



Central Bucks West Football

Parents Club BOARD Meeting Minutes

September 23, 2020

Start: 7:18 PM

Adjourned: 9:37 PM

1. BOARD MEMBERS PRESENT

1. Bonnie Kuller, Senior Rep
2. Jen McGuire, Junior Rep
3. Vanessa Riggi-Cimino, Junior Rep
4. Steph Charran, Sophomore Rep
5. Jen Estes, Sophomore Rep
6. Shannon Catterall, Freshman Rep (not present/called in)
7. Kelly Morris, Treasurer
8. Sara Vessichelli, Secretary

2. Recap of June Minutes 6/3/2020

A. Recap of June Minutes

- 6/3/2020/ Document voting via text

- i. Board Vote: All in favor of purchasing Kona Water Ice for the players on Friday, 9/18/2020 in the amount of \$250:

Bonnie Kuller	Senior Rep	yes
Vanessa Riggi-Cimino	Junior Rep	yes
Jen McGuire	Junior Rep	yes
Steph Charran	Sophomore Rep	yes
Jen Estes	Sophomore Rep	yes
Shannon Catterall	Freshman Rep	yes
Kelly Morris	Treasurer	yes
Sara Vessichelli	Secretary	yes
Rob Rowan	Head Coach	n/a

3. Weekly Parent Email Communications

Jen McGuire drafted this week's email. Email will include the following information:

A. Picture Day

- Parents cannot attend picture day
- Parents will be asked to bring a case of Gatorade to picture day to be dropped off at Rob Rowan's office
 - Directions on office location to be added to parent email
 - Sign-Up Genius to be sent to parents
- Thursday, 9/24 Practice
 - Players will receive uniforms and picture order forms

- B. Seeking Graphic Designer for Senior Night Program
 - A. To be included in the parent email (discussed under Section #9 Programs)
- C. Chipotle Fundraiser
 - A. Details under Fundraising Section #7
- D. Livestreaming Games – send link to parents
- E. Half Time Snacks – provided by parents (Sign-Up Genius) see Section #4

4. Games this Season

- a. Tickets
 - i. 2 tickets per players will be issued by the district
- b. Games
 - i. 6 Varsity Games
 - ii. 5 JV Games
 - iii. Currently 3 Freshman Games (working on adding 2 more)
 - iv. Jen M. to add game schedules to website. Game schedules can currently be found on cbwathletics.com
- c. Livestreaming
 - i. The district charges \$10.99 per month for this service
 - 1) One still camera angle (no zooming in during the game or following the plays)
 - ii. Jen M. will contact Henry Hunt about livestream for JV/Freshman games
 - iii. No Livestream for Scrimmage on 9/25
 - iv. Jen M. adding to website – Link for Streaming Service
- d. Half Time Snacks
 - 1) Sign Up Genius will be sent to parents for each game
 - 2) Snacks must be individually wrapped
 - 3) Pretzels for Freshman, JV and Varsity Games provided by the Parents Club
 - a. Philly Pretzel of Doylestown – will offer the same price for individually wrapped pretzels
 - i. Jen McGuire to order

- ii. Coordinate with board members to deliver on game days
- e. Water for the players for Games
 - i. Water boys are not permitted at games
 - ii. Managers will distribute water
 - 1) Water cannot be squirted into players mouths during each time out
 - iii. Parents Club has to purchase Mini Water Bottles and a bucket for the empty bottles
 - 1) Must determine how many bottles needed for each time out per game
 - 2) School district is not providing water for the players
 - a. Discussion about how district should be providing water for our players
 - iv. Board vote for mini water bottles pending

5. Pre-Game Meals

- a. Pre-Game meals are to be eaten outside in a corner section of the stadium
- b. District will provide tables and chairs
- c. District will not provide a tent
 - 1) Discussion about how district should be providing tents for our players
- ii. TENTS NEEDED- Parents club to purchase approximately (2) 10 x 20 tents from Amazon
 - 1) Bonnie to obtain pricing
 - 2) Board vote pending
- d. Pre-Game Meals Tentative Schedule
 - i. Sept. 25th Scrimmage – Wawa hoagies, chips, drink and apples
 - 1) Bonnie & Vanessa – food
 - 2) Bonnie, Jen M., Jen E & Steph to assist with distribution at scrimmage 9/25 @ 3:15pm
 - ii. Oct 2 - Nat's Pizza - Pasta and Chicken Parm, salad bread (Jen. M.)
 - iii. Oct 9 - Meal TBD
 - iv. Oct 16 – Meal TBD
 - v. Oct 23 – Meal TBD

- vi. Oct 30 - Meal TBD
- vii. Nov 6 – Chick Fil A - sandwich, salad and chocolate chip cookie (Jen M. going to ask to swap a cookie for mac n cheese if not we need a supplement)
- viii. Jen M. contacted:
 - 1) Roman Delight
 - a. Pasta, meatballs and 2 garlic knots \$350 - need a salad as well
 - 2) Villa Capri
 - a. They are ready to provide a meal at a discount (need to work out details with them)
 - 3) Other considerations
 - a. Dominicks (Bonnie)
 - b. Mesquito Grille (Jen M.)

6. Senior Night – October 23rd

- a. Tabled discussion for next board meeting
- b. Suggestion to move Senior Night to October 30th (West v. East)
 - i. Jen M. to inquire

7. Fundraising

- a. Form A/B
 - i. Form A not submitted (per Bonnie, we were told not to worry about it)
 - ii. Form B submitted
- b. Chipotle Fundraiser October 17, 2020 4pm-8pm, 6 months needed between this fundraiser
 - 1) Will also be added to Facebook page and website
 - 2) Orders can be placed online or in person
 - 3) Ability to fundraiser 33% with a minimum \$150
- c. Parent Jerseys
 - i. Brenda Mancini sent out an email about shipping status to parents who ordered them. Shipping anticipated to occur on Friday
- d. Donation Link for Website

- i. Discussion about adding a donation link to the website

e. Dine and Donate

- i. Bocelli's (Jen. M.)
 - 1) being considered
- ii. Other suggestions – Poco's and/or Omiza (Sara)
 - 1) Not being considered

f. Other fundraising ideas

- i. Cow Plop (Shannon)
 - 1) Being considered
- ii. Panera Bread (Shannon)
 - 1) Being considered
- iii. Bag BINGO, Drive 4 Ur School
 - 1) Moved to next season

8. Budget/Expenses

- a. Kelly Morris, Treasurer
 - i. Board has approximately \$20,000 not including jerseys and yard signs
 - 1) Does not include \$1,500 from last Gold Card pick up
 - 2) 654 Gold Cards are still outstanding

9. Game Day Programs

- a. Senior Night Program (only one program this season)
 - i. Vendor
 - 1) Bonnie working with Reggie from UPS
 - 2) Bonnie to oversee program design and printing
 - ii. Player Ads
 - 1) Player Ads at no cost
 - a. Seniors – Full Page Ad
 - b. Juniors – Half Page Ad
 - c. Sophomores - Quarter Page Ad
 - d. Freshman – Business Card Sized Ad
 - e. Sara & Kelly Fileppo to create letter to send to parents requesting information for Player Ads
 - f. Deadline for Player Ads – October 10th
 - i. Submissions can occur through email address (programs@?????.com) photos and forms
 - g. Letter to be drafted by next week, as per Bonnie

- 2) Game Rosters
 - a. Bonnie to include game rosters in Senior Night Program
- 3) Pre-Orders Only
 - a. Program to be sold via website
 - i. Cost still being determined
 - ii. Distribution of programs to be determined
(cannot be distributed at games)
- 4) Sponsor Ads
 - a. Included in program this year at no cost to our sponsors
 - i. Bonnie to handle this portion of the ad
 - ii. Obtain ads from last year via Kelly Fileppo (had on a USB stick)
- 5) Email Parents seeking Graphic Designer
 - a. Suggestion to include in parent email request to see if any parents are graphic designers and can assist with creating this year's program
 - i. Jen M. to add to weekly email to parents

10. Apparel

- a. Coach's Wish List for Staff
 - i. Ordered and received (Completed)
- b. Team Store
 - i. Freshman Board Members – Shannon & Sara
 - 1) Discussion to set up an online team store
 - a. Vendor needed
 - 2) Discussion to sell current inventory on hand
 - a. Shannon & Sara to discuss creative ideas

11. NEXT BOARD MEETING: To Be Determined (will occur in approximately 2 weeks)

Prepared by

Sara Vessichelli

Sara Vessichelli
Secretary