

PHS Pirate Booster Meeting October FINAL Minutes

October 11, 2022 - 7pm Meeting via Zoom

Attendance:

Mr Medina

Jen Lang

Ken Kiesler

Jen Tallian

Rebecca Zach

Danielle Smith

Jennifer Krieg

Corinna Crane

Jen Brack

Keli Swierczek

Sandra Downer

Emily Solberg

Cynthia Coroneos

Laurie DeSimone

Monica Haun

Amy Stojkovich

Kathy Veenendaal

Emily Ratajczak

Karen Kasparaitis

Elsa Hall

Tricia Eckles

Call to Order: 7:02 pm by Jen Lang. Motioned by Jen T. Second motioned by Ken.

Agenda Approval: Need to add Dinner Auction and Craft Fair to the agenda. Amy Stojkovich motioned to approve the agenda with the updates, Ken second motioned. Agenda approved.

September Minutes Approval: Jennifer K motioned to approve the September Minutes. Ken second motioned. September minutes approved.

September Financial Reports: Jennifer K motioned to approve the September financials. Amy second motioned. September Financial Reports approved.

Vice President: Jen Brack on behalf of Deana

- The audit committee met on Monday, October 3. The main purpose of the audit is to certify the accuracy of the financial records and to assure our members that the funds are being managed in a business-like manner and are within the regulations and budget.
- This is according to the most recent bylaws that are dated, adopted and amended June of 2017. According to the bylaws “The audit committee should consist of “at least two members of the Executive Board and one general member who is not currently serving on the Executive Board”.
- This year the audit committee consisted of:
 - Audit Committee Chair -Deana Paddack- Vice President
 - Jennifer Brack- Co Chair for Membership
 - Michelle Simons - Sports Program
 - Corrina Crane- Dine and Share
 - Emily Solberg- Co Chair for Membership

- o General Members- Kathleen Russchenberg-
- The audit followed the Booster Audit Procedures, Audit Reconciliation Report and supporting documents for details on the sampled transactions, bank statements, tabulations, and findings.
- The results of the audit have shown the books for the operating accounts (checking, savings and certificate of deposit) to be accurate, complete, and properly reflect the activities of Palatine High School Boosters for the period of July 1, 2021, through June 30, 2022.
- Motion to approve.

President:

- My School Bucks fees - 5%
 - o Received first check mostly membership and donations. We do get charged a 5% fee
 - o The only thing running thru there is membership and post prom
 - o Can we inquire about asking the user to offset/cover the fee?
 - o Use eventbrite for craft fair
- Homecoming Fundraising Results
 - o Concessions: \$1200
 - o 50/50 was just over \$2000 (Half went to the winner, the other half to the boosters)
 - o Kona over all nights:\$1150
- Boost items on d211 social media
 - o We can boost items on the d211 social media site
- Mail Chimp
 - o New booster email account set up. Thank you, Brandie!
 - o Can get messages out to all booster members thru Brandie
 - o Limited to 8 communications a month
- Spirit Sticks/Amy Diamond
 - o Local realtor wants to get some promotional items out for a sporting event. Hoping to give the thunder sticks to students who would want them.
 - o Not really a booster thing but pointed her in the right direction
- Multi-cultural Ideas
 - o Jenni Bennett is trying to boost the mult-cultural activity
 - o Craft Fair
 - o Dinner Auction

Committee Updates:

- Membership - Thanksgiving Baskets - Jen Brack
 - o We've done Thanksgiving baskets for the last few years. Donations are from the board only. The baskets go to Palatine Township. Do we want to do 2 or 3 baskets? We will do 3.
 - o Signup genius will go out soon. Collect items by Sun 11/13.
- Grad Signs - Danielle

- o Will sell them in the school store. Want to have them in time for the craft fair
- o How much do we want to charge for them? Cost \$7 each if order 100, costs more if order in smaller groups at the end.
- o \$12 at craft fair and then \$15 after
- o Order 200
- Dinner Auction - Monica
 - o Main focus is getting donations. Diligently working
 - o Purchase your tickets and t-shirts. 31 tickets sold so far
 - o \$1000 donation that will be corporate matched - former Palatine grad.
 - o If anyone knows anyone that would be willing to sponsor or donate items please let us know.
- Craft Fair - Amy Stojkovich
 - o Under a month away - Nov 5th
 - o Really need volunteers. Will have more student volunteers but still need more adult volunteers. Let Amy know if you can even cover a shorter amount of time
 - o Thank you to Danielle for coordinating boxed lunches for vendors.
 - o Need someone for concessions
 - o Raffle will be different this year. Will try to pull 3 times instead of all at once.
 - o Waiting list of over 15 vendors.

Principal Update: Mr. Medina

- Saturday is incoming freshman testing day. Is there any info you want to get out to them?
 - o Kathy mentioned that there's a facebook page for the incoming freshman class and can post things there.
- Next Tuesday night - FAFSA completion workshop
- Looking for teacher assistants and bus drivers, on Thursday will have a Job Fair
- Year is going by quickly and started strong
- Successful homecoming week and dance. Thanks to everyone who volunteered!

New Business:

Adjourned at 7:52 pm

Motion to adjourn by Jennifer K. Jen T 2nd motioned. Meeting adjourned.