

PAC Executive Board Meeting Agenda
Wednesday, September 11th, 2019 @ 6:00 PM
Room 2201

- N/A – no exec agenda items

PAC Meeting Minutes
Wednesday, September 11th, 2019 @ 6:30 PM
Room 2201

Attendees: Tim Zachow, Samantha Mettelle, Jessica Lee, Julie Gilkay, Lisa Lamers, Sarah Neubauer, Jenny Hintz, Michelle Anderson, Amy Weyenberg, Ginger Schaden

Call to Order meeting called to order by Amy Weyenberg at 6:30

Minutes of August 2019 Meeting (Ivy Wendland)

- Motion to approve by Julie Gilkay, 2nd by Sarah Neubauer, motion approved

Treasurer's Report (Ginger Schaden)

- Team disbursements have been paid
- Taxes have been filed
- Class A and Class B raffle licenses have been approved and received
 - If these are used, need to let Ginger know details as these have to be tracked and reported
 - Add agenda item to June list – submit raffle license report and renewal
- Review of financial docs – what is 'large project fund'? \$ added each year, TBD what it goes towards (past example was football field)
 - Some potential options: bleachers for opposite side of football field, weight room, press box/concession stand by JV baseball field
- Last year's ppw will be passed to Billie Jo Higgins (East parent and VP of Finance at Goodwill) to conduct annual audit

Vice-President's Report (Amy Weyenberg)

- East Wear update – see below
- Change order submitted for concession stand changes – will likely be scheduled over winter

Activities Director Report (Tim Zachow)

- Search continues for a head wrestling coach
- Friday night game is busy – East Tackles Cancer, Staff tailgate, Freshmen tailgate
- Confusion cleared on PAC support for swim team meet – volunteer sign up re-added, Tim revisiting with the coaches and explaining how PAC support works, volunteer requirements, coach funding requests, etc.
- Coaches meeting scheduled for 9/25/19 at 6:00 in the Commons – anyone from PAC available to attend? Likely Amy, Julie, Sarah
- Coach K will be on TV after news on Sunday night NBC 26

Membership Report (Jessica Lee)

- Several being processed, will have list updated before sports booklet published

Buyer Report (Jessica Lee, Samantha Mettille)

- Looking for potential new bun supplier – looking for a sturdier bun
- Concession stand keys have been registered
- Request for getting access to building on the weekend
- Need small grill from outside stand to outside the indoor stand (Sarah requesting)

Discussions

Concession Leads

- **Fall – Inside:**
 - Boys Volleyball: Sarah Neubauer
 - Girls Volleyball: Jason and Kari Neubauer
- **Fall – Outside:**
 - Freshman Football: Renee Kozlowicz
 - JV Football: Tami Webb
 - Varsity Football: Allison Golden
 - Boys Varsity Soccer: Julie Gilkay
 - Griller(s): Bryan Jones? (F), Jeff Anderson (JV), Rick Pyle (V)
- **Winter:**
 - Boys and Girls basketball: Jeanne Mader
 - Co-lead/backup is Cori Arizola
 - Wrestling: **NEED SOMEONE**
- **Spring Outside:** need to confirm these
 - Baseball: V – Lisa Derfus; F/JV – open
 - Softball: Sarah Neubauer
 - Varsity Girls Soccer: open (possibly Sherry/Amy)
 - JV Girls Soccer: open
 - Varsity/JV Track: Cori Arizola

Sports Booklet (Kip Golden)

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

- Small amount of inventory remaining, Mrs. Foote has offered to sell the rest in school store and will keep track of it
- Approx \$300 in reimbursement coming from a group that was celebrating their 50th class reunion
- Remove selling apparel from agenda items going forward

Patriot Scramble (Corey Feller)

- No update, not present

Liaisons (Sarah Neubauer)

- Fall spots filled

Volunteer Coordinator (Julie Gilkay)

- Next year re-word volunteer form so that parents' email is submitted not students'
- East parent that works for Scott tissue is getting us free napkin dispensers and a great deal on napkins
- Need more volunteers for this Friday (FB), Saturday (Swim) and next Friday (FB)

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

- Fall dates? We don't have them yet, will determine this week
 - Reminder PAC will be providing paper goods
- Sports book ready? Tim will let Michelle, Jenny, Kip know dates
- 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)
- Cut check for Athletic Participation Payout (after approval) and give to Activities Director (Treasurer)
- Distribute the Team Disbursements Guidelines to all coaches (who is responsible for this?)
- Transfer % of profit to the Endowment account (Treasurer) – holding until October
- Non-stock annual report due – Filing fee is \$10 (Treasurer)
- Article for the East Update newsletter is due to the Business Office (President)
- Request Fall team data from Activities Director's office for Athletic Participation payout document (Secretary)
- ~~Coordinate East Wear sales during home games, fall parent conferences and fall sports banquets (East Wear Coordinator)~~
- Provide a list of members who volunteered for specific tasks, as indicated on the membership forms, to the appropriate PAC coordinators (Membership Coordinator)
- ~~Coordinate PAC homecoming activities, sign the contract in the office, recruit volunteers, purchase candy, etc. (Spirit Coordinator)~~
- Provide updated membership list to the Sports Booklet Coordinator to be included in the fall sports booklet (Membership Coordinator)
- Review PAC Scholarship application form and submit to the Guidance Office for distribution (Scholarship Committee)
- FUTURE MEETING AGENDA ITEM: committee/chairperson for how to handle raffles going forward?

Motion to adjourn made by Ginger Schaden, 2nd by Sarah Neubauer, meeting adjourned 7:39pm