

PETERS TOWNSHIP YOUTH CHEERLEADING ASSOCIATION  
BOARD MEETING  
Wednesday, November 6, 2013  
MINUTES

The PTYCA board met today in order to discuss upcoming events and business for the 2013 season. Members in attendance were Jodi Westhoven, Kim Peters and Shannon Edeburn. Missing from the meeting were Kim Martin and Stacey Griffith.

**BANQUET** – annual banquet is scheduled for Friday, November 15<sup>th</sup>. This was the primary focus of the meeting.

- Centerpieces – Jodi has done research with several local vendors and has found that Malone's offers the best price for centerpieces. Balloons only for \$5/table. Jodi has old style pompoms to add to centerpieces as well. Bouquets to be ordered by Kim Martin for graduating coaches: Shannon Edeburn, Jodi Westhoven, Becky Tornari, and Shelley Jaap.
- DJ Vanessa – cost \$300. Kim P to bring check to banquet.
- VOLUNTEERS – Kim P had the list of volunteers for the banquet. Shannon to email parents to ask if they are available to help in three (3) areas: Set-up, Registration, and Chinese Auction ticket Sales.
- TROPHIES – Shannon and Kim M have been in contact with 3K regarding trophies. They are in production at this time. Shannon to email to set up a day/time to check trophies prior to deliver to Hilton next Friday.
- PROGRAMS – Shannon has researched Minuteman Press and NPS (Network Printing Services) for programs. NPS has better price of \$224 for 300 programs. Kim P will meet with Stephanie Ward to review proof and to pick up final product.
- CHINESE AUCTION – part of proceeds for Chinese Auction will benefit the Finleyville Food Bank in conjunction with our toy drive. Toy Drive donations are very low compared to last year. Families have been asked to bring toys to the banquet. In exchange, they will receive 5 bonus tickets for baskets. Tickets will be sold for 3 tickets/\$5; 8 tickets/\$10; 25 tickets/\$20. Each cheerleader receives 2 tickets per for coming to banquet. Squads have been asked to bring baskets by 5:30pm to Hilton.
- SPONSOR PLAQUES – Shannon has been in contact with Kruppa Photography. Plaques are \$14 per plaque. John will send invoice for payment. Shannon will print list of sponsors with corresponding cheerleaders for banquet.
- Thank you letters to sponsors – Kim P to send. BOARD and Volunteers to arrive at Hilton at 5pm for set up.
- Final count due to Hilton on Friday, November 8<sup>th</sup>. Shannon to contact Alicia with numbers. Balance payment for banquet is due night of as well as deposit for next year (\$250). Kim P to bring checks next week.
- Table Markers & Place Cards – Shannon to print and bring to banquet.
- Gifts for 6<sup>th</sup> graders – Kim P has bracelets; Pam Auld has been paid at \$23 per bracelet. Gifts for coaches (head, assistant and Junior) purchased by Kim Martin. Gifts for Concession Liaisons also to be purchased by Kim Martin.

**EQUIPMENT RETURN** – scheduled for November 11<sup>th</sup>. Kim Martin will send email to coaches reminding them of the date and schedule time. Coaches to return bags, signs, and pink pompoms.

**BANNERS** - *PT P&R has been paid out \$640, which is equal to 20% collected from 2013 Gold/silver level sponsors for use of banners at Hofbauer field.* Shannon to remove banners from field this week.

**PANCAKE BREAKFAST** – PTHS cheerleader sponsored on Saturday, November 16<sup>th</sup>. Information sent via CC to organization. Need 6-10 cheerleaders to participate in game at event. Kim P to send an email out to Squad 9 (Shelley Jaap).

**TOY DRIVE** – There are very few donations at this point. Shannon to send a reminder via CC to remind parents to bring toy donations to the banquet. Drop off is scheduled for Wednesday, November 27<sup>th</sup> (day before thanksgiving – no school for girls). Kim Martin has been in contact with Rose at Food Bank. Additionally, we will reach out to PTHS cheerleaders for any contributions/donations in conjunction with Pancake Breakfast.

## FINANCIAL STATEMENT

- CONCESSION STAND profit was \$7198.25 for 2013 season.
- Coupon Book Fundraiser profit was \$14,185 for 2013 season.
- Banquet costs not final at this point. Estimated to cost \$18,000.
- Current bank balance \$27,476.82.

## NEW BUSINESS

- 2014 Banquet - confirmed for November 14, 2014 - Kim P will need to bring a check to Hilton for \$250 deposit.
- 2014 Choreography Camp - Perfextion vs. DBL. This was briefly discuss based on recent emails between Shannon and Dana Russell (owner of Perfextion Cheer Gym). Price to change vendors is at an increase of \$3000+ for the organization based on a \$50 "per person" charging system plus charges for editing of music, etc. These costs are not negotiable. Additionally she has been unaccommodating for our schedule requests for the week before our camp with the HS cheerleaders. No contact has been made with DBL at this point in regards to 2014 season. Cost last year was \$6000, all inclusive. There were some minor problems with some squads that will need to be addressed. Kim Martin to receive additional feedback from coaches and contact Michelle Dawson at DBL. No final decisions were made at this point. This item will be tabled at this time.
- 2014 Cookie Dough Fundraiser – this fundraiser is an optional fundraiser for families to use to help to offset the cost of uniform expenses. 2013 vendor was discussed. There were issues with delivery and poor customer service as well as complaints regarding the product. Alternatives were discussed. **It was decided to use Sarris Easter Candy Sales as our optional fundraiser for the 2014 season.** Kim P will be in contact with Sarris to coordinated dates.
- 2014 New Board Members – nomination form to be sent out via CC. Shannon to email coaches asking for their input in regards to their squad parents. Need to recruit Vice President and Secretary for the 2014 season.
- ALLIANCE MEETING – Jodi attended the PT P&R Alliance meeting. Packet of information and forms to be given to and discussed directly with Kim Martin at a later time. P&R Board requesting budget, meeting agendas and minutes from sports association boards. There will be an Association Board Dinner to be held in January 2014, date TBD at this point.

## UPCOMING DATES

- December – NO board meeting
- January Meeting with new board – date/time TBD
- Coaches Review Meeting – date/time TBD

*Minutes prepared by Shannon L. Edeburn, PTYCA Secretary*