

PTYCA BOARD MEETING
Friday, April 5, 2013
Minutes – meeting #4

The PTYCA board met today in order to discuss and plan upcoming events and business for the 2013 season. Members in attendance were Kim Martin, Jodi Westhoven, Shannon Edeburn, Kim Peters, and Stacey Griffith. Darlene Lemansky was present to observe the meeting. She did not have any items or concerns to be added to the agenda.

Minutes from March 11, 2013 meeting were reviewed and unanimously approved.

PTYCA bylaws – several sections were discussed and reviewed; including but not limited to the following:

- **2nd Vice President** - Motion was made by Kim Martin to eliminate the position of 2nd Vice President and shift the responsibilities of the concession stand to a committee with 2 co-chairs. 4:0 vote (unanimous). 2nd Vice President position has been eliminated. Assistant Treasurer (Stacey Griffith) will assume responsibility to oversee concession committee.
- **Special Election** - Revision to bylaws was made to include a clause for a special election to be held if needed to fill vacancies created mid-season at the discretion of the Executive Board. The Executive Board retains the privilege to operate and function as it best suits the organization as a whole. If it is decided that a special election is not appropriate at the time the vacancy is created, the duties of the office will be distributed appropriately and as necessary by the President.
- **Committees** – Committees are in place to support the operation of the Executive Board and the PTYCA organization. Therefore these committees are not a mandatory component of the PTYCA organization to function. Committee members do not have voting privileges. Committees for PTYCA are as follows:
 1. Uniform (Vice President)
 2. Concession (Assistant Treasurer)
 3. Banquet (Vice President and Secretary)
 4. Spirit Wear (Assistant Treasurer)
 5. Fundraising – individual and organizational (Treasurer)

CONCESSION STAND – several aspects of concession stand were discussed.

- At this point PTYCA has been told that access to a concession stand at PTHS or PV fields is reserved for “school clubs only”. This means for any PTJFA games scheduled at the HS or PV, there may not be a concession stand available. At this time we are to assume that this is the case for the 2013 season and committee will move forward with alternative plans.
- Discussion regarding implementing a “volunteer fee” (similar to Bethel Park or South Fayette) in order to have parents be more accountable for the responsibility of the volunteering for concession stand was discussed. No decision made at this time. Plan to discuss these items in committee.
- Roles of concession stand committee (organization level) and concession stand liaison (squad level) were discussed. Plan to discuss these items in committee and report back to board.

STORAGE – construction of the new press box is near completion at Hofbauer field. Per PTJFA President, Shawn McCall – PTYCA will have space for storage. Additionally, storage will be available near the concession stand after lacrosse season is complete. Currently PTYCA has to pay for storage at an off-site location, as no space was previously available.

CREDIT CARD MACHINE – there are significant fees associated with machine. Kim P and/or Jodi to discuss our options with Washington Federal.

FUNDRAISING COMMITTEE – Kim P to head committee. Currently have cookie dough as individual fundraiser. No assigned organizational fundraiser at this time. Committee to discuss and bring suggestions to the Executive Board in order for a decision to be made. Organizational fundraiser will need to be mandatory due to rising costs of banquet and unpredictable nature of the concession stand at HS or PV fields.

SQUAD VOLUNTEERS – each squad will designate a minimum of 3 volunteers for the following roles:

1. Concession Stand Liaison – volunteer(s) will be responsible for coordinating the squads assigned concession day. Organize volunteers to cover all shifts as well as food donations for the day. This person will be responsible for opening/closing the concession stand on the assigned day. Additional responsibilities to be outlined by Concession Stand Committee upon approval from board.
2. PA Rep – volunteer(s) will be responsible for announcing and playing half-time music. Must report to press box 10 min prior to half-time.
3. Squad Photographer – volunteer(s) will be responsible for taking pictures of all cheerleaders on the squad as well as creating the display board for the banquet.

CHEER CAMP – Stacey and Shannon to meet with Michelle Dawson from DBL on Monday, April 8th at 11:30am. Contract reviewed with suggestions for revisions made. Request for \$6000 cost to be split in 3 payments. Availability of staff/how many per squad and dates for camps to be reviewed. Need to confirm date for coaches' clinic. Request to have handouts available for all coaches. Cheerleaders names to be edited into the music.

FINANCIAL STATEMENT – reviewed by Kim P. Current checking balance as of today is \$9510.45. More funds being added with registration. Sponsorship program was reviewed. 2 new sponsors have been added for 2013. Kim P to send out letters to previous sponsors for commitment for 2013.

UNIFORM FITTING/SWAP – (April 17 & 18; 6-8pm; Community Room) –

- UNIFORMS - Damon (from TuTu) is available; Kathy (pants/jackets) is available; Rep from Varsity is not available. Jodi to coordinate Uniform Committee volunteers to help with sizing.
- SPIRIT WEAR – Stacey to contact committee members to assist.
- COOKIE DOUGH – LeeAnn Verner, Laura McFerran, and/or Becky Tornari will be available to assist both nights. Kim P to enter in all orders collected. Pickup for orders is scheduled for May 22nd at the Community Center.
- MISC – Board to reports by 5:30 in order to set up room. Jodi to get key from P&R. Kim P to make signs, bring petty cash and CC machine.

PHOTOGRAPHER – briefly discussed. Tabled to next meeting.

AWARDS – for “cheering in the championships” and “perfect attendance” were briefly discussed. Tabled at this time.

UPCOMING DATES

- April 17 & 18, 6-8pm – Uniform fitting/swap – Community Center Room
- Wednesday, May 8 @ 9:15am - Board Meeting (P&R conference room)
- Coaches meeting (TENTATIVE – MAY 15TH AT 7PM)
- Cookie Dough Distribution – Wednesday, May 22nd (time TBA)
- Choreography Camp (AUGUST 9-17)
- Cheer Pictures (August 18TH)
- Cheer Camp (August 19-23)

Prepared by Shannon L. Edeburn, PTYCA Secretary