

Ponte Vedra Sharks Booster Club
Meeting Minutes
January 5, 2026-PVHS Media Center

Call to order by Sheila Rice at 7:00 PM

Attendance:

Sheila Rice- President, General Boosters – Boys Lacrosse, Boys Basketball
Tracy Streva- Secretary, General Boosters
Mike Harrison- Athletic Director
Annie Hett – Boys Soccer
David McCann – Girls Soccer
Dawn Kroog – Treasury, Boys Basketball
Sarah Froehlich- Girls Indoor and Beach Volleyball
Stacey Mayer / Lucy Miller- Baseball
Alisha Fitzpatrick, Allison Fillmore- Softball
Nicole Edenfield- Dance/Splash
Stephanie Marciani- Cross Country, Track and Field
Lisa Lester- Cheer
Seanna Aker – Boys Wrestling
Julia Natal – Girls Wrestling
Tricia Hoffman- Girls Basketball
Liz Owen- Girls Lacrosse
Erin Wolf – Swim / Dive
Jamie Conroy – Girls Flag Football
Brittany Miller, Ana Somers, Jennifer Schramm – Tennis
Tricia Hoffman – Girls Basketball
Stacey Hauseman – Boys Lacrosse and Football

Officer Reports

President – Sheila Rice

Winter Passes

- All winter passes should be distributed.
- A small number of athletes are still “trickling in” due to late team-fee payments; those will appear in individual treasurer reporting for follow-up.
- Noted some late participation for Girls Basketball and Girls Soccer; teams encouraged to collect while season is active (harder to collect after season ends).

Spring Passes

- Target delivery date: February 10.
- Due to spring start dates (Baseball referenced), Sheila will adjust delivery earlier to February 8 to ensure passes are delivered before the first games.
- Mike requested teams confirm any schedule conflicts and notify Sheila if adjustments are needed.

Membership Totals

- Current booster membership: 434 total
 - 14 Bull
 - 62 Hammerhead
 - 150 Tiger
 - 109 Mako
 - 53 Nurse
 - 43 Guppy
 - 3 Angel

Camps

- No camps currently on the calendar.
- Reminder: if teams want to run a camp, notify Sheila and Boosters can build registration/payment forms.

Spring Team Fees – Requested

- Spring sports liaisons should email Sheila their team fee amounts, so she can answer parent inquiries and serve as an additional reference point.

Chip in for Charity (THE PLAYERS)

- Codes are delayed because Fiona (who coordinates with the TOUR) has been out of the country and returns tomorrow.
- Sheila expects the chipping codes to be distributed this week once resolved.

Financial Status (General)

- Boosters are in a good financial state.
- Recent items noted:

- Finished paying for interim athletic trainer coverage.
- Continuing to pay for Agripro monthly (as referenced).
- Booster Board will meet with Mike to review spring needs.
 - Liaisons/coaches should send requests directly to Mike so the board can prioritize spending.
 - Sheila mentioned a potential mini-grant program may be considered again if funds allow, after needs review.

Athletic Department Report

Athletic Director – Mike Harrison

Winter Sports Updates

- Soccer: Boys and Girls nearing end of regular season; Girls hosting districts. Boys expected to play 1–2 district rounds depending on seeding, followed by anticipated deeper playoff rounds for both programs.
- Basketball:
 - Boys have played the “second toughest schedule” (as stated) and are competing; Coach’s outlook improving (as described).
 - District basketball hosting logistics discussed later in the meeting.

Recognition & Highlights

- Steve Price (Football Coach) named Jaguars-related Don Shula Coach of the Year (as stated).
 - Award includes two Super Bowl passes; one of Coach Price’s sons will attend with him.
- Football also recognized for academics:
 - Team GPA ~3.4 (top in a referenced grouping) and overall athletics approx. 3.69 GPA (as stated).

Athletic Trainer – Update

- Confirmed the school has hired a new athletic trainer: Brandy Shortlage
- Experience: 5 years as an athletic trainer at “Harvard/Harmony High School” in Orlando.

- Mike will send out contact information.
- Trainer interested in expanding the student aide side of the program; students interested should be encouraged to participate.

Operational Reminders

- Winter playoffs create heavy scheduling demands; liaisons should help coaches plan needs early (travel, hotels, equipment, field schedule).
- Postseason charter buses: run through the AD office. The AD office will pay up front and then invoice teams for the differential/share.

Signing Day Event

- Scheduled for Wednesday, February 4th at 3:30 PM (approx.).
- Not an official “signing” with paperwork; it is a recognition opportunity for athletes to thank supporters.
- Event must move quickly due to district basketball hosting—gym needs to be reset by 4:45 PM.

Athletic Clearance – Spring Sports

- Athletes must be cleared before tryouts (some tryouts occur in January).
- Physical form must be the 2025 version, fully signed and dated by the doctor.
- Required videos: Heat Illness, Sudden Cardiac Arrest, Concussion, Sportsmanship.
- Reminder: clearance is not instant—do not expect same-day approval if submitted at noon for tryouts.
- Physical validity: 365 days; registration is valid for the school year.
- Question answered: athletes generally do not need to rewatch videos if they are already in the system; they should add the new sport in the same account.

Treasurer / Bookkeeping Reminder

Dawn Kroog

- Checks: Dawn has ~8 checks ready and will email recipients when they are available for pickup.

- Receipt requirements:
 - Submit itemized receipts/invoices showing what was purchased—NOT just a payment confirmation page.
 - Itemized meal receipts required; no alcohol on receipts.
 - Example issue: receipts from restaurants (e.g., “Enzo’s”) must show line items, not only the total.
- Check request volume:
 - Please limit the number of receipts per request; a request with 33 receipts is difficult to verify.
 - Suggested guideline: try to keep to roughly 10 receipts per check request when possible.
- Coach purchases: coaches should not pay out of pocket; if they must, prior authorization is required from Mike (and per prior policy, Sheila as well).
- Timing: submit expenses within 30 days and close out promptly.
 - Some reimbursements have come in months (even six months) late, which can negatively impact next season budgets and year-end close.
 - Reminder: Boosters operate July–July; do not push expenses into a new fiscal year.

Action Items / Reminders

1. Spring sports liaisons: email Sheila your team fees and confirm spring start dates (passes targeted for Feb 8 delivery).
2. All teams: submit reimbursement requests with itemized receipts; avoid large mixed bundles; keep requests timely (goal: within 30 days).
3. Coaches: do not make purchases without pre-authorization.
4. Athletes: complete athletic clearance early with correct 2025 physical form and all required videos.
5. Postseason travel: route charter invoices through the AD office for payment and proper invoicing.

Liaisons from all sports in attendance provided updates on their respective activities.

The next **General Boosters meeting** will take place on **Monday, February 2nd at 7 PM** in the media center.

The meeting adjourned at 7:40 PM.