**Athens Athletic Boosters**

**Meeting Minutes**

**August 5, 2013**

President Dave Purvis called the meeting to order at 7:04 pm. Twenty members and guests were present.

John Edwards moved and Chris Angelo seconded to approve the June 5, 2013 minutes. Motion carried.

Dave Purvis introduced himself, the Board members, and the Trustees and gave an overview to the membership of each person’s responsibilities to the membership are.

Machelle Linska – Spirit Wear Chair

Renee Zaits – Membership Chair

Maggie Stark-Norton – Scholarship Chair

Scott Aurand – Concessions Manager/Chair

Karen Hilty – Purchaser

Dave Lambert – Public Relations Chair

Bob Rose – Web Master

Bob Sheridan – Alumni Chair

Phil Loomis – Trainer

Rather than following the provided agenda for the meeting, Dave Purvis read off a list of action items assigned and completed or work in progress as follows:

Dave Purvis spoke with Bob Dowd regarding Phil Loomis and his effectiveness and availability to the athletes. Bob was very happy with Phil’s performance and agreed to spread the work about his availability. Phil Loomis will be kept on as Trainer for the upcoming school year.

Dave Purvis spoke with Ken Miller regarding removing the center divider in the inside concession stand case in order to add a new refrigeration to the already existing one in the case. Ken Miller will see that this gets done.

Ken Miller was also requested to check the electrical potential in the concession stand. Modifications would have to be made in order to add to the concession stand without causing problems.

Bob Dowd will supply a complete list of coaches to the TAABF once it is compiled. Word tracks (scripts) will be used as a recruiting source for each team Parent Meeting.

We are still waiting for a copy of our original 501 3© application to be sent from the State of Michigan in order to be recognized by the City of Troy for poker night possibilities.

There have been two Breaking and Enterings at the concession stand in the last two weeks. The concession stand has been rekeyed and a new Key Management will be created to keep track of the new sets. These keys are super masters and only higher-up school officials would have access to the building.

The concession cart has been taken to Pennington Collision for new paint and logs. The labor is being donated. Our responsibility would include purchasing the materials needed. A new awning is being donated by the Generoux Family.

A new website has been purchased and is being developed by Derek Sands, Botec Design. Bob Rose will assist in getting the new website up and running and will maintain the website once it is complete. Scheduling for the concession stand will be done through SignUpGenius.com and linked to the website.

Jim Atwell and Sam Maziasz are working on our new Cash Management System to be utilized in the concession stands.

Jeff Norton and Dave Purvis have replaced two old, broken grills with two new grills. It was decided in an Executive Committee meeting that funds allocated in the Concession Stand Equipment line item would include a purchase/rotation of the grills each year. One grill per year will be purchased on a three-year rotation. The old, broken grills will be taken apart, keeping all usable parts, and disposing the remainder through a metal recycler program.

Melissa and Annette will create a Concession Manual to incorporate Rules, Regulations, and Safe Handling Practices to be followed.

Scott Aurand was introduced to everyone as the Concession Manager. Scott will be responsible for product, inventory, and relationships with the Leads, Member Volunteers, and Administration. 16 people have been trained to be ServSafe certified with several more taking the class tomorrow evening. Concession Leads will monitor the concession stand during their Lead time and encourage new members to joining.

Lead Training will take place in the Concession Stand on Tuesday, August 13th at 6:30 pm. Every Lead, Board Member and Trustee is expected to attend.

Jim Atwell, Dana Cowper, and Melissa Mooney are in the process of auditing the Concession Stand books from the past two years. Jim Atwell has completed the first pass and the documents are ready to be viewed for the second pass.

Jim Atwell has purchased two drop safes with keys.

Sam Maziasz is working up setting a date to get the bank account signing rights signed over from Bob Sheridan to Jeff Norton.

Bob Sheridan has submitted Best Practices to be used in the Concession stand. Annette Berard and Melissa Mooney will use this information when creating the Concession Manual.

The Membership Form has been updated and will be sent to Bob Rose to upload.

The July Treasurer Report was reviewed by Sam Maziasz.

Dave Cowper has taken over the responsibility of the Brick Program and 8 have been sold to date.

Monies requested in the June meeting were for a basketball passing machine and inspirational sayings to be printed on the wall. Neither receipt had been received prior to the closing of the books for the school year and will have to come out of the 2013-2014 budget.

The Board and Trustees would like to add the following language to amend the Constitution and Bylaws of the Troy Athens Athletic Booster Foundation. On page 7, Article VI, Committees, Section 4, the current language reads:

**Article VI**

**Committees**

**Section 4: Standing Committees**

Committees include, but are not limited to:

1. **Membership** (Standing Committee)
2. **Concessions** (Standing Committee)
3. **Merchandise – Spirit Wear** (Standing Committee)
4. **Scholarship and Grants-in-Aid** (Standing Committee)
5. **Special Projects or Events**

The new language would read as follows:

**Article VI**

**Committees**

**Section 4: Standing Committees**

Committees include, but are not limited to:

1. **Membership** (Standing Committee)
2. **Concessions** (Standing Committee)
3. **Merchandise – Spirit Wear** (Standing Committee)
4. **Scholarship and Grants-in-Aid** (Standing Committee)
5. **Public Relations** (Standing Committee)
6. **Web-Site** (Standing Committee)
7. **Alumni** (Standing Committee)
8. **Special Projects or Events**

Language was introduced in the August meeting and will be voted on in the September 2013 meeting.

Sam Maziasz reviewed the figures of the 2012-2013 budget and suggestions/adjustments were made. Each item was reviewed, discussed, and accepted. A copy of the budget will be attached to the official meeting minutes. Jim Atwell moved and Renee Zaits seconded to approve the balanced 2013-2014 TAABF budget. Motion carried.

John Edwards moved and Todd Miletti seconded the need for a new PA system. Motion died due to lack of funds to be allocated at this time.

A comment was made that the Membership has purchased a new mascot and it has not been used but twice since we bought it. The membership would like to see it used more often.

Michelle Watson moved and John Edwards seconded to adjourn the meeting. Motion carried. Meeting was adjourned at 8:34 pm.

NOTE: There was no concession money turned over to the Treasurer this month.

Dates to be aware of: August 19 – Senior (8-11 am) and Junior (12 – 3) Registration; August 20 – Sophomore (8-11 am) and Freshmen (12-3) Registration; August 22 – Make-up Registration Date; August 24 – Troy Cowboys Football Games (9 am – 7 pm); August 26 – New Student Orientation (7 pm); August 26 – 29 – Concession Stand Open for sporting events