

**Bartlett High School  
Booster Club  
Meeting Minutes**

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Meeting Date: 10/14/03  
Meeting Time: 7:00pm  
Presiding: Silvia Stade  
Officers Present: Len Hardy, Bob Pastor, Dan Kallenbach  
Directors Present: Vince Mastandrea (Football), Bruce Werner (Cheerleading), Chris Lopatkiewicz (Dance Spirit), Carol Herbst (Girl's Volleyball), Lois Pastor (Wrestling), Kathy Smith (Boy's Track), Dan Palmer (Student Council), Mary Lynn Veatch (Softball), Tracy Peak (Girl's Swimming), Lori Matthey (Fine Arts, Proxy)  
Regular Members: 7 present

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The meeting was called to order at 7:00pm.

The minutes from the July meeting were reviewed. A motion to accept the minutes was made by Vince Mastandrea, seconded by Bruce Werner, and was passed unanimously.

**President's Report – Silvia Stade**

- The November meeting will be moved to Wednesday, November 12 because Tuesday, November 11 is a "no school" day.

**Athletic Director's Report – Dan Kallenbach**

- The 2003-2004 Girl's Basketball Regional will be hosted at BHS.
- The 2003-2004 Boy's and Girl's Conference Track Meets will be hosted by BHS at Millennium Field.
- The repairs to the bleachers at Millennium field have been completed. Workers had to replace 7 structural steel I-beams.

**Treasurer's Report – Bob Pastor**

- The Treasurer must receive receipts for all pizza purchases for concessions. This is the only way that Bob knows that Chicago Street Pizza bills should be paid. Pizza bills should NOT be paid out of concession receipts.
- Standards and Procedures documentation has been put into each Club's mail box.
- All checks MUST be made out to "Bartlett High School Booster Club". They cannot be made out to the individual clubs because the bank will only deposit checks that have the correct payee.
- Bob requested that all club deposits be made no later than one month after receipt.
- The Online Check Request form on the BHS Booster Club website is now available. Bob will process these requests on Tuesdays and Thursdays and checks are cut once a week, usually on Wednesdays. Bob reminded everyone that all checks require two signatures, so turnaround cannot be instantaneous.
- If a check must be returned to the initiator, and not mailed, this should be indicated in the text field available on the form. The Standards and Procedures documentation states that

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all checks should be mailed directly to the vendor, so checks returned to the initiator should be the exception, not the rule.

- Dance Spirit indicated that they would normally want the checks returned to the initiator, so that they can make their own copies and include a copy of the original invoice with the mailing. Dance Spirit also indicated that many times the situation dictates when the checks must be cut, so response time is very important. Dance Spirit will meet off-line with Bob to discuss this.

**Committee Reports**

**Merchandising – Sue Rendall**

- There has been \$1054 worth of Hawk merchandise sold so far this year. Sue requested that she be allowed to order approximately \$2000 worth of more merchandise of different sizes and styles. A motion was made to this effect by Chris Lopatkiewicz, seconded by Bruce Werner, and was approved unanimously.

**Ways and Means – Ed State**

- Ed stated that Outback Steak House has generously agreed to supply the BHS with the food and the manpower for the 2004 Steak Fry. The date of the 2004 Steak Fry has been tentatively set for September 18. A committee has been formed and will begin meeting shortly.

**Communications – Bob Pastor**

- Bob has volunteered to chair this committee. A committee has been formed and will meet for the first time prior to the November meeting. It is important that any club that has an interest in utilizing the radio station have a member on this committee.

**Club Reports.**

**Football – Vince Mastandrea**

- Vince made a motion that the Football Boosters be allowed to spend \$3500 on equipment travel bags. This motion was seconded by Dan Palmer and was approved unanimously.
- Vince made a motion that the Football Boosters be allowed to spend a maximum of \$3000 to fund an awards dinner for the Football Team. This motion was seconded by Bruce Werner and was approved unanimously.
- An additional phone line has been installed at Millennium Field to facilitate the radio broadcasts.
- Vince made a motion that the General Club funds the purchase of a remote mixer. This piece of equipment would allow radio broadcasts to occur over any type of phone line including a direct line, a PBX, or a cell phone. The cost of this equipment is \$879. This motion was seconded by Kathy Smith and was approved unanimously.

**Dance Spirit – Chris Lopatkiewicz**

- Chris made a motion that the Dance Spirit Club is allowed to fund a choreographer for the team at a cost of \$500. This motion was seconded by Vince Mastandrea and was approved unanimously.
- Chris announced that a Dance Workshop would be held on November 1 at BHS. There may be another workshop in February.
- Chris made a motion that Dance Spirit be allowed to sell Great American Pies from October 18 through October 29. This motion was seconded by Vince Mastandrea and was approved unanimously.

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- Chris made a motion that Dance Spirit be allowed to sell Daily Herald subscriptions for an 8-week period. This motion was seconded by Dan Palmer and was approved unanimously.
- Chris asked a question as to how many “Coaches” fundraisers are allowed per year, or per season? Some people at the meeting thought that only one fundraiser of this type was allowed, some thought that the number of these fundraisers was unlimited. Dan will check into this.

**Cheerleading – Bruce Werner**

- Bruce indicated that he would like to get approval for their new by-laws at the November meeting.

**Fine Arts – Lori Matthey (Proxy)**

- Lori reminded the group that the annual Fine Arts Craft Show would be held this Saturday, October 18.
- Lori also reminded the group that fundraisers would be held at Annies Restaurant from 10am-7pm on November 18 and at Spring Garden Restaurant on December 2 from 5-8pm. BHS, the General Club, and the Fine Arts Boosters will all share in the proceeds from these events.

**Old Business**

- A question was raised as to the progress on the Gym Banners. Silvia stated that Sign-o-rama was still working on the graphics. Vince volunteered to help Silvia work with the vendor.

**Announcements**

***Next Board Meeting, Wednesday, November 12<sup>h</sup> at 7:00pm, in the Bartlett High School Library.***

The meeting was adjourned at 7:45pm.

Respectfully Submitted,

Len Hardy  
Secretary, BHS Booster Club