

Winston Churchill Charger Spirit Club Board Meeting

October 10, 2017
7:00 pm WC Library

The board meeting was called to order at 7:06 p.m. by Delaina Harrison, CSC President.

Inspiration provided by Susan Huggins

Board members in attendance: Delaina Harrison, Aliza Cantu, Kathy Faktor, Maritza Garza, Becky Guerrero, Susan Huggins, Andrea Solomon, Diana Workman, Nicole Casey, Danielle Torres, Victoria Vogler, Robin Diamond, Matt Epstein, Jackie Gonzaba, Missy Griggs, Kim Hunt, Lyliany Moya, Dana Ryan, Jacqui Schoen, and Lianne Trcka

Administrators in attendance: Justin Oxley/Principal and Daniella Martinez/AP

Officers' Reports

President's Report: Delaina Harrison

- **Thank you to Tisha Pruski** and her committee for a great Cheer and Dance Clinic. Summary report will be presented under "New Business".
- **Volunteer Opportunities:** a Signup Genius for Nov 2 Spirit Dinner and Silent Auction will be sent out this week or early next week.

Secretary's Report: Susan Huggins

Minutes from Board meeting held on September 14, 2017, were emailed to Board members on October 4, 2017, for review and also posted at this meeting at library entrance.

Susan Huggins made a motion to accept Sep 14 minutes as presented. Aliza Cantu seconded the motion. There was no discussion. Motion passed unanimously.

Treasurer's Report: Andrea Solomon

- Beginning Bank balance on 9/29/2017: \$48,914.27. Income to date: \$36,351.73 (mostly spirit merchandise and sponsorship sales). Disbursements to date: \$8,742.17 (mostly merchandise purchases, senior events and meals). Current Cash on Hand as of 10/10/2017: \$40,496.39
- Delaina H. pointed out the line item added to the CSC budget last year for Pep Rallies providing \$100 per pep rally (up to 5 pep rallies) for candy, giveaways, paint, etc. Cannot be used for t-shirts. Reminder that CSC cannot reimburse sales tax so be sure to use tax exempt form. Reimbursement form needs to be submitted to Andrea Solomon along with receipts. Kathy Faktor was asked to ensure Cheer knows about this \$100 per pep rally.

Administration Report:

- Mr Oxley reported an anonymous complaint was filed with the NEISD Internal Audit office in July 2017 claiming Churchill cheer members paid for the printing of the cheer calendar but the printer was not paid. A follow-on complaint claimed three invoices were not paid and the Cheer sponsor at the time used personal credit card thus earning airline miles. After a thorough investigation it was determined all was done in order. He added improvements are needed. He has the audit report available in his office if anyone wants to review it.
- Mr Oxley had the following recommendations:
 - Need at least 2 printer bids and printers should not related to sponsor of the event
 - Need at least 2 people to count/deposit monies collected/deposited.
 - Identify whose fundraiser it is - Cheer or Spirit?
- Delaina H. stated as it stands right now, CSC is not involved with the calendar, it is a cheer fundraiser only. The CSC does require all money for its fundraisers/events to come through the CSC funds and two signatures are required on all checks.
- Ms Martinez needed to leave meeting early but wanted to clarify if Delaina H. requested a meeting with her and if yes, what is the topic. Delaina H. indicated she just wanted to know if Ms Martinez and the spirit

sponsors had their recommendations ready to present to the Board regarding the disbursement of the Sponsorship monies received this year. It was Ms Martinez's understanding the due date was November so topic was tabled until Nov 28 Board meeting. Ms Martinez, spirit sponsors and Delaina H. will meet prior to Nov meeting.

- Delaina H. asked administrators if all spirit organizations fall under UIL. Answer was Cheer does but not Dance.

Committee Reports

Fundraisers: Matt Epstein

- Fredericksburg Farms had 9 participants with \$1495 sold of which the vendor kept \$907.95 and \$587.05 went into participants' Charms accounts.
- The pies/cakes fundraiser had 36 participants with \$5,217 sold of which the vendor kept \$3,130.20 and \$2,086.80 went into participants' Charms accounts.
- Next fundraiser: Poinsettia sales

Spirit Merchandise: Diana Workman

- Jackie Gonzaba in charge of Special Orders reported 20 football jerseys, 9 fishing shirts, 10 monogrammed fishing shirts and 20 baseball shirts were sold this year.
- Delaina H. indicated Spirit Merchandise is close to meeting its budget.
- Future sales days: Ike's Big Day on Oct 21 and Nov 2 Spirit Dinner/Silent Auction. Merchandise will be put away after Nov 2.
- Kim Hunt had a sample t-shirt for next year as a follow-up to earlier suggestion to have a special t-shirt to sell at feeder schools during their "prep days".

Senior Events: Senior Committee

Missy Griggs reported everything is going well. On Sunday, Oct 22, parents will decorate dance building to recognize/honor all Senior girls. Each day the following week, different activities will take place/gifts given to Seniors. At Oct 28 football game, the Senior girls along with their parents will be recognized during half-time with sashes/flowers. As an FYI – this past summer, there was a special retreat for Senior girls, and there will be a special recognition at Dance Celebration in May 2018.

Sponsorship/Partnership: Lisanne Trcka

To date, the Sponsor program collected funds total \$10,155.00. Still have one sponsor outstanding for \$1000; will give them until end of next week to provide payment or will have to pull them out. To date, the Partnership program has collected \$6,213.82. Lisanne is working with Andrea Solomon for the disbursement of \$2,904.27 of the partnership funds into the participating girls' Charms accounts. Lisanne has ordered the Partnership banner but needs pdf file for one of the partner's logo to finalize banner. Working on thank you notes to go to each sponsor and partner.

Spirit Dinner/Auction: Delaina Harrison

- This is biggest fundraiser for CSC budget. All girls will get their info packets this Thursday, Oct 12, for the November 2nd event.
- Each girl is asked to sell at least 5 meal tickets. Meal will be provided by Las Palapas. – fajitas, rice, beans, chips with guacamole & salsa and iced tea.
- Very little revenue is made from the meal itself, the Silent Auction is where the money is made. Each girl is asked to donate an item to her spirit group's basket as well as any other donations they can secure for silent auction. Some big ticket items already donated include a home in Destin for one week, rodeo tickets and jewelry. Many more needed.
- The Silent Auction is not so much about cold-calling for donations since most of the items are donated/solicited by our families. Most of the work for the auction is organizational – putting together baskets, determining opening bids/buy now amounts, preparing bid sheets, etc. On day of event, volunteers needed to set up auction tables and monitor items during the evening. Need lots of help.
- This year, silent auction will end at 7 p.m. with Pep Rally not starting until 7:30 p.m. so volunteers won't miss Pep Rally. True to tradition, Laura Talley, former spirit parent, has recruited other former spirit parents to come help with Silent Auction checkout.

- Other volunteer opportunities available – please sign up on Signup Genius. This event needs many hands on deck to make it a success.

New Business

Cheer and Dance Clinic Evaluation and Report: In Tisha Pruski's absence, Delaina Harrison presented her report.

- Thanks to all the CDC volunteers for their hard work and dedication!
- Total Income \$7,124.95 and total Expenses \$1,700.95 for a profit of \$5,424.01 (this does not include additional bow/t-shirts sales through spirit merchandise)
- Total of 147 registrations – 140 pre-registrations and 7 on-site registrations
- Pre-sold 58 bows. Thank you to Jacqui Schoen for finding bows and adding the “bling”
- Sold 55 digital photo packages. Thank you to Lisanne Trcka and Kathy Faktor for capturing photos at clinic and game.
- Silent Auction raised \$400. Thank you to Maritza Garza for the beautiful sashes.
- 27 Cheer and 50 Dance/Drill girls participated so each girl will make approx. \$70 in her account.
- **Areas of opportunity for next year:** Tisha noted this year's CDC was held on a Jewish holiday and also earlier than in years past. Moving the clinic to the 1st or 2nd week of October would allow for more marketing time. Online registration was great but following info wasn't captured and needs to be: child's name, age, grade and school attending. Additionally, she was told 40 pizzas were ordered last year but not told they ran out of pizza. Kim Hunt went out for 5 add'l pizzas this year. Moving forward, plan 45 pizzas for 150 participants plus the Cheer/Dance/Drill helpers. For next year, more presence/marketing is needed at the feeder schools prior to clinic date. Making posters to hang up at feeder schools is suggested. Also, at the football game, need to have a visible check-in table with sign-in sheet and all registration forms on hand.
- Tisha will place all information from the 2017 CDC on 5 flash drives to be given to Cheer and Dance directors, CSC president, treasurer and next year's CDC chair. She will also provide hard copies of info in a notebook for next year.
- Delaina H. added bows/silent auction did better this year than last and the Drop Box photo option worked great! The total profit was about \$2,000 less than amount raised last year. Some of the reasons included lower participation and lower Pep Squad numbers this year. Also, cupcakes weren't sold this year due to committee members dropping out; last year made approx. \$300 in cupcake sales. As noted above, need more marketing/visibility at all feeder schools and also a better way to return the participants to their parents after half time to ensure their safety.

Sponsors' Reports

- **Ms Casey, Dance & Drill:** ready for Patton this week. Next week is teacher dance at football game. Drill has learned 2 competition dances – doing a hip hop this year. Dance doing a Pom and Jazz. Ms Casey has talked to all the girls (dance/drill/cheer) about the Oct 31 Halloween party following practice. Pizza and candy bar from 5:30-6:30 in dance bldg. Robin Diamond shared Dominos on West Ave offers 1st 10 pizzas for free; \$6 for add'l pizzas for school events. Ms Casey will contact them.
- **Ms Vogler, Pep:** Pep ready for Patton too. Hope to start teaching Pom in next couple of week for competition.
- **Ms Torres, Cheer:** 1st Cheer competition on Nov 19. Radio station 96.1 will be broadcasting from this week's pep rally on Oct 13.

Next CSC Board meeting is on Tuesday, Nov 28, 2017, at 7 p.m. in school library.

Note: 6 p.m. meeting in Library for Officers (President, VPs Cheer/Dance/Drill/Pep, Treasurer, Secretary, and Parliamentarian) and Sponsors (Cheer, Dance & Drill, and Pep) only.

There being no further discussion, meeting adjourned by Delaina Harrison at 8:10 p.m.

Minutes prepared by Susan Huggins, CSC Secretary