

RPHS All-Sports Booster Club/Panther Pride

Board Meeting Minutes

Monday, September 12, 2022 @ 7:00

In attendance: Coach Lafavers, Rob, Caprice, Mercedes, Natalie and Steve.

General Membership attendance: Tj (TSR from swimming) & Kendra Gammon (TSR for soccer)

1. Call to Order at 7:19 PM
2. Motion to Adopt Agenda by Tina, Seconded by Steve. All in Favor. Motion Passed.
3. Motion to Approve Minutes from August, 2022 by Tina. Seconded by Steve. All in favor. Motion Passed
4. Comments from general public and general membership
 - a. TJ (Swimming TSR) discussed swim team's desire to start selling concessions at the swim meets.
 - i. District is now charging admissions for all meets.
 - ii. On average there are 4 meets per night.
 - iii. Meets take place at Dan Cook & at the aquatics practice facility at Hwy 6 & Bellaire.
 - iv. Would like to start having concessions. Each school is in charge of their own expenses and supplies. Would rather operate without cash and credit only. Would need "swipers" for phones.
5. Report from President – Rob Harper
 - a. Google Drive Update
 - b. Website Proposal.
 - i. Webinology
 1. Remove jot form and Cesar.
 2. No more picking up checks from Cesar, and no more mailing checks or buying stamps
 3. No more check stock
 4. Cost is \$6,000 with turnaround in 30 days. Includes training.
 5. Landing page for each individual sport. Sports to give current rosters and pictures of athletes.
 6. Can do merchandise sales on site.
 7. Add a Purple Jacket section to keep spirit alive.
 8. Can build pages to replace jot form (will save \$200 per year).

- c. Motion made by Rob to change web provider. Seconded by Mercedes. Motion Passed.
- d. Change to Reimbursement Procedure
 - i. Invoices will be automatically be emailed to RPPantherPride@Bill.com
 - ii. Once a week "staff" will enter the bill information so that proper coding will be applied and no sales tax will be reimbursed.
 - iii. Once a week Rick or Evelyn will log into Bill.com with secure password and review & approve and bills that have been submitted.
 - iv. Once a week Rob will log into and approve the bills Rick or Evelyn approved and submit them for payment.
 - v. Can mail paper checks or ACH deposit.
 - vi. Cost Savings:
 - 1. Stamps: \$214 per year.
 - 2. Jot Form: \$190 per year.
 - 3. Cesar: \$2,637.06 last year (so far this year tracking is \$3,000)
 - 4. Check Stock: \$55 per year.
 - 5. Total Savings: \$3096.06 / \$3459
- e. Change to Board Charter Proposal
 - i. Adding Separate Social Media Position, Sales & Merchandise were all discussed.
- f. Homecoming 2022
 - i. This year the game & tailgating will take place at Mercer not Hall this year.
 - ii. Rob is in contact with FBISD lining & confirming all the details.
 - 1. Will set up far southwest side.
 - 2. Panther Walk will enter thru the SW gate.
 - 3. Diron Blackburn has offered to cook again.
 - iii. Caprice has already been in contact with Ron Ewer of Legacy Ford for fireworks, Station 5 for their involvement & outside schools for participation.
- 6. Organization Sponsor report or comments – Rick Lafavers
 - a. Tennis won their first tournament for this season.
- 7. Treasurer's Report – Tina Worrell
 - a. Review of June Financial Summary for August 2022.
 - i. Team Balances reports provided.
 - b. Status of Audit and 990.
 - i. Completed with John Knox.
 - c. Continued discussion of Bill.com
 - i. Cost is \$55 per user.
 - ii. BSN has been a nightmare and too many chances for error.

- d. Motion was made by Mercedes to change the current process on how we do expense reimbursements. Seconded by Natalie. Motion Passed.
- 8. VP of Booster Club Report – Mercedes Farr
 - a. Kendra Gammon (Soccer TSR) has offered to help Mercedes.
 - b. Need to remove Teri Emmanuel off current account.
 - i. Need a business account with Costco.
 - ii. Close Sam’s membership down.
 - iii. Need debit card from Board bank as Mercedes has been using all her own credit card and then requesting reimbursement.
- 9. VP of Athletics Report – Beth Shields (not present)
 - a. Discussed future fundraisers
 - b. April 1st for next Spring Fundraiser possibly at the Grill.
 - i. Final Four Weekend.
- 10. Director of Membership – Natalie Frederik
 - a. \$7105 to date in membership dues
 - b. 65 members to date.
 - c. Natalie has been attending many RP events & sports meetings to drive memberships.
 - d. Discussed possibly setting up “auto renewal” memberships.
- 11. Director of Events Report – Royce Huffman (unavailable)
 - a. See notes 9.b
- 12. Director of Sales Report – Steve Guerra
 - a. Working on sponsorship levels.
- 13. Additional New Business
- 14. Board Meeting Dates:
 - i. Next Board Meeting Date is 10/4/22
- 15. Open Forum – No comments
- 16. Motion to Adjourn made by Caprice Seconded by Steve. Meeting adjourned at 9:03