

**Pirate Booster Club Board FINAL Meeting Minutes**  
**August 11, 2015**

**In Attendance:**

Alissa DePue	Terri Kolbus
Shompita Chatterjee	Susan Limberg
Tim Crow	Donna Schneberger
Chris Daly	Joan Scovic
Suzanne Dowd	Krista Spaletto
John Helminski	Gary Steiger
Lisa Helminski	Matt Trembley
Ana Kamath	Steff Woell
Teja Kics	

Alissa called the meeting to order at 7:00 p.m.

**1. General**

- a. August agenda reviewed and approved by PHS Booster Committee. Motion to approve by Donna and second by Steff. Motion was passed
- b. June Draft Meeting Minutes reviewed and approved by PHS Booster Committee. Motion to approve by Donna and second by Lisa. Motion was passed
- c. 2014-2015 was an amazing year for PHS Boosters. \$108,000 was raised for grants, scholarships, etc. Goal this year is to surpass that amount.
- d. A welcome to the 2015-2016 school year and introductions were made.
- e. Submit all committee reports in a timely fashion so we are prepared for our monthly meetings. A template will be distributed via email for all committees to use and return to Chris.
- f. Volunteer ID's can be distributed to a booster committee chair who is a frequent flyer to the school. Email Alissa a head shot of yourself with your name and committee and an ID badge will be made. One week turnaround time.
- g. A PHS Boosters correspondence file box has been created for each meeting. At each meeting, remove all correspondence and return folder to file box before you leave the meeting.
- h. Edited 2014-2015 PHS Booster Board was distributed and will be placed on Facebook once all changes have been complete.
- i. The PHS Boosters Meetings will be held the 2<sup>nd</sup> Tuesday of every month and will not change. The room is reserved for two hours. Meeting will be the first hour and the second hour is for questions, committee work, etc.
- f. A group list has been created for our current board. Utilize the group email. You need to communicate directly with the necessary people that you need to. Ask Alissa if you have any questions on who to contact. Keep up-to-date on all the deadlines of other committees. Copy Matt and Alissa on all communication except for the minor chit chat to come up with mail email, etc. Matt and Alissa will respond only if they have a concern.
- g. A point person as been assigned to each committee (attached as a separate document). When you have any questions or concerns, please contact your point person but still make sure Matt and Alissa are copied.

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**2. Financial**

- a. June financial report was approved. Motion by Lisa and second motion by Donna. Motion was passed.
- b. July financial report was approved. Motion by Steff and second motion by Krista. Motion was passed.
- a. Proposed PHS Budget has been reviewed. \$3,000 will be added for professional fees to hire a lawyer to assist in closing out the IL tax exempt issue from last school year. The Donahue scholarship will be an allocation for next year's board. An amount of \$3,000 will be put towards alumni committee to reach out to get alumni to be part of Boosters. This amount will be an expense only. The budget will have a lower freshman gift amount since assignment planners will no longer be distributed. Amount will be added in Facebook, photography committees. Ways and Means budget will be adjusted with income to be \$4,000 and net income to be \$3,000. Joan made the motion and Lisa seconded. An expense amount of \$20,000 for concessions but concessions will invest in a new grill so that amount may change. Alissa approved this for the new sports season. Donna made the motion and Lisa seconded. Motion was passed.
- b. **AUDIT COMMITTEE:** An audit committee has been formed and approved. General member will be Cara Singer and the two board members will be John Helminski and Teja Kics. Debbie Lemonidis and Lynn Olszewski is also a part of the audit.

**3. Committee Reports**

- **Concessions** – Volunteers are coordinated and an email went out. Volunteers can work any amount of time they can.
- **Craft Fair** – Registration is in process. Working with student liaison so Seniors can volunteer but there's a great need for adult volunteers as well.
- **Membership** - Membership is underway. August 12 is the last day for walk in. As of August 6<sup>th</sup> have about \$10,000. Every school is utilizing the Ala Carte method. Membership will see more numbers this week. Membership will be available at the red and white game on August 21<sup>st</sup>. All Booster materials are received and ready to distribute. An email will go out regarding membership registration. Marilyn Walter is assisting in registration.
- **Newsletter** - Newsletter deadlines for submission and distribution are as follows.  
Vol. 1 September/October – Articles to Lisa by Saturday, August 15<sup>th</sup>  
Vol. 2 November/December/January – Articles to Lisa by Saturday, October 15<sup>th</sup>  
Vol. 3 February/March - Articles to Lisa by Friday, January 15<sup>th</sup>  
Vol. 4 April/May - Articles to Lisa by Tuesday, March 5<sup>th</sup>  
Vol. 5 June/July - Articles to Lisa by Sunday, May 15<sup>th</sup>  
Lisa's email is [lisamrhelminski@gmail.com](mailto:lisamrhelminski@gmail.com). Make sure articles have all the information and provide new information for each newsletter. Don't repeat from last month. Create new text and images. If you take good photography, please send a picture along with your article.
- **School Store** – Volunteers are needed for the school store and special events. Booster Wear flyer was distributed at meeting and the deadline for orders is at the Red and White game on August 21<sup>st</sup>. Delivery will be at the September meeting. Please contact Steff Woell or Lora Schallmoser for information on what is available.
- **Support Activities** - Volunteers are needed for homecoming dance coat check.

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- **Volunteer Coordinator** – Forms are coming in and a spreadsheet will be created.
- **Ways and Means** - These are the dates for Pizza Bella Dine & Share (third Tuesday of every month) Tony would like to add something new this year (he is in the process of coming up with different ideas to draw customers – free food item with a purchase; t-shirts; coupons – he’s going to get back to me on this)

September 15	February 16
October 20	March 15
November 17	April 19
December 15	May 17

-Wendy’s is set for September 10 – my contact there has said that after the first night they would let us know about the following months. In the past, they had to reach \$1000 in sales between the hours of 5-8 pm every 2<sup>nd</sup> Tuesday of the month in order for us to receive 15%. However, this year they may bump that up.

- However, Pizza Bella gives us 10% back on the entire day.

- Fundico/Amazon is still in place.

- Waiting to hear back from Bridgeport Coffee and Cartridge World. Have reached out but have not heard back.

- **Principal Report** - Looking forward to the new year. Work out in front of the school still needs to be complete. Hopefully new furniture will arrive before the start of the school year. Media area remodeling starts after school starts. Three new hires have been made for Palatine High School.

**PHS Pirate Booster Meeting Schedule: (7:00 p.m. in Principal's Conference Room)**

September 8 (yearbook photo)	February 9
October 13	March 8
November 10	April 12
December 8	May 10
January 12	June 14

Alissa adjourned the meeting at 8:02 p.m.

Chris Daly  
PHS Booster Secretary