

Pittsford Cheerleading Booster Club Minutes
July 20, 2017
Mendon Center Elementary School, 7:30pm

ATTENDEES

Chris Fruscello (President), Pamela Morris (Secretary), Kevin Lang (Treasurer), Susan Benson (Fundraising Chair), Jen Shaffer (Volunteer Chair), Coach Linda Rector, Coach Alyssa Davis, Coach Alex Davis, Coach Dayna Ryan, Nina Cypher, Cindy Harper, Karen Kelley, Jennifer Schreib, Karen & Corby Vicks

WELCOME

Chris Fruscello welcomed and thanked everyone for coming to the first Booster Club meeting of the season, and introduced the Board members and the coaches.

OLD BUSINESS/APPROVAL OF PREVIOUS MINUTES

Pam Morris shared the minutes from the last FOPC (Friends of Pittsford Cheer) meeting on 3/1/17 and they were approved.

FUNDRAISING - Susan Benson

Applebee's breakfast: Applebee's tickets were distributed to those who attended the Open Gym tonight, and the rest will be distributed by Coach Linda at RGA. Each cheerleader has 8 tickets to sell for \$6 apiece, and should turn in all money collected at cheer camp.

Car wash: Will take place during first home games of the Pittsford Youth Football League, tentatively Sunday August 27th.

Cash Cans: All bags of cans/bottles should be labeled with Pittsford Cheer to make sure we get credit. The name on the account was changed from Nina's to Susan's. Another collection of cans is scheduled for the morning drop off at cheer camp.

Going forward, all fundraising done by the team will go toward the program, and athletes will no longer receive a credit at the end of the season for the amount collected individually for fundraising.

TREASURER UPDATE- Kevin Lang

A summary of the process/status of becoming a 501(c)(3) non-profit organization was provided:

- FOPC hired an attorney, Rayza Santiago with Harter Secrest & Emery LLP, at the end of March 2017 and had first meeting with her in April.
- The new entity, Pittsford Cheerleading Booster Club, was created in May and an EIN# was obtained at the end of June.
- A Corporate Records Book will need to be kept, including any records pertaining to our entity, along with documentation of all decisions and how they are made. Pam Morris volunteered to create/maintain the Book.
- The Board will have to vote on 8 Certified Resolutions. FOPC bylaws are outdated per tax laws and the booster club does not currently have a Conflict of Interest or Whistleblower policy.

- Next step is for the attorney to complete the eligibility requirements “short form.” After completion, it should take 4-6 weeks to receive IRS response.
- Once the process is complete, everything we purchase will be tax-free. A reminder to obtain and fill out state tax exempt forms prior to any hotel stays by the teams, and provide it at check-in.

ACTIONS:

Kevin will close out the current FOPC account at the Pittsford Federal Credit Union and put the funds into a new account under the new entity, Pittsford Cheerleading Booster Club (PCBC).

Pam will begin to prepare/compile the Corporate Records Book.

BOARD DECISION:

Following the meeting, the full Board (5 members) unanimously voted “yes” to adopt each of the 8 Resolutions. (Reference: Certified Resolutions of the Board of Directors of Pittsford Cheerleading Booster Club, Inc., July 20, 2017).

RAINBOW CLASSIC – Chris Fruscello/Nina Cypher

- Chris noted that we still need a Rainbow Classic chair. Jennifer Schreib volunteered at the meeting to be the chair for the season (previous chair, Nina Cypher, will assist as needed).
- It was mentioned that the Rainbow Classic sponsors would like our collected donations to go to the UR Palliative Care Center this year.

BOARD DECISION:

The full Board unanimously voted via text message on June 19, 2017 to make the Rainbow Classic fundraising a program fundraiser to benefit all athletes/the program equally, instead of an individual fundraiser where the amount raised by each athlete is used to offset the season cheer fee.

VOLUNTEER UPDATES – Jen Shaffer

Volunteers/items needed are:

- parent volunteers for the August 13th Applebee’s fundraiser
- volunteer sign-up sheets for the August 17th Parent meeting after tryouts
- 2 adults per 2-hr shift at the carwash, tentatively scheduled for August 27th
- volunteers to hang senior banners at each home game (coordinate w/ football program)
- volunteer host families for psych parties
- volunteers for Sectionals send-off

The coaches mentioned that we need larger photo banners. CLIX has provided photo services in the past, but because we are moving to a 501(c)(3) status, we need to obtain a quote from another photo company.

ACTION:

Chris Fruscello will obtain another quote for photography services by early August.

NEW BUSINESS - Coach Linda/Coach Alex

- The number of athletes registered for the upcoming cheer season thus far was noted.
- The August tryout dates and tentative times were noted.
- Coach Linda submitted expenses to Kevin; the estimated expenses for each team will be ~\$70-\$75. Kevin will share the expense sheet at the next meeting.
 - o A suggestion to add a line item in the expenses for “extras” such as team breakfasts, bonding, and sendoffs was made. After discussion, it was agreed that we should set up a Spirit Fund to cover such costs. All Board members agreed, and Kevin will send out an email to get an official Board vote.
- The October competition dates were announced.
- A send-off party for Varsity cheerleader Elena will be hosted by the Harpers on July 22 at 4pm. It was suggested that the team give her a Pittsford Cheer blanket as a going away gift.

BOARD DECISION:

The Board unanimously voted “yes” to give a blanket as a going away gift.

ACTION:

Kevin will send out an email to get an official Board vote on adding a Spirit Fund to the expense sheet.

OPEN DISCUSSION

A parent social will be organized during the week of cheer camp at the Pittsford Pub. Details to come.

Updating the Pittsford Cheerleading website based on the booster club name change was suggested, along with possibly outlining volunteer roles/responsibilities. Discussion about the website followed, with suggestions for adding information, helping the coaches add content, and creating a private, password-protected portal/link for things like the schedules and rosters.

NEXT PCBC MEETING

The next meeting was set for 7:15pm on August 24, 2017 at Mendon Center Elementary School.

MEETING ADJOURNED

There being no further business, the meeting was adjourned at 9:00 pm.

Respectfully Submitted,
Pamela Morris