

CABC Meeting Minutes – May 12th, 2015

In attendance: Lora Unwin, Coach Hinson, Coach Matejka, Michelle Stallman, Amy Bennett, Brad Reilly, Melanie Moorshead, Michele Teagle

Meeting started 12:00pm

- **Minutes:**
 - Lora Unwin reported that the Minutes Committee reviewed and approved both the March and April CABC Board Meeting Minutes for accuracy. Lora reported that no CABC Board Members requested any changes made to the draft March or April Minutes sent out.
 - Lora Unwin made a motion to approve both the March and April Minutes.
 - Amy Bennett seconded the motion. Minutes approved by all.
- **Treasurer Report:**
 - Brad Reilly presented the CABC Financial Summary Report ending April 30, 2015.
 - Brad reviewed 2014-15 Booster Club Year End Procedures regarding Treasurer to ensure all items completed by the end of the school year. He wrote out checks for our Group General Liability Insurance and Group 501c3 exemption and Lora to deliver checks to HISD Booster Club Internal Audit Specialist, Twyla Beaulieu this week.
- **Liaison Reports:**
 - Soccer. 7/8 A&B Boys teams have 40 on the roster. 7/8 A&B Girls teams have 26 on the roster. Weather reschedule issues: Boys RMS game (5/18) switching A & B game times due to Orchestra Concert conflict; Working with HMS coaches to reschedule Girls & Boys A&B due to Band Concert conflict (5/26). Team Managers and Coaches are working to schedule an end of season celebration.
 - Cross Country. CMS hosted the HISD District wide Middle School Cross Country Meet last Tuesday, May 5th. Congratulations CMS runners! All four groups (7G, 7B, 8G and 8B) took not only 1st place, but CMS had 6 or 7 in the top ten finishers of each group.
- **Website Report:**
 - Online CABC 2015-16 Registration started May 1st. Deadline to register is May 22nd. Currently 54 families have registered online.
- **8th Grade Banquet:**
 - The banquet is scheduled for Thursday, May 14th from 6-9pm in the CMS gym. Spring Creek to cater. Meal tickets and Coaches Thank You donations paid via CABC Online Store, deadline May 1st. Michelle working with Maria Mongarro on slide show and with Stephanie Reilly on decorations so 7th grade can re-use same decorations next year.
- **Merchandise:**
 - 2nd annual Creekwood Merchandise online sale started May 1st. Deadline to order is May 22nd. Currently 90% of all orders are made by incoming 6th grade families due to the flyers distributed to the four feeder elementary schools. Amy Bennett working with Cristina Sheppard and Winicki to ensure current 6th & 7th grade families know about the sale deadline via email/CMS home page and announcements.
 - Coach Hinson and Coach Matejka working with Amy on Creekwood Athletics sweatpants and sweatshirts to be sold in the fall.
- **Team T-Shirts/Car Decals:**
 - Soccer decals and the short & long sleeve team tshirts have been distributed to the families. Still waiting on the soccer jerseys to arrive.

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- **Photography:**
 - Maria completed the 8th grade banquet slide show (~700 photos!). She is fine-tuning the background music and worked with Stallman and Cristina Shepard on a test showing in the gym to ensure the logistics were ready for the banquet Thursday night.

- **Spring Packets:**
 - Nikki Stewart labeled over 400 envelopes, made hundreds of copies of CABC and CMS Athletics documents, and stuffed all girl and boy Athletic packets for all incoming 7th & 8th grade Athletic families. Coaches distributed Athletic packets to students on May 1st. Deadline to return required paperwork is Friday, May 22nd.

- **Important Items:**
 - Lora to send out Motion regarding 2015-16 CABC Board structure modifications to better match our CMS Athletic needs.
 - 2015-16 Nomination Committee Progress: Numerous 2015-16 CABC Board positions left to fill. President, 2nd Vice President, Merchandise, Soccer Team Manager, XC Team Manager and Co-Photography Chair. Lora to send out latest Executive Board Officer nominations submitted by the Nomination Committee and the Standing Committee Chair nominations submitted by the CABC President for a formal CABC Board email vote. Remaining open positions will be filled as volunteers step forward.
 - Thanks to Chuck DeBennon for volunteering to lead our CABC Audit this summer and to Michele Teagle and Steve Moorshead for volunteering to be CABC Audit Committee Members. The CABC Audit will be conducted in July, 2015.
 - The 8th Grade Banquet Decorations Motion passed by May 16th, 2015 (18 Yea votes, 0 No votes and 3 no responses). CABC Board voted to pay up to \$400 for storage containers and decorations that will be used in future years.

Meeting adjourned at 12:45 pm

Minutes recorded by Lora Unwin

Next CABC Board Meeting to be scheduled for next fall by the new CABC President.