

## **PAC Executive Board Meeting Minutes**

Wednesday, March 9<sup>th</sup> @ 6:15 PM

AEHS Room 2201

**Attendees:** Amy Weyenberg, Julie Gilkay, Ginger Schaden, Ivy Wendland, Sherry Boreson

- Discuss recommendation for approving additional funds to support basketball teams, fans, etc. in post regular season games – to be voted on during regular meeting
  - Propose bringing to the general meeting a recommendation to cover \$300 per day per team for a meal

## **PAC Meeting Minutes**

Wednesday, March 9<sup>th</sup> @ 6:30 PM

AEHS Room 2201

**Attendees:** Amy Weyenberg, Julie Gilkay, Ginger Schaden, Ivy Wendland, Sherry Boreson, Bryan Jones, Michelle Anderson, Samantha Mettillie, Sarah Neubauer, Corey Feller, Tim Zachow, Jaime Reichelt, Jessica Lee, Deanna Kubiak, Kris Sparkman, Anne Fecteau, Heather Heisler

**Call to Order** meeting called to order by Amy Weyenberg at 6:33pm

**Minutes of February 2022 Meeting** motion to approve the minutes by Jessica Lee, 2<sup>nd</sup> by Michelle Anderson, minutes approved

### **Special Topic: Facilitated Session on New Volunteer Structure** (led by Amy)

From our last special topic PAC Roles/Responsibilities:

#### **Four Committees**

- Concession Buying Selling: Jenny Hintz interim lead
  - Committee members: Samantha, Jessica, Bryan, Julie, Sherry
- Marketing/Communications: Julie Gilkay
- Membership/Recruitment: Amy Weyenberg
- AE Community (includes recognition): OPEN

### **Facilitated Session on New Volunteer Structure** (led by Amy)

Goal tonight is to review this proposed approach and decide if we should move forward with working out details and finalizing the plan.

- Programs earn a set amount per event worked
- Estimated \$25K paid out in coaches requests (ie, grants or wish list items)
- Estimated \$250 payout to the program per event worked

### **Coach of each program**

- Assigns Program Lead

### **Program Lead**

- Recruits volunteers
- Communicates with volunteers
- Signs up program for slots
- Completes reconciliation and deposit slip
- Deliver cash bag to Treasurer

### **Concession Committee**

- Slot sign up
- Communicates to leads
- Calculates payout amount/keeps records
- Buying product
- Communicates to facilities when to open/close doors

### **Program Volunteers**

- Open/close concessions
- Grill meats
- Sell concessions
- Notify concession committee of low/no inventory

### **PAC Treasurer**

- Cuts checks to AE

### **AD**

- Pays coaches

### **Assumptions**

- Programs can take up to five events
- Beginning of school year program leads are identified
- If there are open events available a program can exceed max of five
- If extra money at end of year, participating programs split equally

**For the following items, general updates were sent ahead of time and topics that need input or decisions are highlighted in yellow**

### **President's Report (Amy Weyenberg)**

### **Treasurer's Report (Ginger Schaden)**

- See attached Financial report
- Basketball Teams: Michelle Anderson made motion to approve covering \$300 per day per team (Girls and Boys) for a meal, starting tomorrow with the Boys' trip to Sectional, 2<sup>nd</sup> by Sherry Boreson, motion approved

### **Vice-President's Report (Julie Gilkay)**

- Mile of Music volunteer opportunity: we provide volunteers and then PAC gets a donation; we are signing up for the Saturday afternoon Aug 6<sup>th</sup> shift at Houdini Plaza; more to come

### **Activities Director Report (Tim Zachow)**

### **Membership Report (Jessica Lee)**

### **Buyer Report (Jessica Lee, Samantha Mettillie)**

- Water: Engage Orthodontics unable to sponsor water by the pallet. We will move forward with ordering a Sam's Club pallet for spring, to be stored in the outdoor garage location previously offered by East facilities.
- Food vendor: Waiting on Holiday Wholesale to provide information. We would like to ensure they can meet our needs prior to completing the credit application which requires personal information from PAC officers and buyers, to include SSNs.

### **Concession Lead(s) NEED TO CONFIRM/RECRUIT**

- Adding Griller Position as a separate spot for concession volunteer sign up
- **Fall – Inside:**
  - Boys Volleyball: Sarah Neubauer
  - Girls Volleyball: Jason and Kari Neubauer
- **Fall – Outside:**
  - Freshman Football: Kelly Snyder?
  - JV Football: Dorine Streim
  - Varsity Football: Allison Golden
  - Boys Varsity Soccer: Julie Gilkay
  - Griller(s): OPEN (F), Jeff Anderson/Mike Hintz (JV), Rick Pyle (V)
- **Winter:**
  - Boys and Girls basketball: Amy Weyenberg and Megan Bertrand
  - Wrestling:
- **Spring Outside:**
  - **Baseball:** V – Sarah Neubauer; JV – ; F– Amy will find volunteer(s)
  - **Softball:** V – ; JV – Amy will find volunteer(s)
  - **Varsity Girls Soccer:** Amy will find volunteer
  - JV Girls Soccer: N/A
  - Varsity Track: Girls – Julie Gilkay; Boys – Julie Gilkay
  - JV Track: Julie Gilkay

### **Live Streaming (OPEN)**

### **Patriot Scramble (Corey Feller)**

### **Liaisons (Sarah Neubauer)**

***Volunteer Coordinator (Julie Gilkay)***

***Athletic Banquets (Michelle Anderson, Jenny Hintz)***

- I got the list of names from Tim for the winter sports PAC awards and I have ordered the plaques. Hoping that they will be ready for me to pick up early next week.
- I am also working with Amy and my bosses to make a candy bar from work for the dance team since they won 1st place at state.

***Scholarship Committee (Sherry Boreson, Lisa Lamers Jeanne Mader)***

**Other Agenda Items**

- Distribute Team Disbursement forms to current coaches – due by May 1 (Activities Director)
- Article for the East Update newsletter is due to the Business Office (President)
- PAC Scholarship applications are due (Scholarship Committee)
- **Accept nominations for PAC Volunteer of the Year award at PAC Meeting** (PAC members)
  - **Megan Bertrand nominated by Amy Weyenberg**
  - **Amy Weyenberg nominated by Sherry Boreson**
- Attend parent meetings for each spring sport to recruit Team Liaisons and concessions volunteers, etc. (Liaison Coordinator & Volunteer Coordinator)
- PAC Board members identify which sports team they are representing (All)
- Motion to adjourn by Jenny Hintz, 2<sup>nd</sup> by Michelle Anderson, meeting adjourned at 7:38pm