

PAC Executive Board Meeting Agenda
Wednesday, August 14th 2019 @ 6:00 PM
AEHS LMC

- Reviewed expenses budget/actuals
 - Revisit spirit fund, update to miscellaneous line item and examples of what would cover

PAC Meeting Agenda
Wednesday, August 14th, 2019 @ 6:30 PM
AEHS LMC

Call to Order Meeting called to order at 6:41pm by Kip Golden

Minutes of July 2019 Meeting (Ivy Wendland) motion by Ginger Schaden, 2nd by Julie Gilkay to approve minutes, minutes approved

Treasurer's Report (Ginger Schaden)

- Account balances: checking \$33,400 and savings \$41,300
- Reviewed proposed expense budget changes
 - Remove East Wear (not purchasing any new this school year), Senior Trip and Post Grad Party (align purpose of PAC with what we support), Meeting Expense (not used), PAC Fest Food Costs (tracked under concessions), Donations/Sponsorships (align purpose of PAC with what we support)
 - Change Spirit Fund to State Participants/Special Event Invites and reduce to \$750; increase License/Fees/Permits to \$100 based on actuals
 - Increase Coach/Board Appreciation to \$3000 based on 2018-19 actuals
 - Decrease Other Miscellaneous Operating Expenses to \$500, PAC Fest non-food to \$250 based on actuals
 - Add new line item Team/Fan Support of \$2000 (ex. Pizza on the bus for team who has to travel long distance for regional game/match)
 - Sports Banquet amount will stay the same but ask coordinators to purchase plates, plastic silverware, napkins
 - Motion by Jeanne Mader, 2nd by Sherry Boreson to approve proposed expense budget, motion carried

Vice-President's Report (Amy Weyenberg)

- Concession stand proposal
 - See diagram; model after indoor stand
 - Work order submitted to facilities

Activities Director Report (Tim Zachow)

- Hired swim coach, wrestling still open

Membership Report (Jessica Lee)

- Memberships rolling in

Buyer Report (Jessica Lee, Samantha Mettille)

- Transitioned to new buyers

Discussions

Concession Leads

- **Fall – Inside:**
 - Boys Volleyball: Sarah Neubauer
 - Girls Volleyball: Jason and Kari Neubauer
- **Fall – Outside:**
 - Freshman Football: TBD
 - JV Football: TBD
 - Varsity Football: Allison Golden
 - Boys Varsity Soccer: Julie Gilkay
 - Griller(s): Rick Pyle
- **Winter:**
 - Boys and Girls basketball: Jeanne Mader
 - New co-lead for basketball concessions is Cori Arizola
 - Wrestling: Jessica Lee (?)
- **Spring Outside:** need to confirm these
 - Baseball: V – TBD; F – Sarah?; JV – TBD
 - Softball: TBD
 - Varsity Girls Soccer: Amy Weyenberg
 - JV Girls Soccer: N/A
 - Varsity/JV Track: Cori Arizola (need to confirm)

Sports Booklet (Kip Golden)

- Asks are out to potential vendors

East Wear (N/A – selling inventory only for 2019-20)

- Approx \$3300 sold during registration events, DECA will sell remaining stuff in store on our behalf
- They would like to borrow rolling cabinets – we are ok with this, they can use until we need them back
- Baskets done for East Tackles Cancer

Patriot Scramble (Corey Feller)

- Hired swim coach, wrestling

Liaisons (Sarah Neubauer)

- Wendy Nelson – Freshmen FB liaison

Volunteer Coordinator (Julie Gilkay)

Athletic Banquets (Michelle Anderson, Jennifer Hintz, Sherry Boreson, Deb Stewart)

- Need to schedule 'training' for new coordinators

Scholarship Committee (Laurie Burns, Sarah Curran)

Other Agenda Items

- Ensure the PAC meeting minutes from the previous month (after approved) are downloaded to the website (Secretary)
- Work on PAC budget, review expenses and income (Executive Board)
 - Revisit spirit fund, update to miscellaneous line item and examples of what would cover
- Review and approve expense budget for new year (All PAC Members)
- File tax return & 501(3)c Tax Exempt status paperwork (Treasurer)
- Update the PAC membership spreadsheet, distribute to PAC Board (Membership Coordinator)
- Compile data for Athletic Participation Payout for approval at PAC meeting (Secretary)
- Review and approve Athletic Participation Payout document (All PAC Members)
 - Motion to approve payout made by Jeanne Mader, 2nd by Amy Weyenberg, motion carried
- Coordinate East Wear sales during registration days (East Wear Coordinator)
- Set up an information table during registration days (Membership Coordinator)
- Coordinate East Wear sales during home games (East Wear Coordinator)
- Attend parent meetings for each fall sport to recruit concessions volunteers, etc. (Volunteer Coordinator)
- Recruit Team Liaisons for each fall team/sport (Liaison Coordinator)
- Send a list of the current advertisers to the Activities Director before the first home football game (Sports Booklet Coordinator)

Motion to adjourn made by Ginger Schaden, 2nd by Jessica Lee, meeting adjourned at 7:45pm