



# Board Meeting/Minutes

Tuesday, 27-August-2024 at 5:30pm  
Location: Coffee Guy Pensacola

## Attendees -

NAME	POSITION	NAME	POSITION	NAME	POSITION
Melissa Parker	President	OPEN	Events Coordinator	Scott Miller	Coach Girls
Gretchen Mager	VP	OPEN	Fundraising Coordinator	Kevin Turner	Coach Boys
OPEN	Secretary	OPEN	Volunteer Coordinator		
Wondy Samuel	Treasurer				

## Agenda

### Discussion Points / Follow-Up:

Note for future: When branding, must use BT or Booker T in addition to Washington.

#### 1. Board meeting procedures:

- Parents/non board members attending are welcome to attend. If they have a topic of discussion they are to submit an email prior to meeting, with discussion topics or areas interested in volunteering for. There will be a designated time for this discussion before or after the board meeting begins/concludes.

#### 2. New Board Policy Reminder:

- For upcoming year, no one will be denied the ability to play, however going forward the BTWHS Lacrosse Team Booster Club will not invest in money (ie purchasing shirts, uniforms, awards, backpacks, etc) in a player that has not done one of the following:
  - Paid their fees
  - Filled out a financial hardship form that shows either a:
    - A payment plan with an end date they can have the dues paid in full or
    - Request fees be waived due to financial hardship
      - Must show where they have tried to secure team sponsorship first at a minimum of three to five businesses.

*We will work to cover for those unable to afford the fees, however....*

*The board will no longer be collection agents tracking people down or handing out please pay notices, it is not fair to the board members who are also volunteers to be put in that situation. It is the student and/or parents responsibility to contact a board member and/or submit a hardship request form if they need something worked out in regards to covering dues. Because we are a team, it is fair to at least try to obtain sponsorships prior to applying.*

Coaches understand new policy.

Need to make waiver request form. Going to wait until website is done.

#### 3. Website.

- Which platform (Jersey Watch, Wix, Crossbar, or TeamSnap)
- Does it have payment processing

Voted on Crossbar. Paid for GoDaddy official website which cost 43.53 for three years. Crossbar paid for, for one year at \$995.

4. Fundraisers & Sponsorships:

a. Fundraisers:

- Current: Raffle, ends 21-Oct. We get 70% and Girls Softball gets 30% of any sales, as they did all the work and included us in this.
- Shirt Fundraiser: How many of each do we have left.

b. Sponsorships:

- We received two checks in July that is from last year, but was put in wrong mailbox at school.
  1. Levin Pappantonio: Luke Turner, [Coach will pay for Luke, this is a cover fund for players who cannot afford the fees.](#) (\$250) Will be credited and sponsor recognized this year.
  2. Blue CPM: Brayton Mager (\$250) Was given credit last season and recognized last season. (This was deposited)

5. Equipment/Uniforms/Merch:

a. Need list of what equipment is needed. List needs to be prioritized as a mandatory or optional need. Optional need includes nice to have equipment/replacement but can go another year if we have to.

[Equipment Needs for this year:](#)

- Regulation Balls: 1 Case For Girls / 3 Cases For Boys
- Backstop Nets
- White Field Paint
  1. There is a guy that will paint for \$150 for first time. Coaches are going to talk to flag football to clear just using white paint and the guy to make sure the rates are still the same. Board has agreed to pay for this.
- Football pads. Coaches are going to follow up with Jade to see if this cost can be split and discount can be given.

b. Inventory:

- Need list of loaner gear that is available.

c. Sponsorships

- Different levels & prices we will offer this year

[Sponsor sign placement changing to front of fence or visitor side.](#)

d. Dues

- What will we charge this year?

- What is included in dues:

1. Can we roll uniform costs into the charge for players to keep all four years?

[No. Going to keep purchasing how we are.](#)

2. Backpack/duffel

[If we can get a larger backpack for the girls. Would have to get all new bags for everyone.](#)

3. Jacket, do we charge for replacements?

[Yes we will charge for replacements. No exceptions.](#)

4. Shirt, need design?

5. Pennies?

[Yes. We will purchase Pennies. Will put name and number. Need to find out how much and list of name asap.](#)

6. Anything else?

Both boys and girls will most likely need new uniforms for the 2025/2026 year.

e. Interest Meeting Date?

- October Time Frame

Meeting will be October 15th.

- Who will schedule the cafeteria?

Coaches will schedule the cafeteria.

- Will we have food & drink available?

If we can get IRS situated, then we will see about getting food and drinks sponsored.

f. Gear, last year's cost:

- Jackets/Bags: \$1714.33

- Long Sleeve Shirts: \$916

- Coaches Shirts: \$620

**6. Games/Schedule:**

- a. Can we schedule boys & girls together this year for home games/even away games. How can we help coaches do this?
- b. Concessions, how do we want to set up this year?

We will maybe do the area on the visitor's side or see if there is an outlet near where we set up last year.

Coaches working together to have more games together.

**7. Treasurer / Budget Update:**

- a. Going forward: fundraised money & sponsorships will be split evenly amongst the teams as it was a lot of unnecessary extra work to try and track differently. This does not include dues covered as that will still be applied to the individual player. Dues will still be counted per team.
- b. As of 23Aug2024, not including raffle fundraised funds:
  - Current Balance: \$6842.73
    - 1. Income 01-Jul-2024 to 23-Aug-2024, including previous year rollover: \$8944.72
    - 2. Actual Expenses to date: \$2843.75
- c. Two Account Holders: Melissa & Wondy.
- d. Outside support organization Annual form for 2024-2025 needs to be completed
- e. State of FL Dept of State / Agriculture status - Does not expire until July 2025
- f. IRS: Still battling getting 501c3 reinstated. 3rd attempt/package submitted 22-Aug-2024.

**8. Kick-Off Party/Parents Meeting:**

- a. Date?
- b. Who will contact the school so we have the cafeteria?
- c. Games?
- d. Food?

Decided not to do a kickoff party this year.

**9. Senior Night:**

- a. Date?

- Need to make sure we coordinate with Golden Elite as they do their annual track meet the past couple of years the day after and this creates issues. Need a date early so we can let them know.

**10. Parental Requirements:**

- a. Water and sports drinks again? How did it work last year?

This year we will split and send half home with Scott.

Prime donated 4 cases per sport. 2 each team.

- b. Where can we store so that both coaches have access as Coach Turner's storage area was regularly raided? :)

**11. Snack Boxes:**

- a. What do you want in the snack boxes this year?

**12. Away Game Meals:**

- a. Will have sign up for parents to sponsor. This was great last year.

**13. Banquet:**

- a. Proposed Date:
- b. Proposed Total All In Budget: \$
- c. Possible Venues: (Budget: Last year we spent \$6971.81, but should have technically been \$1099 more than this, but we were refunded because they misquoted us.)
  - Culinary Productions: Can handle amount of people
    - 1. Contact: [culinaryproductionsinc@gmail.com](mailto:culinaryproductionsinc@gmail.com) / 850.469.0445

## New Business

## 14. Payment Processing (See Website discussion)

- a. Square? Should we just go ahead and do this?
- b. Zeffy

## 15. Sponsorship Shirts

- a. This year?
- b. Set up for next year - Prior to start

## 16.

## 17.

## Notes

- *Additional notes from meeting provided above in Blue.*
- Team Photos will be by Jeff Livingston Feb 3rd & 4th. On the practice field and/or stadium.
- Volunteers for upcoming season:
  - Announcers. Need 2 per game. Responsible for ensuring box is set up, boys coach has walkie talkies, and everything is brought down at end.
  - Hudl: Billy Alexander's Dad for boys and Sophie's dad for girls.
  - Closing Crew
    - Trash detail
    - Box-Make sure Microphone and box are brought to coach
    - Putting Pads Away
    - Collect Balls & Cones

- Trash Pick up on team side
- Turn off lights
- Coaches will be sending updated schedule.
- Playing in Tallahassee.
  - May carpool
  - May rent vans or do a school bus, need to budget for this and need at least 7 parents willing to drive and go through the volunteer background through Escambia County to be able to drive.

#### Action Items

1. IRS Reinstatement
2. PO Box
3. Website. Coaches will use this too going forward.
4. Hudl
5. IRS Reinstatement
6. Clearing that we can collect cash at gate in addition to gofan.

#### Next Meeting Agenda Items

- Board Members