

PTYCA BOARD MEETING
Wednesday, September 17, 2014
Meeting Minutes #8

The PTYCA board met today in order to discuss upcoming events and business for the 2014 season. Members in attendance were Kim Martin, Kim Peters, Stacy Griffith, Mara Fisher, Denise Blasey and Tracy Rozzi from the Concert Committee.

I. Upcoming Events

A. Fundraising

1. Concert Update

- a. Event Balance Sheet Overview: estimate on expected Revenue (gross & net) to be raised including costs to execute.
 - i. \$4000 target for revenue generation from event was discussed at May 28th coaches meeting.
 - ii. Would like to discuss how proceeds will be used and what portion of funds raised will be donated to Breast Care Awareness so to prepare Thank You notes to donors of event.
- b. Ticket Sales Update: sales to date 208 and expected revenue associated (where we are based on 250 ticket sale minimum).
 - i. Mara to send email re: people that have bought tix but don't plan on attending.
 - ii. Stacy to send email to parents that have not bought a ticket yet.
- c. Live Auction item review: list of Auction items including estimated revenue associated, including total value and total bid floor.
- d. Chinese Auction Basket: listing of Basket items including estimated revenue associated.
- e. Event Timeline: Proposed timeline for night of event
- f. Misc:
 - i. Assistance from board on printing Sponsor for banner and table advertisements evening of event. Kim P
 - ii. Review of PTYCA non-profit status and details for association Address, EIN, etc. Kim P
 - iii. Set date for Next Meeting – Wednesday October 1st 9am at Rec Center

2. Coupon Books – 2 from Oglesby squad have not paid

3. Anthony's 20% for PT Cheer on 10/21

B. Banquet

1. Hilton: Kim M to contact Alicia Ryder: 724-743-5000 and get menu/prices; need to confirm 2015 date and put deposit down
2. DJ: Kim M confirmed date/time/price \$300 with Vanessa Web at MusicAndBalloonz@verizon.net
3. Balloons: Still Need to order balloons from Malone's Flower Shop; phone: 724-745-2850
4. Trophies: Mara to send list of names/years cheered to coaches, once complete Mara will send list to Kim M, she will send to John Kelly from 3K Enterprises; email address - 3kenterprises@comcast.net
5. Sponsor Plaques: Kim P to order from John Kruppa; email - john@kruppaphotography.com
6. Bracelets for 6th Grade Gift: Need 44 6th grade gifts, need to confirm gift, if its bracelets then need to confirm names and order from Pam Auld; phone: 724-942-444; email: pamauld11@gmail.com
7. Banquet Form: Mara to prepare and send out mid-October
8. Program: Mara to prepare and order from Network Printing Services – contact Stephanie Ward email: stephanie.nps@verizon.net; phone: 412-481-0934
9. Table Cards: Need to make table cards with squad # and head coach name
10. Table Layout: Need to prepare table layout
11. Place cards: Need to make place cards for cheerleader and parent(s) then paperclip them together with the cheerleader's name on top and the parents (or whomever is accompanying them) under and attach the 2 free

Chinese auction tickets in the back of the paperclip. Order them by squad number (or alphabetically) so they can be spread out easily at the registration table.

12. Tickets for Chinese auction baskets: Need to buy tickets. Pricing: 3 tickets/\$5, 8 tickets/\$10, 25 tickets/\$20; Need to make a sign at banquet stating: "Portion of the proceeds of the Chinese Auction Baskets benefits the Finleyville Food Bank. Thank you for your generosity!"
 13. Coach's gifts: Board gets a gift for all head coaches, assistants and Junior coaches. Flowers for graduating coaches, cups with letter & gift card? Possibly no charge to all coaches for banquet.
 14. Misc. Items: Moms to help with ticket sales and registration table (3 or 4) – (Banquet Committee); Pens for tickets; Cash box for ticket money; Tape for misc. items – just in case.
- C. Pink Out – Kim M to get pink poms before October games, Mara to get bag straps embroidered with squad number; Wagners pink house; Give Mia Cookie
 - D. Uniforms – Griffith jacket still not in, 2 pants still not in, Young items in
 - a. Bag issue – give bag credit to 10 cheerleaders that got the small bag for next year
 - E. Open House at Perfection – need a date from Dana, maybe?
 - F. Pitt Day - No
 - G. By Laws – Stacy to revised bylaws for concessions and other items

II. Upcoming Dates

- Dates Discussed
 1. Future Board Meeting Dates
 - a. Wednesday October 1st at 9am at Rec Center
 - b. Wednesday October 29th at 9am at **Panera in Peters**
 2. 2015 Banquet Date