

CABC Meeting Minutes – Sept 16th, 2014

In attendance: Lora Unwin, Jennifer Odom, Kristen Doss, Michele Teagle, Amy Bennett, Christine Wattigney, Christine Bull, Melissa Miller, Maureen Kovacik, Coach Matejka and Coach Hinson.

Meeting started 11:50 am

- **Coaches Report:**
 - Coach Hinson and Coach Matejka gave their preferences on soon to be developed 2014-15 spirit plan.
 - Coach Hinson confirmed 7th and 8th grade football practice schedule.

- **Minutes:**
 - Lora proposed process for more efficient review/approval of prior month's Minutes. A Minutes Committee would be formed to review Jennifer's DRAFT Minutes. Jennifer would then send out a final version of the minutes to the entire board for review within a week. Minutes Committee Members would include: Lora Unwin, Jennifer Odom, Michele Teagle and Maureen Kovacik. Starting next board meeting, instead of taking the time to read the Minutes from last month to be approved, a Minutes Committee Member will confirm the committee reviewed Minutes for accuracy and make a motion for the board to officially approve the Minutes for the record.
 - Lora Unwin made a motion to create a Minutes Committee to review draft Minutes for accuracy.
 - Christine Wattigney seconded the motion. The Motion unanimously passed.

- **Treasurer Report:**
 - Lora presented draft 2014-15 Budget. Board reviewed/discussed. Lora will email modified draft to the CABC board for a vote.
 - Lora made a motion to approve the Summer Audit and Merchandise Summary and post it on website. Amy Bennett seconded the motion, which unanimously passed.
 - Lora made a motion to approve the 2013-14 Financial Summary and post it on website. Amy Bennett seconded the motion, which unanimously passed.
 - Christine Bull, treasurer, presented the CABC Financial Summary ending Sept. 16, 2014.

- **Liaison Report:**
 - XC, Trisha Wood. XC website page is operational and contains XC FAQs, important info regarding pre-season races and coach/manager contact info. ~70 7/8 G/B families have signed up to receive XC information. Next pre-season race is 9/20 at KHS.
 - Volleyball. Kim Gray 8th and Heather Dumais 7th. 7A, 7B, 8A & 8B VB team pages fully set-up with team bulletins, schedules, rosters etc. Both 8A and 8B participated in Willis Tournament 9/5&6 (8B took 2nd place). 7B & 8B play in HISD B Tournament 9/20. 7A plays in Aldine Tournament 9/19&20.
 - Football. Nikki Stewart 8th and Christine Wattigney 7th. Coach Hinson will provide football team rosters today (9/16). 7th grade football parents appreciated the spirit items at the RMS/CMS game last night (posters, balloons, pom-poms).

- **Website Report:**
 - We receive 500-1000 hits per day.
 - Kristen and her website team (Silvia Sanchez & Christine Medolla) working hard behind the scenes to get XC, VB and FB team pages completely set-up. Work remaining: Assigning FB A/B/C teams.
 - Registration – Approximately 95% complete.
 - Website team recommends parents do not download the league athletics phone app however, the mobile web app is working well.
 - Kristen is working to streamline the travel release form required for football.

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- **Game Meals & Hospitality:**
 - Sloan Simmons. Both 7th and 8th grade VB families are hosting HISD B tournament at KPark on 9/20, breakfast and lunch. Sign-up Genius is 80% full. Jennifer Nevitt volunteered to coordinate hospitality room with Coach Land.
 - Jason's Deli. Sign-up deadline has passed.
 - 7th grade football food order mixup: Jason's Deli delivered 7th & 8th grade football pre-game meals to 7th grade team yesterday 9/15. Jason's Deli manager and regional manager assured Coach Hinson this wouldn't happen again.
- **Merchandise:**
 - Amy Bennett sorted and labeled all May merchandise orders. Merchandise distributed at Colt Round Up and during first Thursday lunch. She distributed remaining ~40 families orders last few weeks.
 - Amy presented ideas on Spring 2015 merchandise orders.
 - CABC will not be selling BLING merchandise in 2014. The merchandise committee is exploring the possibility of selling BLING during the big May online merchandise sale.
 - Decals: Amy is researching bids and availability for XC, volleyball, football, etc. Board to decide asap whether to pursue selling car decals to football families.
- **Team Tshirts:**
 - Stephanie Reilly, Football. Tshirts all distributed. Tshirts cost us ~\$1.9k. We collected ~\$4k. We have five Tshirts left (3L & 2XL).
 - Candi Rhodes, Volleyball. Should receive Tshirts from vendor today or tomorrow, for sure before first game on Thursday.
- **Photography:**
 - Maria Mongarro. Maria working to assign one photographer to each team. Photographers will be provided press passes and must abide by coach approved policies and procedures. Maria working with Kristen and Lora on website photo album capabilities in lieu of CABC Shutterfly album used last year.
- **Important Items:**
 - All 2014-15 CABC Board positions have been filled. Big welcome to Michelle Fisk as Sponsorship Chair. Lora to train Michelle this week.
 - First 2014-15 CABC motion passed. On Aug. 27th, the board unanimously voted to approve coaches purchase request: \$3,949 for the installation of an underground water supply line to the athletic field. Scope of work includes: excavating approximately 250ft. of trench and includes tunneling under 6ft. wide sidewalk and pole vault runway. The work must be done by an approved HISD vendor. CABC delivered the check to CMS bookkeeper by Aug. 29th and she is trying to expedite the contract.
 - Christine Wattigney to lead Spirit Committee to ultimately present to CABC board a proposal on our 2014-15 CABC Spirit Plan.

Meeting adjourned at 12:55 pm

Next board meeting is next October 14th, 11:45-12:45 @ CMS front office conference room