

Pirate Booster Club Board FINAL Meeting Minutes September 13, 2016

In Attendance:

Kris Ahlgrim	Teja Kics
Marla Bradley	Susan Limberg
Jean Choi	Kirti Maheshwari
Chris Daly	Tom O'Briend
Jeanette Forman	Angela Santoro
Lisa Helminski	Donna Schneberger
John Helminski	Ramona Tyack
Dan Jones	Steff Woell

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

1. General

- a. Agenda reviewed and motion to approve by Steph Woell and seconded by Donna Schneberger and the motion was approved.
- b. August draft meeting minutes reviewed. Motion to approve by Donna Schneberger and seconded by Steff Woell. Approved by PHS Pirate Booster Committee.
- c. July Financial Report: Susan will be doing PHS tax return this year and not hiring out past taxer. Concessions handed in over \$4,000 and School Store also handed in more money. It will be reflected in next month's report. Motion to approve July financial reports made by Donna Schneberger to approve and seconded by Ramona Tyack. Motion was approved.
- d. The by-laws were distributed to the board members who were present at this meeting. According to the Standing Rules, Section B, all board members are required to sign acknowledging that they have read and understand the bylaws of The Club. Please return the signature slip that was also provided. Committees whom did not receive their copy, must receive soon and review them.

2. President

- Introductions were made around the table for the incoming board members and existing members.
- John and Jean met with other high school district Presidents and Palatine High School should be proud of the amazing team and school we represent. District-wide publicity will be offered for anything we feel would benefit our events, dine and shares, dinner auction, craft fair, etc.

3. New Business

- **Corporate Contribution**– The corporate contributors last year have been communicated with and we are receiving commitments and some donations. Chris and Kirti have met and many more corporations will be pursued. The Lou Malnati's 9-inch frozen pizza certificate fundraiser information has been distributed to committee chairs at this meeting and we are encouraging all committees and staff to participate in this fundraiser. All orders need to be returned by October 13th. You can give your order form to any Executive Board member or send to school in an envelope marked "Boosters Pizza Fundraiser." All proceeds from this pizza fundraiser will benefit the 33rd Annual Dinner and Auction.
- **Craft Fair** – 120 booths have been sold so far. Only had 100 at this time last year. Looking for volunteers to drive around town and put the craft fair lawn signs in visible, busy sections of Palatine. Dan Jones will put the signs up and Helminski's will pick them up when craft fair is over. 20 students will be working this event for their hours. Jean sent out an email to secure adult volunteers within the next week. Ads will run in the Daily Herald (Lake Zurich, Palatine, and Barrington editions) the Thursday before the Craft Fair. Band is secured to be the runners and help cover concessions for the day of. Chorus is interested in running the Bake Sale. Matt Trembley and concessions are secured for the day. School store will be open for the day.
- **Dinner and Auction** – Contract has been signed and district has looked at it. An email to committee members has been sent asking them to commit to adding an auction item for the silent or live auction. A Google Sheet has been created and sent by Jean for you to input your item and value.

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- **Membership** – 517 memberships sold. 11 online and 36 at open house and through normal registration. Gary will send out the welcome letter to the staff and membership will be at the Friday homecoming breakfast. We will use this opportunity to sell and distribute the membership packet. Karen William runs this breakfast and we will have someone on PHS Board at this breakfast to sell membership to the staff. PHS Booster Membership to staff is only \$10. There are still 160 membership packets to send home. Marla will assist in distributing these through the front office. Suggestion that the Homecoming game be the last time membership booth will be open and the PHS families will either need to pick their pack up in the office or send them home with their student.

- **Ways and Means** – Jeff Wilcox from 2clickfundraising presented at this meeting to explain this fundraising tool and the benefits PHS receives. 2Clickfundraising.com is here to help raise money for organizations through online shopping. With just 2 clicks, you can turn your online shopping into donations for the charity of your choice. Simply choose your favorite charity, then choose your merchant, and then start shopping! Two major jobs that Boosters needs to do is to promote this fundraising opportunity via mass emails, Facebook or verbally communicate it to friends, family, co-workers, etc. Visit www.d211.org, select Palatine, Parents tab, Pirate Booster Club and scroll until you see 2clickfundraising.com. A list of numerous merchants where you shop online is provided. If you know of a company where people shop at a lot, email Jeff at jeff@2clickfundraising.com with the information and he can see what he can do to add this to the list of merchants.

- **Website** - Will update the website twice a week, on Wednesday and Sunday. When submitting to Dan, make sure your verbiage is the way you want it and complete. Dan works on the website to submit your articles but does not create the documents to post.
 - **Blog** – Committee would like to see PHS use the blog in better ways. Try to get membership to sign up for the blog so it will go directly to them. Should send out a message to everyone to sign up for the blog. There is a blurb to sign up at the bottom, left side of website under the Parents tab and then Pirate Booster Club. We need to put out blog sign up on Facebook, mention in the newsletter and the newsletter can also be distributed using this blog. Can Gary send out an email blast with the information? We can have a monthly update on what each club, sport, etc. is doing at the school. As long as it's a student organization, it can be posted. After further research, this information and our next step will be tabled for next month.

- Suggestion was brought up to use the PHS Boosters Booth for advertising other events. Even when it's closed, advertise the front of the booth so the community knows PHS events and happenings.

John adjourned the meeting at 8:14. Motion to end made by Donna and seconded by Steph.

PHS Pirate Booster Meeting Schedule:

All meetings to be held in principal's conference room except December.

October 11, 2016	February 7, 2017
November 8, 2016	March 14, 2017
December 13, 2016 (off site)	April 11, 2017
January 10, 2017	May 9, 2017
	June 13, 2017

Chris Daly
PHS Booster Secretary