

Patterson Mill Athletic Boosters

General Membership Meeting

October 15, 2012

1. The meeting was called to order by Bill Benson, PMAB President at 7:05 PM.
2. Minutes of the revised September 11, 2012 meeting were reviewed and approved.
3. A financial report was presented by Mary Price, Treasurer. The cash balance on hand is \$19,956. The quarterly sales tax has been paid. A detailed cash projection sheet was made available to members in attendance.
4. Athletic Director Updates Jason Bellamy
 - Homecoming game and dance went well. Approximately 600 students attended the dance and 105 students attended the chemical free after dance event
 - Fall sports play-off game schedules have been posted on ed-line.
 - Folders have been given to the coaches to distribute for those trying out for winter sports teams.
 - UCBAC girls volleyball championship game will be hosted by PM on October 30th.
5. Committee Updates
 - a. Community Relations- The Emmorton Rec. Council has signed on as a \$1,500 sponsor. Chick Fil A is a \$500 a sponsor.
 - b. Merchandising – Merchandise will be made available for sale during American Education Week. Approximately \$8,000 in merchandise has been sold so far this year compared to \$5,300 at the same time last year.
 - c. Concessions Greg Golczewski reported sales for the fall sports season have been brisk. Approximately 150 Chick Fil A sandwiches were sold at the homecoming carnival and football game. The biggest challenge was moving everything from the carnival back to the stadium concession stand.
 - d. Karen Lynch reported to date there are 102 paid members. Updated spreadsheets will be e-mailed to the coaches.
 - e. Scholarships – no report
 - f. Team Liaisons – no report
 - g. Only 50 tickets have been sold so far. The minimum number is 200. Basket donations are moving along. Last year's bull roast profits were \$10,000_±.

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- g. Bingo – No report
- h. Program Book/Webmaster – No report
- i. No report

6 Business for Discussion

a. Summary of Executive Board Meeting –

i.) The PMAB Executive Board met with Emmorton Rec, board members to gage their interest in the proposed field and what their uses may be. Paul Kahl, ERC President stated the rec. council would be willing to work with the school on this project and would add this to their capital projects list.

ii.) Expense projections thru December 2012 as follows:

Membership expenses (blankets)	500
Merchandise (from last month)	\$ 700
Merchandise (Am. Ed. Week)	\$2,700
Concessions	\$2,500

iii.) By-Law Revisions - Bill is currently working on the final revisions to the By-Laws and hopes to present the revisions to the general membership at the November 2012 meeting.

b. Field House Update - Still in the preliminary stages. Jason outlined the possible sites on which the improvements could be constructed and still be cost effective. An engineer will look at the proposed site and existing field houses and offer recommendations..

c. Indoor Concession Stand - Jason believes that the stand can be finished by November 15th. A check (\$150.00) has been issued to Lowes for the 18 cu. ft. refrigerator

d. Payment and Reimbursement Policy – Mary Price explained to those in attendance a payment and reimbursement policy that was drafted to track future payments and reimbursements. The proposed written policy (attached hereto as Exhibit “A”) and a motion to approve was presented to the general membership. The motioned was seconded and unanimously approved. The tax exempt certificate has been received. The certificate is through 2017.

e. Logo/mascot design – Jason recapped the design of a singular husky mascot logo that could be used by the athletic teams and any other school. A point of emphasis was that the use of the mascot design by other school organizations was voluntary

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- f. Expenditures for approval
1. FS Designs (mascot logo) - A motion was presented to approve \$1,750 for FS Designs to move forward with a single agreement of work to develop a husky design for the athletic teams. The motion was seconded and unanimously approved.(Voucher #5)
 2. Boys Basketball Uniforms – A motion was presented requesting the PMAB contribute \$1,898.60 for the replacement of basketball uniforms (home & away). The motion was a second and the motion unanimously passed (Voucher #6)
 3. Coaches Clinic – A motion for reimbursement of \$120.00 to Coach Ron Arist for registration fees occurred in attending a wrestling coach’s clinic. The motion was seconded and unanimously approved. (Voucher #7)
7. Open Discussion – none PMAB Purchase Request as follows:
- Concessions Voucher # 1 \$2,500.00 9-28-11 to 11-5-12
 - Merchandise Voucher # 2 \$3,200.00 American Education
 - Bull roast Voucher # 3 \$1,050.00 Petty cash
 - Bull roast Voucher #4 \$ 500.00 DJ
 - Membership Voucher #8 \$ 500.00 Blankets

Meeting adjourned at 8:18 PM. Next meeting November 19, 2012

Respectfully submitted

Tom Jacobs

Secretary PMAB

Exhibit "A"

PMAB Payment & Reimbursement

Purchasing

Purchases and expenditures are prohibited without prior board review and approval. All purchase requests must be submitted in writing to the President prior to the monthly board of directors meeting. The purchase request should include an estimate of the amount requested and a reason for the request.

A purchase voucher will be completed for all expenditures that have been approved at the monthly executive and/or the monthly general meeting. The PMAB secretary will sign and date the approved purchase voucher. The student representative will make copies of the approved purchase vouchers for all PMAB board members. The vouchers will be numbered in sequential order. All approved purchase requests will be noted in the Monthly Board Minutes and the original purchase request voucher will be given to the President.

The President will (1) place the item on the discussion items for the next board meeting or (2) if an immediate need, send an e-mail to the executive board for approval.

All contracts must be approved by the board and once approved, signed by the President. Require 2 signatures for all expenditures over \$500.00, before the payment is sent to the treasurer.

Payment & Reimbursement

All expenditures must be approved by the Patterson Mill Athletic Booster Board prior to payment.

All items to be paid must include a signature of the person requesting the payment or reimbursement.

Invoices submitted for payment should include the signature and date of the approval of the person submitting the invoice for payment.

The cash disbursement form must be completed for all reimbursements, not accompanied by an invoice. A receipt must be attached for all items and the receipts must total the amount requested on the cash disbursement form. The disbursement form should include any mailing instructions and must be signed by the person requesting the reimbursement or payment.

The treasurer will use the monthly PMAB board minutes and the purchase request voucher to determine if the expenditure has been approved and if the expenditure is for the approved amount. Only approved expenditures with the proper documentation will be paid.

The treasurer will attach the appropriate authorization to the cash disbursement form, cut the check, and enter the information into Quickbooks.

Expenditures that have not been approved or are over the authorized approved amount will not be paid. The expenditure will be sent to the PMAB President.