

Touchdown Club Meeting Agenda and minutes

December 9, 2019 @ 7 pm Spirit Room of Stadium



1. Call to Order @ 7 pm
2. Accepting of previous TD Club Meeting minutes.
3. Treasurer's Report - Kurt Schweiger **balance:** \$11,000 with some outstanding bills coming in.
4. Fundraising Report - Mark Mill **Final Super Bowl fundraiser \$100 per square- available at the banquet**
5. Vice President's Report - Trina Boyd
 - a. Senior Scholarships **Award given at the banquet (amount)**
 - b. Varsity Banquet **please send RSVP and payment to Trina by 12/27. See email.**
6. Concessions Report – Yvonne Balouris **Nothing to report**
7. Communications Report – Kristin Hasley **Sending reminder about banquet**
8. President's Report - Rick Rechenberg
 - a. Thank You to Board, Parents, & Coaches
 - b. Board Work: created home gameday programs, ran concessions stands for home games, coordinated chocolate milk and PB&J snacks, purchased locker nameplates for WPIAL Championship game, organized and help WPIAL post-game celebrations with cheer, coordinate plans for the Varsity Banquet, coordinated game announcements with Friday Night game announcer, held board meeting, sought members to fill vacancies on the board, discuss and proposed changes to TD Club by-laws, & much more!
11. Keep up to date!
 - a. Visit the www.prramsfootball.com football website
 - b. Remind App – join your son's class with class code "prfb" followed by the graduating year.
 - c. Sign up for [Coach K's Calendar](#) & follow the team on Twitter [@PRRamsFootball](#)
12. Candidates for the 2020 Touchdown Club Board. **To be elected in January 2020. Email Rick Rechenberg with questions.**
 - a. PresidentOpen
 - b. Vice PresidentOpen
 - c. TreasurerOpen
 - d. FundraisingOpen
 - e. SecretaryMegan Westerhoff
 - f. CommunicationsKristin Hasley
 - g. ConcessionsYvonne Balouris
13. Proposed Changes to Article VII - Duties of the Officers of the Executive Board
 - a. See proposed changes below **TD club members voted to make all recommended changes**
 - b. Board currently working on reorganizing committees based on today's needs.
14. Great Football Pics by Duke Montague at <https://www.montague-photography.com/Sports>
15. Next TD club meeting January 13h, 7 pm.

16. Adjournment

Proposed Changes of Article VII – Duties of Officers on Executive Board

Section 1. President/Co-President -

Current - Shall conduct meetings in the manner prescribed in the Roberts Rules of Order, Revised. The president shall appoint committee chairpersons and shall be a member ex-officio of each committee. However, he/she is not obligated to attend committee meetings. The President shall authorize expenditures of \$100 or less, after consulting with executive board members, without having such expenditures voted on at the general meetings. Total of such expenditures is not to exceed \$400 for term of office. The President shall be the primary representative of the Board as it relates to the coaching staff and the athletic department. The President will have the primary responsibility for managing the PRTD website, with support from the Secretary and Communications.

Proposed Changes

The President/Co-President shall . . .

- Oversee all activities and coordinate the efforts of all of the board members.
- Be the primary representative of the Board and Touchdown Club as it relates to the coaching staff, the school district, and the Pine Richland United Booster Organization.
- Shall conduct meetings in the manner prescribed in the Roberts Rules of Order, Revised.
- Appoint committee chairpersons and shall be a member ex-officio of each committee. However, he/she is not obligated to attend committee meetings.
- Take the lead on forming the yearly budget.
- Authorize expenditures in accordance with the yearly budget and with the approval of the board.
- Ensure the budget is adhered to by overseeing the purchase of all food, drinks, and clothing which could include but is not limited to chocolate milk, peanut butter and jelly sandwiches, two-a-day meals, father/son dinner, pre-game meals, halftime snack, aftergame snack, RAM points championship meal, Saturday breakfasts, Monday Film Night Pizza, player and coaches gear, and spirit wear.
- Oversee 7 on 7 Tournaments in coordination with the head coach
- Oversee gameday activities and publications such as season ticket sales, parking passes, parking lot attendants (ROTC), team photographer, announcements for game announcer, gameday programs, lobby banners, and locker nameplates.

- Have the primary responsibility for managing the PRTD website, with support from the Secretary and Communications.

Section 2. **Vice President/Co-President**

Current – Shall assume the duties of the President/Co-President in their absence. The Vice President/Co-President will serve as the primary representative of the PRTD Board as it relates to each committee formed during the year. The committees include, but are not limited to Ram Olympics, Kickoff Party, Football Program, Picture Coordinator, Senior Dinner, Senior Night, and Two-a-days. The Vice President/Co-President shall chair the JV/Varsity Banquet.

Proposed Changes

The Vice President/Co-President shall . . .

- Assume the duties of the President/Co-President in their absence.
- Coordinate and will serve as the primary representative of the PRTD Board as it relates to each formed during the year. The committees include, but are not limited to Ram Olympics, Kickoff Party, Football Program, Picture Coordinator, Senior Dinner, Senior Night, and Two-a-days with the assistance of each committee's chairperson.
- Chair the JV/Varsity Banquet.
- Assist the president in duties as needed.

Section 3. **Secretary**

Current– Shall record the minutes of every regular and executive board meetings and provide this to the Communications chair for distribution to the members of the Touchdown Club. The Secretary compiles a Parent’s Directory of football players for each team, 7th through 12th grade, to include full contact information (parents/guardian names, addresses, phone numbers and email addresses) for all players and their families/guardians. The Secretary shall work with the President and Communications to manage the PRTD website.

Proposed Changes

The Secretary shall . . .

- Shall record the minutes of every regular and executive board meetings and provide this to the Communications for distribution to the members of the Touchdown Club.
- Coordinate all facility reservations with the school district
- Work with the President and Communications to manage the PRTD website.

Section 4 **Communications**

Current– Shall take care of all correspondence deemed necessary by the organization under the direction of the President/Co-President. Communications shall work with the President and Secretary to manage the PRTD website.

Proposed Changes

The Communications shall . . .

- Take care of all correspondence deemed necessary by the organization under the direction of the President/Co-President.
- Coordinate with the coaching staff to compile a Parent's Directory of football players for each team, 7th through 12th grade, to include full contact information (parents/guardian names, addresses, phone numbers and email addresses) for all players and their families/guardians.
- Work with the President to manage the PRTD Club website and any PRTD social media accounts.

Section 5 **Treasurer**

Current— Shall keep accurate records of all monies received and disbursed for the fiscal year from July 1 through June 30th. A yearly financial statement will be prepared by the treasurer and reviewed by two members who are not on the executive board.

These members shall volunteer for the job instead of being appointed. The yearly financial statement will be presented to the general membership.

The treasurer shall be assisted by at least one board member to count monies received from fundraising events to include concessions.

As a member of the PRUBO the treasurer will be responsible to submit Financial Data to PRUBO – Treasurer by September 1st and a copy of the submitted yearly tax return by October 15th.

Proposed Changes

The Treasurer shall . . .

- Keep accurate records of all monies received and disbursed for the fiscal year from July 1 through June 30th.
- Prepare a yearly financial statement that will be reviewed by two members who are not on the executive board. These members shall volunteer for the job instead of being appointed. The Yearly Financial Statement may also be reviewed by an independent CPA.
- Present the current financial statement to the general membership at each general meeting.
- Be assisted by at least one board member to count monies received from fundraising events to include concessions and 50/50 at the time of the event.
- Be responsible for procuring and maintaining the Insurances that the by-laws require, as well as making sure that the games of chance license is renewed and in good standing each year.
- As a member of the PRUBO the treasurer, be responsible to submit Financial Data to PRUBO – Treasurer by September 1st and a copy of the submitted yearly tax return by October 15th.

Section 6 **Fund Raiser**

Current – Shall oversee all fundraising events with the exception of concessions. Fund Raiser will select several events to raise money to support the teams' needs and be a part of each fundraising committee.

Proposed Changes

The Fund Raiser shall . . .

- Shall oversee all fundraising events with the exception of concessions.
- Oversees fundraising committees including but are not limited to Corporate Fundraising, 50/50 Ticket Sales, RAM Cards, Media Guide,
- Coordinates purchasing of all player gear with assistance from the President
- Work with the Treasurer to ensure the procuring and maintaining the games of chance license is renewed and in good standing each year.
- Display corporate sponsorship advertisements and share announcements with game announcer for game days

Section 7 **Concession**

Current- Shall oversee activities related to running the Concession Stand during the season. This will include ordering of items, management of inventory, tracking volunteer schedule, and working with Treasurer on handling of revenues.

Proposed Changes

The Concession shall . . .

- Oversee activities related to running the Concession Stand throughout the season for the varsity and junior varsity home games.
- Be responsible for ordering of items, management of inventory, tracking volunteer schedule, and working with Treasurer on handling of revenues.

Section 8 **Team Parents**

Current – Shall serve as the contact person for each grade level of the football program, working closely with the coaches as the team parent to get a team roster and keep it up to date. Team Parent will share this information with the Secretary and communications chair to develop team lists and keep information current for all communications purposes. Team Parent is responsible for organizing activities and volunteers for the team specific items such as post game bus snacks and end of year banquet (MS and 9th Grade)

Proposed Changes

The Team Parents shall . . .

- Serve as the contact person for each grade level of the football program, working closely with the coaches
- Keep parent contact information up to date and will share this information with the Communications.
- Be responsible for organizing activities and volunteers for the team specific items such as team meals, post-game bus snacks.
- Coordinate with the team coach and organize an end-of-year banquet for Middle School and 9th Grade only.
- Be non-voting members of the executive board unless voted into an office in sections 1-7 above.

Section 9 **Booster Member Council of the Pine-Richland Unified Booster Organization (non-voting)**

Current - The individuals name and contact information will be submitted to the PRUBO Secretary by July 1 of the current fiscal year. Each individual will serve for a one year term.

Proposed Changes

- Elimination of position - responsibilities reorganized under the President/Co-President

Section 10 Conflict of Interest: No Board member may vote upon a matter in which he or she has a direct financial interest or conflict of interest. No Board member may vote upon a matter in which he or she has a business or family relationship not common to all members. Immediately upon becoming aware that such a conflict exists, a Board member must disclose such, withdraw from further deliberation, and refrain from voting on the matter.

No Proposed Changes

Proposed New Section

Section 11 **Board Member Emeritus**- Serve as an advisor to the PRTD Club board and ensure the legacy and traditions of the TD Club is taken into consideration in decision making. Coordinate with team captains and head coach to determine how that year's team legacy will be remembered.

Proposed Changes

The Board Member Emeritus shall . . .

- Serve as an advisor to the PRTD Club board and ensure the legacy and traditions of the TD Club is taken into consideration in decision making.
- Coordinate with team captains and head coach to determine how that year's team legacy will be remembered. Be a prior board member
- Be a non-voting board position
- Ideally be a senior parent
- Member will be voted in during the January election. If no member is voted in, a member can be selected at large.