PHD Board meeting minutes

8/14/17

Attendees (15):

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| --- | --- | --- | --- |
| P. Hutcheson | T. Pitcher | K. Riley | M. Lacy |
| K. Hunn | B. Morris | A. Beard | G. Picon |
| S. Webster | A. Ross | G. Jullien | M. Picon |
| K. Minka | H. Budgin | C. Palaganas |  |

**Action items:**

1. Korey: Reach out to Erin Cooney about designing a take-home science Flippy coloring sheet for Tinkers and Thinkers Fair.
2. Sheryl: Reach out to the 8-9 families you have in mind for the Desk Operations Coordinator.
3. Kristy: Send Peter Sean Shirley’s phone number.
4. Korey: Print ballots for Board elections at Awards Night.
5. Peter/Heather: Purchase new freezer for Snack Shack.
6. Korey: See if Triveni can do the Restaurant Management course.
7. Korey: Can we use your margarita machine for Cajun Fest?
8. All: Tell everyone you know about Cajun Fest!
9. Korey: Find out why Pest Control bills have stopped.
10. Talli/Brad: create a calendar to set up League meets for 2018 season.
11. All: Send you feedback to Brad about this past LSC meet.

**Detailed meeting minutes:**

President Peter Hutcheson called the meeting to order at 7:04 pm.

The Board approved the July meeting minutes.

1. Michelle Lacy, General Manager
   1. PHD is included in her 5 year Master Plan
   2. What else does Aquatics need? Feel free to contact Michelle at [mlacy@pleasanthillrec.com](mailto:mlacy@pleasanthillrec.com) or (925) 682-0896 x618
2. Korey’s update
   1. Tinkers and Thinkers Fair, 9/16 in PH Park. Leading a STEM activity to promote PHD and the 1st annual Cajun Fest.
      1. Amy Beard to lead STEM activity.
   2. Tuzon family – forgo fees
   3. Roth family paid $400 deposit for 2017 season – consensus is to not cash this $400, as long as we receive payment for missed invitational fees + $200 + bounced check fee
3. Peter’s update
   1. We will have a full Board for the 2018 season!
      1. President - Amy Ross
      2. Vice-President - Alexandra Kemp
      3. Battle leads - Kat Hunn, Shuleen Martin
      4. Meet Ops – Peter Hutcheson, Sean Shirley can also help
      5. Team Operations – Terra Murphy going on the ballot
      6. Fundraising – Stacey Teicher is going on the ballot
      7. Snack Shack – Mario and Graciela Picon, with assistance from Triveni and Alejandra Hernandez
   2. Awards Night
      1. Dinner will be 5 – 5:45
      2. 3 people signed up to pick up food
      3. Events staff will set up the room according to last year’s arrangement
      4. Jeanine Gamble to pick up trophies, awards
      5. Sheryl coordinating with Shuleen on Awards to be printed in Year in Review book
      6. Don’t forget to promote Cajun Fest! Need families to donate items/services for the Silent Auction.
4. Sheryl’s update
   1. Approved new position: Desk Operation Coordinator
   2. Sheryl to reach out to the 8-9 families she has in mind for Desk Operations Coordinator
5. Heather’s update
   1. Swim-a-Thon revenue = $2,368.40.
   2. Team now has new Bluetooth speakers!
   3. Financial files – only the tax files can be kept in Talli’s office; rest in Pumpkin
   4. Current bank statement = $28,000; still have Cajun Fest expenditures soon plus other operating costs
6. Gus’ update on Cajun Fest – 10/21
   1. Need someone in charge of Silent Auction
   2. Baby-sitting is all set
   3. Need to create a promotional flyer that can be distributed at Awards Night; Tinkers and Thinkers Fair; Art, Wine, Jazz Festival
   4. Holly MacDonald in charge of decorations
   5. St. Gabriel’s Celestial Brass Band – offering them $2000
   6. Early bird tickets expire 8/31
   7. Promotions
      1. Peachjar – MDUSD eflyers
      2. John Muir, Kaiser networks
      3. Peter will promote at City Council meeting on 8/21
   8. Kitchen available to us at 2 pm; must stay in the kitchen, as custodial staff will be cleaning up a morning event starting at 4 pm.
7. Brad’s update on League
   1. Brad will return as League rep next year!
   2. Brad is collecting parent feedback on LSC meet
   3. Next year: PHD will begin 2-year run of Desk coordination at LSC meet

*Meeting adjourned at 9 pm.*

*Next meeting is Monday 9/11 @ 7 pm.*