

**Avon Grove Sports Boosters**  
**Meeting Minutes**  
**Wednesday, September 13, 2023**  
**7:00 PM- New High School Cafeteria**

*Meeting called to order at 7:05 pm by Christina O'Connor*

**I. General Sports Booster Updates- Christina O'Connor, President**

The purpose of the AG Sports Boosters is to engender, foster and promote the athletic program and school spirit at AGHS. We are to assist and support the coaches and faculty members involved in the administration and conduct of the interscholastic athletic program. We are to raise funds for special equipment and programs deemed necessary or desirable by the coaches or Club not specifically provided by the District School Board. We also provide an umbrella organization for team booster organizations by:

- Supplying Operator's License and Food Handler's License for concession stand operations
  - Supplying PA State Tax Exemption - as a 501(c)(3) charitable organization, we are exempt from sales tax, which covers team booster clubs
  - Supplying a PA State Gaming License which covers booster clubs for 50/50 type fundraising
  - Paying for the preparation and filing of all government documents for booster clubs/teams
  - Maintenance of Concession stands and equipment
- A. The Booster Board has been working through the summer on many things including: Concession revisions, Website Facelift, Paying Taxes and keeping up with paperwork, Homecoming preparations.
- B. The Booster Board was super proud to be able to grant all of the team wishes last year. We will continue to plan fundraisers this year. Student v. Staff Basketball in November and Bingo in April. We are also looking into Dine and Donate dates and adding one other big fundraiser.

C. **Homecoming overview**- Kyle Christy, Athletic Director Highlighted some need to know issues regarding Homecoming 2023

**\* Homecoming emails went out to Coaches and Team moms. This email is a detailed email of deadlines and information regarding Homecoming with links and due dates. If you have not received this information check with your coaches.**

1. Deadlines for Homecoming

a. 9/15/23- Homecoming Request Forms need to be submitted. Klye has received: Men and Women Soccer, Girls Hockey, Football.

b. 9/22/23-

- Parade float request form is due. Kyle has received: Girls ice hockey, Men and Womens Soccer, Cheerleading.
- Booth location list will go out
- Volunteer list needs to go to Mary Wright - Keeping in mind if volunteers are driving the float or hosting float decorating they will need clearances.

c. 9/30/23- Day of Event

- 8am-9am Booth Set up
- 9am Booths open
- 9am-10am Parade line up
- 10am-11am Checking line up
- 11am Parade Starts Memorial park, up Rosehill, up Prospect, up State Street, down to High School.

2. Other Homecoming issues

a. Remember food services rules for your booths

- Keep your menu simple and keep potentially hazardous foods (meats, eggs, dairy products, potato salad) to a minimum.
- All food is to be purchased through the school district or from a source approved by the Food Services Manager.
- Food is NOT permitted to be prepared at home.
- Food is prepared under the supervision of the district's Certified Food Handler at the school (in the cafeteria)
- The re-sale of outside vendors' food (e.g. Chick-Fil-A, Philly Soft Pretzel Factory) is permitted.

- Commercial packaged food sales (potato chips and pretzels) are permissible.
  - General cake sales (cakes, cookies, candy, bread, brownies) are permissible.
- b. **Can't Throw Anything OFF the Float- \$50 fine will be charged But, you CAN walk behind or on the side of your float and hand out candy etc.**
- c. There is a \$50 fee for having a booth at Homecoming. This comes directly out of your account and pays for custodians, kitchen staff and clean up and set up for the event.
- d. New this year . . . There will be a **Parade Contest** hosted by the Booster Club Board. Floats will be judged by local celebs. We are looking for creativity, great themes and HIGH Energy. **Prizes will be 1st Place \$100, 2nd Place \$75, 3rd Place \$50. Going to your team's bank account!**
- e. Don't forget to order up your CASH BOX.
- Request your empty cash box, by contacting Nicole O'Rourke, [agsportsboostersdeposits@gmail.com](mailto:agsportsboostersdeposits@gmail.com)
  - Pick up empty cash box at the High School
  - Request \$ from your account by contacting Stephanie Norton, [agsportsboosterspayouts@gmail.com](mailto:agsportsboosterspayouts@gmail.com), please use payment request form on the website and give Stephanie about 2 weeks to process. Remember this is a two person required request.
  - Take Check from Stephanie to your bank and cash it
  - Remember at the end of homecoming Cash profits, and receipts and deposit form go to Nicole for depositing back into your account.
- f. Brief discussion regarding looking into having the parade at a different time so that the football team can participate. Can be looked at for next year.

## II. Vice President Information, Sommer Kelly

Sommer gave a brief reminder regarding submitting fundraisers to her.

- Complete the fundraiser request form on the website
- You will receive an email once it has been approved.
- We cannot have too many of the same fundraisers at the same time.
- Anything that is not provided at the Concession stand by the Booster Club is considered a fundraiser ie. Chick-fil- A is considered a fundraiser.

- A. Brief discussion regarding Fundraisers at establishments similar to Blondes and Brunettes Brewery because they involve alcohol there is an Adult form attached to the fundraising request form. Sommer will look into editing this adopted form to fit special situations.
- B. Lots of great Fundraisers are already coming through for this year!!!!

Make sure to also forward fundraisers that are scheduled to Lisa Strobel so they can be posted on our social media accounts.

### **III. Payments Treasurer Information, Stephanie Norton**

Stephanie briefly reviewed the check request information

- Electronic payment request form located on the sports booster webpage
- Microsoft Edge (Internet Explorer) is the best browser to edit the form
- Approval Process for Payments- two signatures required, coach and another person
- Turn around time is under 2 weeks.

### **IV. Deposits Treasurer Information/Updates, Nicole O'Rourke**

Nicole reviewed some of the highlights of depositing.

- Nicole collects the deposits from the high school on Tuesdays (before noon) and deposits the money on Wednesdays
- Nicole will email a copy of the receipt showing that your deposit was made
- All the forms are on the website
- Nicole will provide account balances by request via email
- Please make sure the coach has you listed as being able to request/receive the team statements
- Nicole is the person who will be getting your homecoming profits after homecoming.

### **V. Secretary Information, Cristen Lauzon**

Wish list voting reviewed.

- Please make sure you sign in for each meeting- this is important when it comes to wish list voting at the end of the season
- You must attend 5 meetings to be eligible to vote for the wish list at the end of the year.
- The Booster club board added volunteer opportunities last year that will count as one meeting. This will continue this year.
- The wish list vote will be changed this year to the May booster meeting.

## **VI. Concessions Information, Millie Lee**

Lee Irwin has been added to the Booster Club as a Concession Consultant. Lee ran the AGALL concession stands and comes to us with many years of experience.

- A. Many changes have occurred during the summer to streamline the concession stand, to improve on an already great stand.
  1. Contracts were signed with several companies to deliver products directly to our stands. Coke, Herrs, and a Candy company.
  2. Accounts were set up with Philly Pretzel and Marones for pizza
- B. A Point of Sale Machine was purchased- An ipad with a square
  1. Entering all orders, even cash will allow us to also inventory which will increase profits by decreasing waste.
  2. Also will allow people to pay electronically with card, venom or apple pay
  3. Money goes right into our bank account
  4. Testing in the big outside stand already. Football will start on 9/30.
  5. Another machine will also be purchased.
- C. These changes have been great but not without hiccups. A meeting has already been scheduled by the board to establish more of a protocol for concessions. Also booster members brought up other issues- ie. running out of water in between deliveries and having to order and pick up their own pretzels and pizza.
- D. Equipment also scheduled to be fixed or replaced: Big Fridge, hot dog roller, AC unit and the freezer
- E. Teams are being asked to keep Millie in the loop of inventory needs and problems that arise.

## **VII. Web Page/SocialMedia, Lisa Strobel**

Lisa was introduced as the new Webpage and Social Media chairperson. Many booster members have already complimented Lisa on the job she is doing so far. Lisa has been doing social media for the football team and will now share her experience with all of the Avon Grove Sports teams.

- Lisa mentioned that the Booster Club Website was revamped by Sommer Kelly this summer so check out the new look.
- Lisa stressed the importance of sending her flyers and important dates and team highlights to be posted on the media platforms.

## **VIII. Signage**

- Always In search of businesses to advertise on the football, baseball and softball fields
- Form can be found on the new website
  - A. A big Thank you to our new Signage Advertisers: Willow House Advisors, Realtors Lamb and McErlane, QFix. and Morevent
  - B. Thank you to all companies who have renewed their contracts: Philadelphia Freedom Lacrosse and DOS

## **IX. Kyle update**

- A. Lifetouch Photography will be doing media day for each team this year.
- B. Joe Coffee is doing District sports page AGHS\_RedDevils
- C. The District has put an end to using personal venmo for selling spirit wear
- D. Kyle addresses the need for an Athletic trainer. We do have one athletic trainer that splits her time between the campuses. The school is filling in with school nurses. They are looking to hire 1 or 1.5 trainers. The salary is around \$57,000 with a masters. CCIU is trying to find applicants. Other industries are using trainers for 9-5 jobs such as Amazon. Which is shrinking the applicant pool.

## **Individual Sports Update**

- Cheerleading- will hold a Cheer competition 12/9. Hope to do 5 or 6 this year.
- Boys Cross Country- Great Season so far. Junior and Senior heavy. Love the 3 big beautiful tents that they purchased with wish list money!!!
- Girls Cross Country- Also out to a great start.
- Field Hockey- 5-0 1st home game on 9/14
- Football- 2-1 Varsity. Many kids are putting up some nice stats
- Boys Golf- 7-2 Fabulous year. Lots of Seniors
- Girls Golf- Young team also doing well and having fun.
- Mens Soccer- 4-1 off to a great start.
- Girls Soccer- placing 30th in district plenty of time to go up, 2-3 right now
- Boys and girls tennis- had 17 seniors last year.
- Girls and Boys Volleyball- They are building up their teams and even added a Freshmen team. 5-1 varsity, 4-1 JV 3-0 Freshmen. Having a yard sale at Penn Brewing parking lot on 9/24
- Boys and Girls Ice Hockey- season starts in October, scrimmage on 9/29. 35 players, 10 new players..

## **Myth vs. Truths**

- F. The Sports Booster Board does not take \$ from team fundraisers. They do take a portion of Concession stand sales to be able to restock the stand.
- G. There is no Sports Boosters fee!!!! If you are paying a fee it is coming from the Coach or team parent of your sport. The only fee is the district \$150 fee going to the school.

Meeting adjourned at 8:10 PM by Christina O'Connor

**Next Meeting- Wednesday, October 11th at 7:00 PM in the High School cafeteria.**

**Please come to the cafeteria entrance. All other doors may be locked.**