

**BOOSTER CLUB MEETING MINUTES**  
**January 12, 2012**

**Present:** P. Vinciguerra, N. Feeney, C. Meninno, M. Levy, J. Malloy, A. Murray, D. Erickson, A. Peters, S. Korycansky, J. Sheehan, S. Denehy, K. McNeil, B. Klein

1. **Minutes for December 2011** - reviewed and approved.
2. **Financials – Pauline** reviewed financials. Corporate donation received from Canton Youth Lacrosse. The Fall Concession stand netted over \$5,000 in revenue – thanks to yeoman efforts of J. Sheehan and C. Meninno. Pending revenue: second offering of scrip (gift cards) sales.
3. **Cloth** – Appears all is going well so far for Winter Teams. Suggestion made to post name and e-mail contact at Champions Choice on the Bulldog Booster site – **Julie** will investigate this possibility. Handling fee remains issue. Will investigate options for next year. Discussed possibly ordering supply of sweat shirts, pants and t-shirts for the Bulldog Store for the Fall to avoid individual handling fees. Will discuss further and consult with H. Sullivan.
4. **Membership** – Gate List revised and updated. Has been sent to Danny and J. Kaylor.
5. **Team Reps** – no issues at present
6. **Coaches Information Notebook** – 30 copies completed and given to Danny to distribute to Winter Coaches. Will re-print (and edit if necessary) for Spring coaches. This booklet is also posted on the Booster web-site under “Coaches Information”. Marge can print additional copies for team reps if needed. Team reps can also access the document on the booster web-site and Marge will e-mail copy to **Dottie** for distribution.
7. **Officer Positions** – Preliminary discussion of “OPEN” Booster Positions in the Spring 2012. These include **President, First VP, Secretary, and Treasurer** at a minimum. At large positions also available. Any Booster Member interested in serving in an officer position is asked to contact Marge Levy ([MargeLevy1@verizon.net](mailto:MargeLevy1@verizon.net)) or Julie Malloy ([Julie\\_Malloy@putnam.com](mailto:Julie_Malloy@putnam.com)). Please view separate document attached with Officer Position description. Position descriptions also posted on web-site.

**RE: Second VP Position: Chair Corporate Fundraising** - Minimal funds raised this year from area businesses. Discussion centered around approaching Canton businesses, late winter/early spring with emphasis on Canton Association of Industries. Sue K is now on the Board of CAI. Anne P offered to assist. Will coordinate a master list – ? send request letter and follow-up with phone calls. A small committee to assist with this would be helpful. **Marge will call Kathy Lennon** to discuss as well as her interest in continuation in the role of Second VP.

## 8. Fund Raising Updates –

- **Scrip Cards:** Committee discussed possibility of keeping Scrip site open year round and will discuss at next meeting with S. Paschal. [Marge to e-mail Sue P.](#)

- **MassPass Coupon Books:** Sue K has books and will give some to Wrestling to sell at Peckham Tournament on Saturday. Swim Team and Track Teams are also selling them. The **Order Form** for Books was included with Coaches Information Booklet and is also available on the Booster Web-Site under Fundraising. [Marge](#) will send separate e-mail distribution of order form to members next week.

## 9. AD Update –

- **Coaches meeting room** available now (in hallway opposite AD office). Provides increased supervision & meeting/discussion opportunities. Eventually will have flat-screen TV and computers to review HUDL game tapes. May approach Booster Club for some funds.

- **Press Box at Memorial Field** – aiming at Spring completion.

- **CHS Athletic Hall of Fame** – Danny is working with Alumni Association. Will need additional trophy cases built.

- **Student Cloth – funding request.** Booster Club approved the AD have access to \$1,000/annually to fund “TEAM” cloth for an athlete who informs coach he/she cannot afford to purchase team cloth. Danny will inform Booster Club monthly of any expenditures. Suggest Booster Club Budget contain line-item for this endeavor going forward.

## 10. Miscellaneous:

- **Bulletin Board at Turf:** Mr. Cheevers is designing plan. Supplies purchased.
- **Lorrie Tondre** sends sincere thanks for Edible Arrangement and reports Paul making slow, but steady progress.
- **Donation** made to Natick Food Pantry in memory of Holly Erickson’s mother

**NEXT MEETING: MONDAY, FEB 6<sup>th</sup> at 7:00 PM**  
**Teacher’s Café Canton High School**

**PLEASE see attached officer position descriptions –**  
**and CONSIDER assuming a position for next year.**

## Duties of Elected Officers

### 1. The President: **OPEN 2012**

- Be the official representative of the CHS Athletic Booster Club;
- Preside at all regular, special and Board meetings;
- Be an ex-officio member of all committees;
- Appoint special committees as needed; and
- Keep members informed of all matters pertaining to the affairs of the club.

### 2. The 1<sup>st</sup> Vice President: **OPEN 2012**

- Preside over meetings in the absence of the President, and perform all such duties.

### 3. The 2<sup>nd</sup> Vice President: **?? STATUS**

- Serve as the Chairperson of (Corporate) Fundraising.

### 4. The Secretary: **OPEN 2012**

- Write, maintain and distribute minutes of all regular, special and Board meetings;
- Present and/or make available all such minutes at the regular monthly meetings;
- Have full charge of all correspondence of the organization and of filings for future reference;
- Collect mail via post office and distribute on regular basis;
- File Annual Report with State of MA;
- Maintain a roster of all active members (acknowledge memberships in Fall);
- Acknowledge and track donations; and
- Issue timely notification of all upcoming regular, special and Board meetings.

### 5. The Treasurer: **OPEN 2012**

- Be the custodian of all funds of the organization;
- Supervise and accurately record all receipts and disbursements of funds;
- Report to the membership all receipts, disbursements and financial statements of the organization at each regular meeting;
- Be responsible for coordinating preparation of state and federal filing forms;
- Be responsible for coordinating all information for tax purposes; and
- Assist President (and others) in the preparation of the Annual Budget.

## Duties of Appointed Officers

### 6. Membership Chairperson: ?? STATUS

- Supervise solicitation of new and renewal members;
- Maintain membership database including contact data;
- Distribute Gate List of Family/Individual Members to AD on regular basis; and
- Report membership receipts to the Treasurer.

### 7. Coach Representative: AD APPOINTS

- Coordinate/assist CHS Athletic Director to supervise team fundraising efforts;
- Act as a liaison between Coaches for all teams and the Booster Club; and
- Present any team funding requests to the Booster Club and CHS Athletic Director.

### 8. Members at Large (up to three): OPEN 2012

- Solicit and coordinate Team Representatives;
- Coordinate CHS Athletic Gear and Cloth Distribution;
- Assist with Communication and Fund Raising Efforts of Club.