

# Lady Jaguar Basketball Booster Club (LJBBC)

## Meeting Minutes

8/29/22

### Call to Order, Quorum & Welcome

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*President: Brandon Meche*

*Brandon calls the beginning of meeting at 6:07PM*

*Attendees – Brandon Meche, Jodi Hendry, Francine Gonzalez, Murli Gummakonda, John Eddington, Coach Nelson, Coach Gillham, Coach Blair, Amiee Jackson, Angie Millner, Mandy Erwin, Barbra Millwood, Angela Manuel, Jena Toich, Patti McAnelly*

### Agenda

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*Secretary Report: Murli Gummakonda*

- Informal meeting on Aug 4<sup>th</sup>. First meeting with full board and committee members today.
- Murli to provide Google Drive Docs access to Board & Committee Members
- LJBBC Website Update: Coach Blair
  - Coach Blair to update website with input from Brandon and Murli.
- Need Principal Russell to approve our Booster Club 2022 to file with LISD
  - Coach Nelson to send required documents for submission to Principal Russell.

*Coaches Update: Coach Nelson*

- Current Situation – Upcoming Events Updates & Key Dates
  - Parent night confirmed for Sep 21, 2022. Shoe store open and student athletes have been informed to order shoes.
  - Coach informed the club about pending uniform orders worth \$387.82. A motion to approve Uniform orders for \$387.82 was made (Francine Gonzalez) and seconded by Patti McAnelly.
- Game Schedule update
  - Coach shared a second tentative game schedule for 2022-23. Home games schedule was received by concessions & volunteer committee chairs for planning purposes. An updated to schedule is anticipated.
- Tournaments
  - No Updates.
- Tip Off Parent Night
  - Parent night forms are available. Club membership costs will remain the same as 2021-22 season. Checklist for parent night was reviewed and the stakeholders are informed of the responsibilities.
  - Coach and President will present at the Parent Tip off meeting. Additional speakers were solicited. Coach offered to speak for anyone who's providing the presentation materials.
- Meet the Jags

- Coach to confirm with boys basketball for an Oct 27<sup>th</sup> date for Meet the Jags.
- Alumni Night – Nothing to Report
- Senior Night – Nothing to Report
- 50 Binders to Order: 1” or 1.5” in white, grey or blue
  - Reuse existing binders from last season.
  - Banner & Individual Pictures: Sean Pokorney - TBD
  - Spirit Wear (Barbra Milwood): ~~Lewisville Lettering~~
    - Barbra presented two design options for the online store. A minimum order of 12 is required for each of the design to ensure delivery. Costs per item were shown. Barbra to post this information in Google Drive.
    - Bulk order will be made with a deadline of Sep 30, 2022.
    - Barbra to add online store details to the Parent Night documents for distribution to everyone.

*President Report: Brandon Meche*

- Open Committee position: Hospitality & Events (Sr night/Spring event) – Brandon to seek volunteer for the open committee position.
- Photographer/Videographer: Confirmation from Murli about Joe Lorenzini
  - Senior Pictures - When roster is finalized, Brandon/Murli can coordinate when Joe and the girls will be available – Brandon/Murli to coordinate with Joe for Sr. Pictures.
- Banquet (Patti McAnelly) – March 6, 2023 at the Marriott
  - Deposit & Contract update – Murli confirmed March 6, 2023 date for this year’s banquet. Patti to follow-up with Murli on next steps.
  - Do we have until December to cancel? (like previous year) - TBD
- Programs (Mandy Erwin): PPS
  - Cost for back page? TBD
- Parent Tip Checklist (see last page) – Brandon reviewed checklist and was satisfied with the preparations as of Aug 29, 2022.

*VP Fundraising Report: Jodi Hendry*

- Fall: Corn hole Tourney – Preparations are underway for a November 5, 2022 corn hole tournament at Flower Mound High School. Coach Nelson confirmed availability of Arena, Navy, and Silver gyms from 10 AM the weekend of Nov 5<sup>th</sup>.
  - Coach Gillham volunteered to help Jodi with posting the tournament details on digital media.
  - Tournament is planned for 2 person teams with a \$40 entry fee. Partnering with food bank as an option.
  - Confirm concessions availability for this event – Jodi/Francine
- Spring: Middle School event – Nothing to Report
- Sponsorship Banners
  - Jodi to work-off of last year’s sponsors. Murli to provide list of sponsors.
  - Additional fundraising ideas including ice-cream socials were discussed.

● ~~Stretch Lab~~

*VP Concessions Report: Francine Gonzales*

- Per UIL Guidelines: (Last year) Schools may provide food, water or other drinks. If they provide these items, schools should do so in a manner that ensures students are not sharing these items. Has this changed? Do we want to change it?
  - Francine to confirm with city/district officials about any restrictions.
- Areas should be cleaned and disinfected frequently – Francine confirmed as established practice.
- ~~Schools should make hand sanitizer, disinfecting wipes, soap & water or similar disinfectant readily available in these areas~~
- Game Day Meals (Jena Toich): Potential vendors? – Jena to explore options from last year and also add Tropical Café to the potential vendor options. Game day meals are not required for tournaments, half-days, and holidays (Saturday Games/Thanksgiving/Christmas break)
- Francine and Jena will explore hot food options at concessions for 2022-23 season.

*Treasurer Report: John Eddington*

- Membership Dues for 2022-2023 – John confirmed \$150 membership fees for booster club and a discounted price for a second student athlete in the family.
- Financial Audit: Has this been completed? – Not yet! John got 3 volunteers to complete this audit process – Murli, Dan Millner, and Jena Toich will audit the books.
- Bank Account Signature Changes – John confirmed bank signatures acquisition as completed as of Aug 29, 2022.
- Liability Insurance - AIM renewed. Renewed for \$630.00
- Accounting Software - QuickBooks access. Additional \$31.98.
- LISD Submissions Update: 2021-2022 Annual Report, Annual Certificate
- 2022-2023 LJBBC Budget Review & Approval – In the process
- Coach Gillham confirmed order of shot clocks for \$1305.92. Boys' basketball team to split the costs.
- Coach Nelson indicated that potentially there are 9 players and managers eligible for LEF. Booster club board to crosscheck and verify eligibility. John needs to submit the check in Oct 1<sup>st</sup> week for all eligible student athletes.
- **Beginning Balance** for the Bank Accounts (as of 7/31/2022): \$21,768
- **Deposits:**
- **Withdrawals:**
- **Ending Balance** for the Bank Accounts (as of 8/29/2022): \$20, 106.76

**New Business**

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## **Adjournment and Next Meeting**

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Meeting adjourned at 7:12PM

Parent Tip off Meeting Notes / Check List:

- **Freshmen & Upperclassmen meetings**
  - Date (s) Same or separate days? Same day. Freshman at 630 PM, followed by a 7PM – 8PM meeting for everyone.
  - Location: Virtual vs in person – In Person only.
  
- **Forms for Tip off Meeting:**
  - Spirit Wear Order forms: Barbra Milwood
  
  - Player Program Dedication forms: Mandy Erwin
  
  - Online Equipment Store: Barbra Milwood/Coaches (?)
  
  - Volunteer (Voly) Information: Share information online (include link on website & newsletters): Angie Millner
  
  - Concessions & Banquet Volunteer Shifts (Sign Up Genius): Angie Millner (also put link in Newsletter) also buy out option? Coordinate with Boys Booster on game overlap dates
  
  - Booster Club Membership Forms: Murli Gummakonda (also put online/newsletter)
  
  - Welcome Letter: Coach Nelson (Murli has last year's letter – give to coach)
  
  - Game Day Meal Order Forms: Jena Toich (Google forms –once teams finalized)
  
  - Game Schedule: Coach Nelson to provide update to board
  
- **Current Online Forms for Parent Tip Off**
  - Important Dates
  - Booster Club Meeting Dates

- Kroger Rewards – how to register
- Game Schedule posted online

- **Money Collection**

- Credit Cards
- Checks
- PayPal
- Tax Free Day (when?)