

PAC Executive Board Meeting Minutes

Wednesday, Aug 19th @ 6:00 PM

Video Conference

Attendees: Kip Golden, Ivy Wendland, Jeanne Mader, Ginger Schaden, Amy Weyenberg

- Review and edit by-laws for submission to attorney for changes
 - Ask Tim to help find a space for keeping PAC corporate records at East (not in possession of current Treasurer)
- Discuss how to handle our annual team contributions (based on athlete participation)
 - Recommend to general meeting not making these disbursements this year given we had no Spring 2020 concessions income and potential for none in 20-21
- Membership campaign – ideas to give an entry into a drawing for gift certs for local businesses/PAC sponsors for each person/family who purchases lifetime membership

PAC Meeting Agenda

Wednesday, Aug 19th @ 6:30 PM

Video Conference

Attendees: Kip Golden, Ivy Wendland, Jeanne Mader, Ginger Schaden, Amy Weyenberg, Michelle Anderson, Jenny Hintz, Julie Gilkay, Tim Zachow

Call to Order meeting called to order by Kip Golden at 6:33pm

Minutes of June 2020 Meeting motion to approve made by Michelle Anderson, 2nd by Amy Weyenberg; minutes approved

Treasurer's Report (Ginger Schaden)

- Wrote check for coaches requests, transferred money to large fund account, filed taxes, reaching out to Billie Jo Higgins to start audit
- Motion to not make annual team contributions (based on average athlete participation) for the 20-21 school year given we had no Spring 2020 concessions income and potential for very little or none in this school year; this will be revisited if sports resume
 - Motion made by Ivy Wendland, 2nd by Jeanne Mader; motion carried

Vice-President's Report (Amy Weyenberg)

- No report

Activities Director Report (Tim Zachow)

- Looking for head wrestling coach – no applicants thus far
- Fall sports cancelled/postponed to alternative spring season
- Winter season shortened by a couple weeks
- Alternative spring season March and April; May starts spring season

Membership Report (Jessica Lee)

- Amy/Julie: Membership campaign
 - Goal for 100 new members (lifetime or annual)
 - Anyone who purchases a lifetime membership get an entry into a drawing for gift certs for local businesses/PAC sponsors for each person/family who purchases lifetime membership
 - All current PAC board members welcome to join Amy and Julie in the campaign
 - Kip will work with Stephanie Fude re: credit card payment option and online form
 - Motion to allocate \$250 for purchase of gift cards to use for drawing
 - Motion made by Julie Gilkay, 2nd by Jeanne Mader; motion carried

Buyer Report (Jessica Lee, Samantha Mettillie)

- Not present/no report

Concession Lead(s) Report

- Concession items that will expire soon – suggestions to donate to local food pantries (St. Joseph's, Feeding America, Pillars, etc.); take a photo to share on social media
- **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: Sarah Wilterdink
- **Spring Outside:** need to confirm these
 - Baseball: V – OPEN; JV – OPEN; F– Sarah Neubauer
 - Softball: V – OPEN; JV – OPEN
 - Varsity Girls Soccer: Amy Weyenberg
 - JV Girls Soccer: OPEN
 - Varsity/JV Track: OPEN

Sports Booklet (Kip Golden)

- Any requests for donations are on hold given economic situation and sports on pause; will revisit as things change

Patriot Scramble (Corey Feller)

- Scheduled for Sunday, Sept 13th – golf only (still able to social distance), no Packer party

Liaisons (Sarah Neubauer)

- N/A at this time

Volunteer Coordinator (Julie Gilkay)

- N/A at this time

Athletic Banquets (Michelle Anderson, Jenny Hintz)

- N/A at this time

Scholarship Committee (Laurie Burns)

- N/A at this time

Other Agenda Items

- Review bylaws in even years – send to Gregg Curry at McCarty Law to be updated (Executive Board) – in progress
- Prepare/revise Welcome Back letter/packet for PACFEST (President) – n/a
- PACFEST (PAC Board members): collect membership forms and provide information to families (Membership Coordinator) – n/a
- Compile a list of approved team disbursements for distribution at PACFEST and to be included in the Sports Booklets (Secretary) – n/a (see above motion)
- ~~Attend Timber Rattler game to accept Red Smith Donation to PAC – \$1,000 (President or Vice President)~~
- Send letters out to potential Sports Booklet advertisers (Sports Booklet Coordinator) – n/a (see notes above)
- Set up an information table during registration days (Membership Coordinator) – n/a
- Ensure the PAC meeting minutes from the previous month (after approved) are downloaded to the website (Secretary) - complete
- Work on PAC budget, review expenses and income (Executive Board)
 - Revisit spirit fund, update to miscellaneous line item and examples of what would cover
 - On hold given current situation for this school year, will revisit as things change
- File tax return & 501(3)c Tax Exempt status paperwork (Treasurer) – in progress
- Update the PAC membership spreadsheet, distribute to PAC Board (Membership Coordinator)
- Compile data for Athletic Participation Payout for approval at PAC meeting (Secretary) – complete but n/a for this school year
- Review and approve Athletic Participation Payout document (All PAC Members) – n/a for this school year
- Attend parent meetings for each fall sport to recruit concessions volunteers, etc. (Volunteer Coordinator) – n/a
- Recruit Team Liaisons for each fall team/sport (Liaison Coordinator) – n/a
- Send a list of the current advertisers to the Activities Director before the first home football game (Sports Booklet Coordinator) – n/a

Motion to adjourn meeting made by Jeanne Mader, 2nd by Michelle Anderson; meeting adjourned at 7:06