PHD Board meeting minutes

12/11/17

Attendees (12):

|  |  |  |  |
| --- | --- | --- | --- |
| T. Pitcher | K. Riley | A. Kemp | A. Ross |
| A. Beard | K. Moore | S. Teicher | H. Budgin |
| S. Shirley | C. Palaganas | K. Hunn | T. Murphy |

**Action Items:**

1. Chriscelle: Switch Sam’s Club membership from Robert Brigg’s name to Graciela Picon’s name.
2. Kat: Send Anna’s phone number to Katherine.
3. Katherine: Call Anna to ask if she’s interested in getting paid to clean up the Snack Shack. If not, assemble group of volunteers.
4. Katherine: Meet with Picons and Triveni (tgorur@yahoo.com) to coordinate Snack Shack responsibilities.
5. Amy Ross: Update the Team Unify website over the December break (swim meets only).
6. Amy Beard: Update the Team Unify website (social events only).
7. Amy Ross: Ask Brad to bring this up at the League meeting: How do the other teams award ribbons? PHD wants to be consistent with the rest of the League.
8. Stacey: Ask Diablo Valley Oncology, pediatric dentist to sponsor PHD.
9. Heather: Make a list of common, regular expenses that families can donate to the team.
10. Alexandra: Note the following Pre-Battle jobs for the near future: A) families can start collecting or soliciting prizes for the Battle raffle, B) Assembling envelopes for $50 raffle fundraising commitment
11. Alexandra: Put together a list of “Exempt” families. “Exempt” as related to work assignment expectations will be decided on a case by case basis at our January meeting.
12. Stacey: Send Thank You letters to Cajun Fest sponsors.
13. Stacey/Amy B: Start collecting prizes for Nacho Bingo Night.
14. Amy B: Ask families to RSVP for the Polar Bear Plunge. Can create a private link on Event Brite with no associated fee.

**Detailed meeting minutes**

President Amy Ross called the meeting to order at 7:11 pm.

The Board approved the November meeting minutes.

1. Talli’s update
	1. Completed her research on commercial freezers: bottom-load is better investment for long run
	2. Waiting for email response from vendor
	3. Choices are A) $2,185 (freezer only), or B) $2,977 – 2 years’ parts & labor + 5 years coverage for compression and parts included
	4. Board approved option (B)
2. Heather’s update
	1. Account status = $9,105
	2. Endowment = $2,467
		1. CPA is working on dissolving the endowment. Once endowment is released, these funds will go toward freezer purchase
	3. Income for 2017 = $80,748 vs. expenses = $91,428 🡪 ~$10K difference
	4. Brainstorming on where we can cut costs, increase income
		1. Need to RSVP if family plans to attend Awards Night
		2. Need to RSVP if swimmers want trophies at Awards Night
		3. During registration, ask families to list their occupations. Also have a checklist of occupations that can help us:
			1. Plumbers
			2. CPAs
			3. Electricians
			4. Roofers, general contractors
			5. Other
		4. Social events that are field trips (eg., A’s game) – each swimmer pays more for individual tickets to offset the cost of coaches’ tickets
		5. Need to ask businesses NOW for team sponsorships
		6. Need to clarify to parents that $20 of registration fees go to Parents’ Club
		7. Ask families to donate items to offset our expenses
			1. Flats of water bottles
			2. Other Snack Shack supplies (eg., To Go containers)
		8. **Board decision**: (*for insertion into 2018 Blue Book*): **In order to maintain the quality of our program, each family is required to fundraise $50 worth of raffle tickets for Battle.**

1. Terra’s update on Team Sales
	1. Will not be ordering any more merchandise for 2018; need to sell all existing
	2. Up to now, all merchandise sold at cost 🡪 need to mark these up for profit
	3. Team Sales presence at first week of practice, social events, Parent Night
2. Korey’s update
	1. Board decided to insert the $50 fundraising requirement into the Work Assignments section of the Blue Book.
	2. Board decided to eliminate the word “Exempt” as related to work assignments
3. Alexandra’s update
	1. Revisiting “Exempt” status – need to remove this word from Work Assignment information
	2. Will clarify each “exempt” family’s work assignment expectations at our January meeting
		1. Current idea is that “exempt” families must work invitationals
4. Sean’s update
	1. Will call roofers this week
5. Stacey’s update
	1. Tree Lot is going great
	2. Sending letters to businesses: thanking for their donations, sponsorship on Cajun Fest
6. Kat’s update
	1. Met with Shuleen; have all necessary information to send packets in January

*Meeting adjourned at 8:52 pm*

*Next meeting is Monday 1/8/18 at 7 pm*

