

# WEST PARK JR. PANTHER BOARD OF DIRECTORS MEETING MINUTES



**Date:** Tuesday, January 11, 2022

**Time:** 6:30 PM

**Location:** West Park Highschool

## BOARD MEMBERS

<u>NAME</u>	<u>TITLE</u>	<u>PRESENT</u>
Ricky Arbolante	President	X
Stephanie Whittington	Vice President of Cheer	X
Troy Tickle	Vice President of Football	X
Ashley Fejeran	Secretary	X
Ali Browning	Treasurer	X
Lynette Eskaridge	Registrar	X
Adam Roth	Game Day Coordinator	X
Lindsay Braiser	Snack Bar Coordinator	X
VACANT	Snack Bar Assistant	
Tiffany McLean	Boosters & Merchandise Coordinator	X
Kim Cleveland	Boosters Assistant	X
Michelle Kacalek	Sponsorship & Fundraising Coordinator	X
Greg Powell	Equipment & Medical Coordinator	X
Kim Pettigrew	Volunteer Coordinator	X
Vanessa Dela Cruz	Marketing & Media Coordinator	X
Diana Bahlman	Team Mom Coordinator	X
Jason Tener	High School Football Liaison	
Marco Hanan	High School Football Liaison	
Lisa Fisher	High School Cheer Liaison	X
Steve Merchant	At Large Board Member	X

### I. CALL TO ORDER

- a. A regular meeting of the Board of Directors of the West Park Jr. Panthers was duly called on Tuesday, January 11, 2022, at 6:33 PM. Ricky Arbolante, President, called the meeting to order. A quorum was declared present based on the presence of the individuals listed above.

#### i. GUESTS

1. 1 additional member of the program/ community attended the meeting.

## II. OLD BUSINESS

- a. The Snack Bar Assistant position remained vacant. Gwen Ramirez expressed interest in this position and gave a 30 second speech. The board voted unanimously to appoint her to the position.

## III. NEW BUSINESS

- a. Troy Tickle requested 10 helmets and sets of shoulder pads to go with the 10 sets of uniforms approved at the last meeting. The board voted and unanimously approved this purchase.
- b. Troy Tickle also requested to purchase two additional batteries, a charger and tripod to be used for filming games. The board voted and unanimously approved this purchase.
- c. Ali Browning discussed the process for applying for a Phantom fireworks booth. The board unanimously approved signing the contract and the costs associated with completing the requirements to apply for it.
- d. Ali Browning also provided the board with two options for a PO Box. The board unanimously approved one of the options and the annual cost.
- e. Lynette Eskaridge brought up and the board then discussed and unanimously approved the registration rates, dates, sibling discount, merchandise available for purchase at the time of registration, payment options and number of athletes permitted to register before the waitlist begins.
- f. Michelle Kacalek brought up sponsorship levels and rates. The board voted unanimously to keep them the same as the 2021 season.

## IV. REPORTS

- a. Ricky Arbolante:
  - i. Will schedule a meeting with the previous President.
- b. Stephanie Whittington:
  - i. Brought up discussion of improving communication between the WPJP program and parents during the upcoming season.
  - ii. Discussed general program posts coming from the program and not individuals. WPJP does not currently have a Facebook page, only a group. A Facebook page will be created and linked to our Instagram account to help get program related information and updates to the community. We will also utilize Team Sideline for website updates, sending emails and SMS messages.
  - iii. Brought up the need to create new email addresses for the board positions established at the end of the last season.
  - iv. Will take responsibility of setting up and managing the GroupMe groups for quick board communication.
  - v. Requested that cheer coaches also be allowed to attend coaching event in Reno in February 2022. There are new cheer classes available to them. The cost remains the same no matter the number of attendees from our program.
- c. Ali Browning:
  - i. Updated the board on the bank account balance and any outstanding payments.
  - ii. Updated the board on payments received for our 18 Comp Cheer team members.
  - iii. Brought up the potential need for a Zoom account to host meetings. Troy Tickle said we can use his account at this time.
- d. Lynette Eskaridge:
  - i. Needs to obtain an electronic copy of the WP release of liability form.
  - ii. Registration opens February 1<sup>st</sup>. The following item were discussed:
    1. Dates for early bird registration, regular registration and late registration.

2. Registration rates.
  3. Sibling discounts.
  4. Camp registration opens 05/14/2022, dates to be determined once SYF releases their schedule.
  5. Payment options were also discussed.
- e. Tiffany McLean:
- i. Cheer sweatshirts are in. Once checked for accuracy she will make arrangements to disseminate them.
  - ii. Playoff sweatshirts still have not been made. If they are not made in 2 weeks, Tiffany will cancel the order and refund those who purchased them.
  - iii. Tiffany will work on creating items for spirit packs and merchandise available for purchase during registration.
  - iv. Discussed having merchandise on hand during opening day versus families picking up items that were pre-ordered.
- f. Vanessa Dela Cruz:
- i. Will create a WPJP Facebook page and link it to our Instagram account.
  - ii. Will update website with the 2022 board information.
  - iii. Will work with Team Sideline to create new email addresses for new positions.
  - iv. Will advertise:
    1. Coaching applications due 01/23/2022.
    2. Registration open 02/01/2022
    3. 2021 team highlights
- g. Michelle Kacalek:
- i. Requested that sponsorship opportunities be advertised along with registration announcements.
- h. There were no additional updates from board members present.
- V. NEXT MEETING**
- a. The next monthly board meeting will be held on Monday, February 7, 2022, at 6:30 PM. The location will be determined prior to the meeting a Zoom option will also be available.
- b. Business to be discussed at the next meeting:
- i. Alternatives to the requirement for check deposits for volunteer hours and equipment.
  - ii. The number of volunteer hours required for the 2022 season.
  - iii. Ability for WPJP to use the refrigerator and freezer upstairs in the basketball snack bar or the need to purchase our own.

There being no further business, the meeting was duly adjourned at 8:32 PM.

PREPARED BY: Ashley Fejeran, Secretary

APPROVED BY: Ricky Arbolante, President

