



General Meeting
September 11, 2018
Minutes

1. **Welcome:** Wendy Larson

2. **Call to order:** 7:02 with 12 people in attendance

3. Wendy Fawcett made a motion to approve April 2017 minutes as presented. Aimee Olsen approved.

4. **President's Report:** Wendy Larson

Thank you to everyone who worked over the summer:

- Sarah Johnson for learning all things email blast, facebook, twitter etc.
- Aimee Olsen
- Ellen for their work on membership over the summer
- Wendy Fawcett for sports passes
- Tracy Osborne for football parking
- Aimee and Ellen for football seating
- Michelle Triscik for gathering all the sponsors and advertisers
- Phil Mrzlak for the layout of the activity program
- Meg Jamen,
- Lisa Peterman for Tigerwear
- Denise Pulido and Peggy Litvan for doing such an incredible job this summer of securing new equipment and redesigning the whole interior of the concession stand! It's awesome!
- Dawnelle Muff for PE uniforms

5. **Treasurer Report:** Aimee Olsen (see attached)

Aimee asked to review the proposed budget. She made a motion to approve the 18-19 budget and all approved. Aimee then reviewed the actuals to date and discussed Tigerwear, concessions, football parking and seating, sponsorship as well as Operation Safe Celebration and said the board put more money in "student activities and support" so that PAWS could purchase something for Post Prom this year.

Aimee also reminded committee chairs to use expense forms for reimbursement.

6. Vice President Report: Sarah Johnson

Sarah introduced herself to everyone and is excited about her new position. She asks that if you are a committee chair to please send her your reports by noon on Thursday for the following week for the newsletter. You can reach her by email at vicepresident@TigersPaws.org for the weekly newsletter. If you would like something done quicker on social media, contact Martha Economos at media@TigerPaws.org

7. Principal Report: Dave Claypool

Dave introduced Dan Korntheuer as a new Assistant Principal at South. Dan worked at South years ago and then moved to Wheaton North before spending the last 2 years working on the high school curriculum for the district. Dave also mentioned how well curriculum night was attended. He wasn't able to attend freshman orientation but sent in a video for the families and was very excited and thankful for the new projector PAWS purchased in the gym. Volleyball used it that evening as well, and they will be encouraging all the coaches to use it for introductions.

8. Committee Reports

Tigerwear (Wendy for Lisa Peterman)

We have had 7 sales to date and have sold \$12,888 in tigerwear so far. (expenses are \$27,000 so have a ways to go to make our \$5000 profit).

Although we have a list of volunteers, need people to sign up for Football Game sales. We are also using Key Club volunteers.

Upcoming sale dates:

Friday, Sept 14, 2018	5:00-10:00pm	Football game (Stadium Hut) St. Charles I
Tuesday, September 18, 2018	10:00-12:30	Lunch Sale
Tuesday, October 2, 2018	10:00-12:30	Lunch Sale (Homecoming week)
Wednesday, October 3, 2018	10:00-12:30	Lunch Sale (Homecoming week)
Friday, October 5, 2018	5:00-10:00pm	Football game (Stadium Hut) Lake Park H

Concessions (Wendy for Denise Pulido, Julie Vassios, Peggy Litvan)

In the fall we instituted a six-person management committee to run the concession stand, consisting of two co-chair people and four others. We divided up the weekly jobs into five different activities and have cross-trained, so we can pass on knowledge from one season and year to the next. I am happy to say this seems to be successful so far. We have a great group.

Volunteerism has been pretty good, and we have seen a lot of freshman parents step up to help. It has been fun for all of us to work the stand with such enthusiastic and nice people working each week. Our management committee has had 2-4 people at each event.

The new layout is working well. We can get by with less people than before and there is more room to move around. We added fans which really helped with all early season games we have had so far. During the hottest game we sold 1600 cold beverages!

So far, after 3 games, profits after expenses are around \$11,000.

We can use some help after the season. We found out that stainless steel rusts. We need to treat all the tables and sinks, and it would be nice to get help with that. Many hands make light work!

We need to get help with outside maintenance from the school for deck repair, trim repair and painting. Also, of great importance, is removing the window sweeps and replacing them. We have had water damage in the stand and will need to replace at least one laminate shelf. Hopefully this can be done in the fall before it gets cold. This cannot be put off any longer

Membership (Wendy for Ellen Cassin)

Membership numbers are slightly down compared to last year. We currently have 384 members compared to 419 members at this same time last year.

Sport Passes Wendy Fawcett

We sold approximately 240 Sport Passes bringing in \$9800. 90% of that will go back to district. There is no budget for the passes so we will try to pass the cost of about \$230 on to the district or at least 90% of it.

Sponsorship (Wendy for Michelle Triscik)

Sponsors brought in \$12,650 in ads. 3 new sponsors this year. Cost were \$330.12 for 5 new banners and \$105 in stair steps on bleachers.

Banners will be up for 2 more home football games and put in the black & orange gym before basketball season.

All sponsors will receive a program and thank you letter this week.

Football Parking (Wendy for Tracy Osbourne)

Season passes sold: 49 @ \$50 and 1 @ \$40 (4 games)

7 spaces/passes are reserved for consistent volunteers (Concessions, Tiger Wear)

Approximately 6-10 spaces have been sold on game nights after 7:15 pm

Areas of improvement:

1. Of course, volunteers. We have had a few great volunteers, but more would be extremely helpful! Especially for the Varsity game!
2. Varsity football players and a few parents: They were surprised they could not park in that lot. :) Aimee sent an email to Melanie Bottom asking to remind all that the reserved lot is a fundraiser for PAWS and that they would not be able to park there. Some have still not gotten the message (but a lot better than week 1). We also are running into some parents who are volunteering specifically with the football teams (filming, audio) and feel they should have parking spots. We are fine letting them in to unload anything, but that doesn't seem to make them happy.

Football Seating Aimee Olsen (for herself and Ellen Cassin)

Seating sales went well. Participants are down due to smaller teams and less spectators. Note to next year to clarify rules more and boldly.

Activity Program (Wendy for Michelle Triscik)

800-850 programs were printed and bundled and distributed to teams via the Athletic Office and Coaches.

50 programs were delivered to entrance gates at Football Game for sales.

\$12,500 in ads were sold.

Issues - We ran into some timing issues with having pictures on Wednesday and copy needed for Monday in order to have programs ready for the Friday game. Less than a week is next to impossible to get all the rosters from the Athletic Office. The plan is to move forward with getting photos and rosters before picture day to have as much laid out as possible and then only place the pictures before a final proof. We now have access to the school photos which should make that part easier for the Winter program.

A correction will be printed for incorrect names for the XC coaches.

Operation Safe Celebration (Wendy for Laila Khayal and Josephine West)

Operation Safe Celebration

-First meeting on October 3 at Wheaton Park District at 7pm

-WWS Post Prom Event is on May 18, 2019 at Main Event

-Volunteers still needed

PE Uniforms (Wendy for Dawnelle Muff)

Freshman orientation - WSC brought all of the inventory and a list of online orders & we filled orders for those that stopped by. Probably about 20 orders were picked up. A decent amount of parents purchased that night. Their iPad was not set up with WWS logins & we couldn't get a connection, so all sales were tallied manually & paid with cash or check. Overall, I would set up again at orientation. Maybe announce it more ahead of time so freshman parents know there is a pickup date before school starts

2nd day of a school pickup - I liked it way better than not being home on the first day. The teachers had a chance to tell kids to pick up or bring cash on day 2. About 20 orders left at the end of the day that went into the PE office. Pretty good amount of cash sales was made. The iPads had the south logins so that worked. WSC was all out of adult medium shirts which a lot of kids wanted to buy. Didn't affect online orders. Dawn had those bagged & labeled, that was smooth. I would say it was a success. I had 1 other mom helping me in shifts & that was the right amount of help

I told dawn to contact me if she needed my help getting orders out of the PE office & that

we would touch base at the start of 2nd semester if there will be another wave of orders from the health kids???

9. New Business Wendy Larson

Allocation Committee

Members: Susan Nordmark (Chairperson), Wendy Larson, Sarah Johnson, Aimee Olsen, Wendy Fawcett, Cate Economos, Laura Seymour, Dave Claypool, Lori Campos

Allocation Deadlines: September 24, March 11

Committee Meeting Dates: October 16, March 19 (held in the Traditions Room)

General Meeting with allocation voting: November 13, April 16

**Note the rule that ALL approved allocations invoices must be received by mid-June prior to the closing of the PAWS books.*

10. Adjournment

Meeting was adjourned at 7:44 pm.

TIGER PAWS - NOV 2018 TREASURER'S REPORT

	Jul '18 - Jun 19	Jul '17 - Jun 18	2018-2019 Budget	COMMENTS
Income				
ACTIVITY PROGRAMS	11,453.41	9,504.21	10,000.00	Done for year
INTEREST	8.04	32.99	-	
MEMBERSHIP	25,381.13	18,326.69	20,000.00	363 members - approx \$8400 to cusd, now approx \$17k; looking to be \$3k short of budget
Other Fund Raisers	2,897.50	6,278.75	5,000.00	PFA \$825/PE \$2,072.50, should be on budget
OTHER INCOME	-	500.00	-	
OUTDOOR CONCESSIONS	21,502.26	15,987.38	20,000.00	should run above budget with track; spring s/b \$5-6k
RESERVED PARKING	3,591.11	1,910.56	1,500.00	Done for year
RESERVED SEATING - FOOTBALL	897.00	1,322.00	1,250.00	Done for year
Sweem Memorial Fund	-	-	-	
TIGER WEAR Merchandise	(8,740.96)	7,019.38	5,000.00	Prior year to date \$(3,218), \$5k more in expenses to date; hope to bring in \$11k income thru end of year; may fall short
TRADITION TRAIL	-	64.00	-	
Total Income	\$ 56,989.49	\$ 60,945.96	\$ 62,750.00	Trending to finish at \$67.2k Total Income
Expense				
ADMINISTRATIVE	2,745.51	2,967.09	3,300.00	\$1,300 for tax return filing - in line with prior year to date
ALLOCATIONS-MISC	-	35,426.64	40,000.00	based on concessions stands, increase by \$20 to \$60k
BEAUTIFICATION	32.83	564.50	1,000.00	
FACULTY & STAFF APPRECIATION	-	2,700.00	2,600.00	
OPERATION SAFE CELEBRATION	5,000.00	5,000.00	5,000.00	
PARENT ACTIVITIES & HOSPITALITY	178.34	(651.40)	800.00	
SCHOOL EQUIPMENT	-	10,000.00	-	
STUDENT ACADEMIC ACHIEVEMENT	-	6,415.27	6,800.00	
STUDENT ACTIVITIES & SUPPORT	400.00	1,300.00	3,000.00	budget includes post prom items
Total Expense	\$ 8,356.68	\$ 63,722.10	\$ 62,500.00	- proposing new expense budget of \$83.1k
	\$ 48,632.81	\$ (2,776.14)	\$ 250.00	- proposing new total loss of \$15.9k; using excess cash potentially ending the year with \$43.6k in cash reserve

CASH BALANCES as of 11/12/18:

Checking Chase \$48,096.06
Savings Chase \$968.69
Checking Wintrust \$13,038.24
Savings Wintrust \$46,086.80
Total Cash 11/12/18 \$108,189.79

Check Figures:

7/1/17 Cash	59,556.98
YTD Net Income	48,632.81
11/12/18 Ending Cash	108,189.79
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