



DVCC Girls Booster Club

Meeting Minutes

This document contains the meeting minutes of DVCC Girls Booster Club Meetings for the 2022 season.

Tuesday, November 8, 2022

Time: 6:00pm - 7:00pm

Location: Florencia's

Attendees

Rachael Hanania

Shawna Christofis

Brandy Billeter

Megan Leeman

Coach Shearer

Banquet Committee: Christine and Shannon

Previous Meeting Minutes Approved: Rachael and Shawna

Last Meeting Follow-up

1. Brandy-Banquet
 - a. Walk through checklist.
 - b. Walk through program
2. Shawna-End of year party update. Time moved to 6:30pm
3. Coach Jessica-State- 11am bus for athletes to cheer on varsity.
4. Coach Jessica-NXR-Singlets \$20/athlete paid by athlete/parent. No bus. Approximately 15 girls going?
5. Megan-Update from Thunderboard meeting

New Business/Action Items

1. Shawna-Upcoming restaurant nights
 - a. By the Bucket- 11/8/2022 12-8pm. Tonight! Will report what we made through email.
 - b. Successful fundraiser at One Stop Nutrition \$5 shakes: amount TBD
2. Rachael- Budget recap-Possible donation to gifts/donations to help with travel for next season.
 - a. We were budgeted to be in the red approximately -\$1800. Projected actuals we will be approximately +\$2200 in the black.
 - b. Income- we will be about -\$5300 in the red however this is because we did not do Mt. Sac and not including the \$1600 in outstanding sponsorship until we receive it.

- c. Expenses-
 - d. Big savings include: Travel (didn't do Mt. Sac and we had a donation to travel to Mt. Sac of \$4k budgeted and we saved money on Woodbridge food), Team gifts, Team building activities and sponsorship money was not used.
 - e. Small Savings: Less seniors, supplies, printing and meals.
 - f. Recommendation: \$2000-\$2200 donation to gifts/donations to be used for travel next year. Recommendation approved by Megan, Shawna, Rachael, Brandye
3. Rachael-Booster elections. Email will go out after banquet.
- a. Returning: Brandye (helping, not officer), Megan (secretary/president?). Nominating: Erin Kelly for treasurer duties, Christine interested in office position.
 - b. Shawna and Rachael will create checklist/instructions for most of the major booster items, vendor lists, pass on supplies, Rachael will train Erin on treasurer duties and be available if needed for any questions throughout the season.
 - c. Email: Will include 2 offices still needed (president and vice president) and major categories to include: volunteer coordinator (needs to be at booster meetings), fundraiser/sponsorship, banquet committee, end of season party, state signs, and someone strong in technology/create google forms.
4. Discussed possibility of having girls team own signup genius account for next year.

Monday, October 24, 2022

Time: 6:00pm - 7:00pm

Location: Florencia's

Attendees

Rachael Hanania

Shawna Christofis

Brandye Billeter

Previous Meeting Minutes Approved

Rachael Hanania approved minutes, Shawna Christofis seconded submission of last meeting's minutes

Last Meeting Follow-up

1. Shawna-Fundraiser at Native NY: \$ 126.26
2. Shawna-Banner pictures completed. Thank you cards/receipts being sent out. Deadline to send out thank you cards/receipts will be 11/10. This year restaurant fundraiser hosts will receive thank you cards as well.
3. Rachael-End of year gifts. All are ordered and paid for. Approx. \$800 under budget. Coach will handle all the awards. Coach needs to order Rookie of the Year award, boosters will pay for.
4. Amy-Banquet form completed and ready to send out. Sent out on 10/23. RSVP deadline 11/14 is absolutely the last day to RSVP. Attendance count needs to be sent to Club House that same day. Will send out reminders often and if needed, personal emails to get all responses. Will need to update form and add "0" to additional guests
5. Coach Jessica-NXR-Singlets \$20/athlete paid by athlete/parent. Need to confirm how to get money to Coach Jessica
6. Coach Jessica-Entire team will be excused from school for Regionals to cheer on the team. All will be encouraged to attend State as well. Confirm that a bus has been reserved

New Business

1. Shawna-Upcoming restaurant nights
 - a. By the Bucket- 11/8/2022 12-8pm. Last restaurant night for the season.
 - b. One Stop Nutrition- 11/5/22 - \$5 shakes. Shawna to send out Teamsnap reminders . Shawna will place an announcement on the Daily BOLT for all DV.
2. Brandye-Pasta Dinners/Snacks
 - a. NXR at Coach's house for all-Sign up genius to help. Email to parents. Brandye will send out Signup Genius

- b. Night before Regionals and State for state runners at Coach's house. No sign up genius needed.
 - c. Snacks-Brandye out of town. Other boosters need to be handled for the last 3 meets.
Rachael will take snacks and water for the next 3 meets. Brandye will Zelle remaining snack donation balance to Boosters
2. Shawna-
- a. State Signs-November 7, 2022 @ 5:00-6:00 pm-Vanessa Nichols will host, buy supplies (we will reimburse her back), and take girls to put up in state girls yards. Payton M. to help get athletes to help. All set to go.
 - b. Pumpkin Carving at Bailee's House-October 28-5:30-7:30pm. Boosters providing pizza and water. Girls need to bring pumpkin. Booster will provide posterboard for girls to take home and make posters for State Meet

Action Items

- 1. November Meets
 - a. 11/2 10:45 - Regionals-Crossroads Park-Rachael can help
 - b. 11/12 State-Gilbert- Rachael, Shawna, Megan can help
 - c. 11/19 NXR-Mesa- Rachael, Shawna, Megan can help
- 2. Banquet-Update on completed vs. not completed
 - a. Registration sheet sent out. Brandye will check on 11/4 and 11/14 for number of attendees
 - b. Communication plan-emails to parents (how many, deadline), numbers and dietary restrictions to the banquet committee. Shawna will follow up with committee after Brandye leaves the state on 11/17
 - c. Program-committee to work with Coach. Coach leads the banquet. Brandye will send the completed program to Coach Jessica for review and prep for the banquet. Need to follow-up with Coach for Rookie Award (TUHS does not provide)
 - d. Walk up music, slideshow.
 - e. AV ordered
 - f. Shawna/Rachael will handle end of year gifts (set up-will need 2 tables on side wall; hand out when coach calls up athletes).
 - g. Receipts to Rachael for reimbursement
 - h. Last payment to Foothills (do we bring a check to the event?)
- 3. End of year party-Saturday- 11/12/22 @ Lisa Renda's house. Time: 6:00- 9:00
 - a. Signup genius going out this week to both girls and boys parents. Shawna will talk to Janet regarding Sign Up genius for both programs and update TeamSnap email. Need tables on the signup genius
 - b. Communication plan.
 - c. DJ-Lisa Renda will reserve. Paid for by girls boosters.

- d. Pizza- paid by boys/girls boosters.
 - e. Set up. Does she need boosters help? YES - Shawna and Rachael
 - f. Parents invited inside get together.
4. Thunderboard meetings: 7-8pm Thunder Room (back of cafeteria)
November 14-Brandye
5. Next booster meeting-Last one of the season
- a. Monday, 11/14/22 @ Florencia's 6pm.
 - b. Need a member from Banquet committee to attend

Next Meeting Agenda Items

1. Banquet
2. NXR
3. Discuss donation to gifts/donations account for travel next year
4. Thunderboard meeting update
5. Season wrap up
6. Next Season Booster Committee members election

Tuesday, October 11, 2022

Time: 6:00pm - 7:00pm

Location: Buzzed Goat

Attendees

Rachael Hanania

Shawna Christofis

Megan Leeman

Previous Meeting Minutes Approved

Last Meeting Follow-up

1. Shawna-Fundraiser at Yoasis: \$40 brought in.
2. Rachael-Sent out budget update. No questions.
3. Woodbridge-Debrief-What went well, lessons for next year. Discuss with Coach and add her notes/suggestions.
 - a. Lunch should be done at hotel, not at the race course
 - b. Better communication re pre-race dinner for Varsity
 - c. Closer hotel?
 - d. Recommend hotel that serves breakfast like this year, that saved a lot
 - e. Take post-race pizza to meet
 - f. Take all water off bus except one case for left at hotel for varsity
 - g. Better communication with bus driver and expectations re timing/lunch/etc
 - h. Communication with girls re finishing race and staying at finish line until all girls have finished.
4. Amy-Banquet form – Can we have the form finished by Friday the 14th and sent out on the 17th
5. Brandye-Banquet update-11/21 6:30pm-8:30pm-RSVP by Nov. 4th. When is registration being sent out?

New Business

1. Shawna-Upcoming restaurant nights
 - a. Native Grill and Wings 10/12, 3:00-9:00pm
 - b. Possibly Vero's, Band Impact Nutrition, the Vine, One Stop on Nov 5th (\$5 shakes), By the Bucket on Nov 8 or 9???
2. Shawna-Sponsorship update/Banners
 - a. Banners-Photos with girls for thank you cards. Take picture before race on Saturday?
3. Brandye-
 - a. Pasta dinners: everything is covered.
 - b. Snacks: Update.
4. Coach Jessica

- a. NXR/post season meets-Registration fees of approximately \$200 are needed by boosters. We need to vote on this as it was not in the original budget. Singlets are being ordered, white with Ahwatukee written in black. They will cost about \$20 (athlete/parent pays for these).
 - i. Approved
- b. No other post season races.
- c. Prescott race-Registration fee is approximately \$137.50. We are being asked to pay for it out of booster fees. This will need to be voted on as it is not in the original budget.
 - i. Approved.

Action Items

1. September/October Meets
 - a. 10/15-Juan Reyes Invitational (PSAT are on this day as well). Megan, Shawna and Rachael can help – be there 6am to get pictures of girls with banners as thank you’s to sponsors
 - b. 10/22 Prescott - Megan can help, Rachael maybe
 - c. Regionals 11/2 in Gilbert. Schedule team dinner Tuesday night before?
2. Girls to get out of school to cheer on varsity?
3. Pumpkin Carving at Bailee’s House- October 28-5:30-7:30pm. Boosters providing pizza and water. Girls need to bring a pumpkin.
4. State signs-Vanessa Nichols, Need to ask Peyton M to help. Can provide food/desserts. \$150 budgeted for supplies. We have stencils, need markers, poster boards. Date TBD
5. End of year party, Signup genius (Janet), Help from Boys (order pizza and split in half), DJ (Lisa will book), Parents are welcome to the parent party inside. Nov 12th
6. End of year gifts-Update from Rachael-We need to decide tonight
 - a. All-two options: Crew neck sweatshirt or backpack-order this week. Checking on printing of sweatshirts, otherwise backpacks?
 - b. Senior gifts-Coach sent ideas, need to approve, order this week. Megan
 - c. Captain gifts-Coach sent ideas, need to approve, order this week. Shawna.
 - d. Awards-Coach is handling all of this.
7. Thunderboard meetings: 7-8pm Thunder Room (back of cafeteria)
 - a. October 24-Megan
 - b. November 14-Brandye
8. Next booster meetings
 - a. Monday, 10/24 @ Florencia’s at 6pm
 - b. Monday, 11/14 @ Florencia’s at 6pm

Next Meeting Agenda Items

1. Upcoming meets: Regionals, State, any post season meets (NXR), pasta dinners for varsity for regionals/state? Push for all to attend to cheer on team-Will follow up with Coach on this.
2. Update on banquet. Payton Martin will help with slide show.
3. End of year party planning
4. End of year gifts update

Thursday, September 26, 2022

Time: 6:00pm - 7:00pm

Location: Florencia's

Attendees

Rachael Hanania

Shawna Christofis

Amy Withem

Megan Leeman

Brandy Billeter

Agenda:

Previous Meeting Minutes Approved

Last Meeting Follow-up

1. Shawna-Fundraiser at Florencia's: \$96.38 donated
2. Brandy-
 - a. Photographer/pictures-banners,
 - b. headshots should be available by team dinner on Thursday,
 - c. lessons for next year: only those who pay for pictures will get the headshots for the website, therefore we should have a parent or school photographer just do all the headshots. Do this earlier in the season, perhaps right after the roster is finalized.
3. Woodbridge-Debrief-What went well, lessons for next year. Discuss with Coach.
4. Social Media platform - Did Klecka ask Pings for password to the second account?
5. Amy-Banquet form update

New Business

1. Shawna-Upcoming restaurant nights
2. Yoasis 9/26, 3:00-9:00pm
3. Native Grill and Wings 10/12, 3:00-9:00pm
4. Possibly Vero's, By the Bucket, and Impact Nutrition, the Vine
5. Shawna-Sponsorship update/Banners
 - a. Sponsorship update: Collected to date: \$2200. Pending \$1600. Need \$200
 - b. Shawna following up with others on pending sponsorships

Thursday, September 1, 2022

Time: 6:00pm - 7:00pm

Location: Buzzed Goat

Attendees

Coach Jessica Shearer (by phone)

Rachael Hanania (by phone)

Shawna Christofis

Amy Withem

Megan Leeman

Brandye Billeter

Agenda:

Previous Meeting Minutes Approved

Last Meeting Follow-up

1. Shawna-T-shirt Update (shirts being picked up tomorrow and dropped off at coach's house - will be given to athletes on the bus Saturday),
2. Sole Sports donation \$50
3. Megan-Website- Items still needed (waiting on athlete headshots, sponsors list, and we need a student to provide race recaps)
4. Rachael-Booster Money updates: We have 38 on our roster. 37 have paid.
5. Social Media platform - DVgirlscrosscountry on instagram. Coach has the password. Klecka will ask Pings for password to the second account
6. 2022 Budget approved via email in August

New Business

1. Rachael-Thunder meeting update: Thunder fee due at end of September \$100. Thunderboard has extra money so they are giving \$350 back to teams (not boosters).
2. Shawna-Upcoming restaurant nights,
 - a. Sept 7 Florencia's. Team gets 15% of profit.
 - b. Other options are being explored for later in the season
3. Sponsorship update/Banners
 - a. Several sponsors confirmed
 - b. Shawna following up with others on pending sponsorships
4. Send parents email reminding of tax credit and sponsorships
5. Brandye-

- a. Photographer: Uniforms in hand. Requested a Mon/Wed/Thurs afterschool around 4pm. Waiting on photographer to respond with a date that works.
 - b. Pasta dinners: Admin can add pasta dinners to TeamSnap; 9/2 and 9/9 dinners filled; 9/15 no host, need 9/23 co-host. Emails to be sent to team/parents with addresses for dinners each week.
 - c. Snacks: Lots of snack \$\$; discuss getting snacks/drink coolers to and from each meet
 - d. Banquet: requested date is 11/21, waiting to receive contract to confirm
6. Amy will work to make Banquet form fillable like registration/sponsorship form

Action Items

1. September Meets-
 - 9/3 Chandler: table with info for parents to pay for Woodbridge. Two shade tents. Shawna and Rachael selling old DVCC t-shirts for \$10.
 - Help: 6:45am Shawna, Megan, Amy
 - 9/10 Fountain Hills: Help: Brandye, Shawna, Amy, Megan
 - 9/24 Western Equinox help: Amy, Megan, Kyle?
 - 9/30 Desert Twilight help: Billeters, Withems, Rachael?
 - a. Do we have everything: water/gatorade, snacks, tent, tarps, ice rags (RH have box of misc supplies)
2. Woodbridge (9/16 in CA)
 - a. Logistics-What does coach need from boosters?
 - b. Food arrangements for lunch on Friday (at hotel when bus arrives - sandwiches?), pizza after race around 11pm at hotel, and breakfast Saturday am (included in hotel cost)
 - c. Varsity at the hotel - who will stay back? Dinner? Ask varsity parents to stay back with varsity girls.
 - d. We need extra cases of water (ran out last year); snacks for the bus. Brandye 8 cases water
 - e. Snack bag on bus - Shawna/Rachael
 - f. Send email to parents with what is covered for the girls and what they are expected to bring money for. Meet has food trucks but is cashless. Need cards.
 - g. How many people have paid so far? Due date is 9/9. Reminders need to be sent out (RH or Coach?) Only 7 have paid so far.
3. Thunderboard meetings: 7-8pm Thunder Room (back of cafeteria)

September 19-Amy

October 24-Megan

November 14-Brandye
4. Next booster meeting:
 - a. Sept 15 for snack bags, Brandye's house
 - b. Sept 26 regular business meeting: Buzzed Goat at 6pm

Next Meeting Agenda Items

1. Upcoming meets
2. Sponsorships/restaurant nights - send email to parents as reminder to help with fundraising
3. Team dinners/volunteer needs
4. Pumpkin Carving at Bailee's house-October 28-5:30-7:30? Date ok?
5. Update on banquet and end of year party planning
6. NXR/and any post season meets (parents pay, singlets, etc).

Thursday, July 21, 2022

Time: 6-7pm

Location: Buzzed Goat

Attendance:

Coach Shearer

Rachael Hanania

Amy Withem

Shawna Christofis

Megan Leeman

Agenda:

Last meeting follow-up: none

New Business:

1. Kick-off meeting agenda
 - a. Welcome to parents and student athletes
 - b. Brief summary of experience, goals, etc.
 - c. Introductions of staff and booster members
 - d. Communication
 - e. Meet schedule
 - f. Zero-hour strength and performance reminder
2. Kickoff meeting prep
3. Action items
 - a. Request August 9th meeting
 - b. Amy to revise booster membership form and tax credit form, send to Megan for website
 - c. Email parents/student athletes – Rachael/Jessica
 - i. First day of official practice is 8/8
 - ii. Reminder that physical and register my athlete deadline is 8/1
 - iii. Registration/tax credit forms
 - d. Receive paperwork and payment at meeting: Megan and Shawna
 - e. Update spreadsheet – Shawna
 - f. Spirit wear – Rachael
 - g. Communication – Jessica
 - h. Volunteer opportunities – Brandye
 - i. Manage/update DVCC Girls Cross Country Website and point person for Ron (website) – Megan
 - j. Free DVCC Girls sticker
 - k. Water for meeting – Amy
 - l. Fundraising – Shawna
4. Rachael to send coach Jessica a rough budget/Coach to send Rachael a wishlist of items for Boosters to cover
5. Make change on credit card for Booster account
 - a. Shawna has been added to account and Jen has been removed.

- b. Shawna and Rachael will be the two signers on account
- 6. Volunteer fingerprinting and paperwork
- 7. Next Meeting Agenda Items: anything that doesn't have to do with Kickoff meeting