day instead of only first thing in the morning to prevent the hot dogs from turning color and the buns from becoming hard.
  - ii. Provide hand sanitizer at the beginning of the food line, at the cash table, and at the condiment table.
  - iii. Assign a person to be in charge of the following areas – kitchen, cash table, bake sale, and vendor lunch.
- Additional suggestions were made, but are more for the Chamber of Commerce. Pam will relay these to the Chamber:
  - i. Open the doors a few minutes early and have more people available to take payment. The flow at the start does not seem to work well.
  - ii. Have music playing in the Commons, Gym, and Field House.
  - iii. Consider having a coat check/bag check.

Concessions: Pam relayed upcoming assignments. Remind volunteers to check date/rotate items when re-stocking, so items that are set to expire are sold first. Please be certain there are an adequate number of volunteers to cover events. If there is difficulty in securing enough workers, notify Pam or Tina so a message can be sent out to the membership. Also, remember to check the athletic website for game cancellations/make-ups as we approach the winter months.

## **VI. Vice President's Report – presented by Heidi Smith**

We are now participating in the Kroger Community Rewards program. Everyone is encouraged to sign-up for this easy fundraiser. Go to: [krogercommunityrewards.com](http://krogercommunityrewards.com) and enter "Hilliard Davidson Athletic Boosters or NOP 91400" from the organization list. Tell friends, neighbors, and relatives to sign-up too! Heidi will send information to Mark about this program, so it can be included in his Friday blurb.

It was suggested that the boosters investigate the Amazon rewards program. Laura Barnett will research and sign us up.

## **VII. Athletic Director's Report – presented by Mark Princehorn**

Coaching vacancies have been filled. Kyle Olson is the new boy's lacrosse coach.

Winter contests have started.

Boys track, girls track, and the athletic department have established a new shot put area and upgraded the old shot put and discus areas. The track teams have requested to purchase a new discus cage, toe board, spin circle, and disc circle at approximately \$3,900 to complete the project.

**VII. Old Business**

Take a look at the new record boards for swimming and track in the athletic hallway.

We won the mascot challenge!! Still waiting on information regarding the 1<sup>st</sup> place prize. Pam will contact Coach Cooper.

**VIII. New Business**

Laura and Pam met Lynn Mulkey from Address Life Signs ([www.addresslivesigns.com](http://www.addresslivesigns.com)) while shopping at Sam's for Hollyfest. Lynn makes a home address marking system product that we may be interested in selling, especially since there is support from the Norwich fire department. Kits are sold for \$19.95 and our cost is \$12.00. Laura will call Lynn and ask that he come, with samples, to our January meeting.

There are some student athletes having difficulty paying the \$100 pay-to-participate fee. It is estimated to be between 30-40 athletes a year. All athletes are required to pay the \$100 fee, even those on the free and reduced lunch program. Students can make a payment plan with Mark or apply to receive help from All Kids Play. But, we need to think about how we can help. Think of possible ideas and we will discuss at upcoming meetings.

**IX. Adjournment**

Meeting adjourned at 8:18 p.m. Motion by: Tony Moore; Second by: Lisa Munson.

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Next meeting date: January 14, 2013      Time: 7:00 p.m.      Location: Davidson Commons

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