

Episcopal Boosters Spring Team Meeting

January 31, 2007

Library

Present: Chris Burgin, Jim Cheyunski, Charlie Clayton, Maureen Diederich, John Ferry, Keesy Goebertus, Mary Liston, Jan Maisch, Lee Prizzia, Lolly Roberts, Jamie Ross, Nancy Russell, Erin Shirley, Sara Strom, .

Welcome:

Chris Burgin welcomed the Team Parents and stated that the purpose of the meeting was to provide information and the resources of further information on performing the Team Parent role successfully and smoothly. He discussed his role as Liaison to facilitate this process and reviewed the change in Booster format from monthly meetings to seasonal team meetings. Chris reviewed the Team Parent Guidelines Packet and Booster Budget for 2006-2007, which can be downloaded from the Athletics website. He further reviewed the Spring Team Parent List, also available on the website.

Athletic Department:

1. Jim Cheyunski acknowledged that the level of parent involvement is what sets Episcopal High School apart from other schools. He encourages the Team Parent to assist the coach in any way they can and in return the coach needs to communicate with and use the parent. Some suggestions are making hotel reservations, communicating with parents, updating schedule changes, etc.
2. The proper chain of command with any concern is to address it with the coach first, but not immediately before or after a game. Using email is helpful. If results cannot be reached, you and the coach can meet with the Athletic Director, and then together to the Head Master if necessary.
3. Major communications to parents via mail or email should be sent to AD Office first. This also includes agendas for parent meetings. This strategy helps facilitate communication and prevent misinformation.
4. Any deposits or reimbursements for any athletic items need a P.O. number and A.D. signature. For example, if the team is having a end-of-the-year party, inform the A.D. of the time and place and how much money is anticipated to be needed. The A.D. will make sure funds are available in the team account and give the approval. **Original** receipts must be turned in for reimbursement. Requests can be met quickly. See Jim Cheyunski and he can go to the business office to help expedite responses.
5. Procedure for games:
 1. Get money box from Athletic Department 1 hour before the game. Fans come with the opposing team at that time.

2. Ticket prices and change will be all set up.
6. Jim Cheyunski will pick up the box just after halftime. The ticket person should stay with the box until he comes.
7. Check any fundraising ideas with the Athletic Department for approval. They will get the idea approved with the Development Dept. to avoid approaching the same individual or organization multiple times. Signs advertising businesses are for sale for \$300 and \$1,000 to be hung at the main field and concession stand. Credit for the sign goes to the athlete's team who sold it, not the place where it is hung.

Recognition:

1. Charlie Clayton reported that the committee will work on the criteria for the two new awards; JT Townsend Award and Coaching Excellence Award. The Senior Banquet will need 20 parents to serve. The committee will target sophomore and junior parents.

Membership:

- 1 Lee Prizzia discussed that Booster Membership forms can be downloaded off the Athletic website and mailed in or dropped off at school. Membership forms will also be available at games/meets.
- 2 In addition to season passes for home athletic events at EHS, membership provides direct funding to your child's team(s). The amount designated to each athlete depends on the percent of membership per team. A family membership will count towards each child's team(s) in that family.
- 3 Team Parents are encouraged to ask their parents to bring their forms, checkbooks and a calendar to the first meeting. Lee will work with Mary Krombach in the Athletic Office to have her email Team Parents with their membership list for their team.
- 4 To avoid further confusion, the "Staff" level of membership is for EHS employees only.
- 5 Coach Cheyunski asked that Team Parents remind parents to bring their "membership card" to all events. It makes it much easier for parents on ticket duty.
- 6 April is the deadline to join and support your team.

Concessions:

- 1 Mary Liston orders the supplies/food for concessions, and keys to open the concessions are available at the Athletic Office before the game.
- 2 Please start set up at least one hour before game time.

Photography:

- 1 Sue Goebertus is your contact person for individual athlete and team photos. Eric Rousseau is the photographer. Sue will meet with the Team

Parent early in each season to arrange the time for the photos and again to make sure the names are correct on each picture. The Team Parent will distribute them.

2 The athlete will automatically be charged unless the photo is returned by the designated deadline. They will also have the ability to purchase candid photos. Winter pictures are being developed.

New Business/Wrap Up:

1. Christy Hodges is the contact for any fundraising events. She will help coordinate with the advancement office ensure that efforts are within the school guidelines. Parents are encouraged to discuss with their coach the plans for how the Booster money will be spent. Fundraising can then be planned around that.

2. Year-end parties at the Buck Center: not available on Sundays

3. When emailing pictures to Amelia Palfy, shrink them down or only send 3 pictures at a time. She will also accept discs.

Check the website for future meeting dates.

Respectfully submitted,
Maureen Diederich
Recording Secretary