



WOLVERINE FOOTBALL CLUB

BOARD OF DIRECTORS MEETING – Minutes

Date: January 21, 2020

Time: 6:30-8:30 PM

Location: Front Office Conference Room

Aliso Niguel High School

28000 Wolverine Way

Aliso Viejo, CA 92656

1. Welcome
2. Call to Order 6:40 p.m.
3. Roll Call
 - Paddy Armstrong
 - Triss Chesney
 - Pam Ellis
 - Nikki Jarvis
 - Jen Klenske
 - Sheri Langerman
 - Becki Procsal
 - Jaclyn Smith
 - ~~Michelle Snider~~ absent
 - Coach Calahan
 - Others in Attendance
 - i. Jen Horner
 - ii. Greg Nathanson
 - iii. Monica Garcia
4. Confirmation of Minutes from January 6, 2020 Meeting
 - a. Motion to approve minutes, 1st Jaclyn Smith; 2nd Pam Ellis; Approved
5. Copies of Wolverine Football Club By-Laws for New Directors
6. Coach's Report (Coach Calahan)
 - a. Scheduling is in limbo; waiting on "dead period" vote from district
 - b. Playoff's Berths may be restructured for next year—CIF to vote
 - c. Need 1 point of contact from BoD for Social Media posts—Sheri to coordinate
 - d. Over next 4 years approx. 80 helmets will need replacing. Plan is to replace approx.. 16 per year so as not to overwhelm the budget in a single year
 - i. Helmets – Quotes from Riddell (3 options)
 1. Riddell Speed Icon Helmet (16) - \$4,531.91
 2. Riddell SpeedFlex Helmet (8) + Riddell Speed Icon Helmet (8) – \$5,178.41
 3. Riddell SpeedFlex Helmet (16) - \$5,824.91

- e. Need quotes for discussion at Budget meeting—Coaches “Wish List”
 - i. Shoulder pads?
 - ii. Sleds?
 - iii. 7 on 7 helmets?
 - iv. Hudl Assist?
 - v. End-zone camera, operator, video?
 - vi. Glazier Clinic, Costa Mesa, February 21-23, 2020—BoD members to attend to see what vendors are out there
- f. Uniforms—Maybe if price is right and budget allows; Priority needs to be given to field equipment first
- 7. Treasurer’s Report (Becki Procsal)
 - a. Invoices
 - i. Received 2020 invoice for zero/spring training (\$6,500) from Eric Clark. 20% will be added for taxes and processing fees, for a total of \$7,800 to be paid to ANHS ASB, through Andrew Mashburn. For background, over the last couple of years, a 50% payment was made now (e.g. \$3,900), and the balance (e.g. \$3,900) around March/April. We will verify payment schedule with Andrew Mashburn.
 - 1. Becki: Motion to approve expenditure of \$3,900 for CSPAT invoice to be paid into ASB account. 1st Jaclyn, 2nd Sheri; Approved
- 8. President’s Report (Triss Chesney)
 - a. Meeting with Andrew Mashburn on January 23, 2020 to reserve conference room for WFC BoD meetings, then discuss calendar and football program. Coach Calahan and Paddy Armstrong to participate.
 - b. “AN” Inflatable – ANHS Girls Soccer is planning to rent our inflatable for their Senior Night, on February 3, 2020, 3-4 PM. Here are the details: (a) Rental Fee is \$200 for first hour and \$100 for each additional hour or portion thereof; (b) Mike Harrison and Bill Armstrong will coordinate two trained WFC volunteers to set-up, monitor, and take-down inflatable; (c) inflatable cannot be used if raining or windy; (d) and renter will receive a full refund if canceled due to weather.
 - i. Motion to approve renting out the AN Inflatable for \$200 for first hour and \$100 each additional hour-2 trained WFC Volunteers to set up monitor and take down (not to be used if rainy or windy and renter will receive a refund if canceled due to weather); 1st Jaclyn Smith; 2nd Michelle Snider; Approved on 1/15/2020 via email vote.
 - c. Capistrano Unified School District (CUSD) Memorandum of Understanding (MOU) – As “a school-connected organization” (typically a 501-C3 booster group that has a separate bank account and legal tax status), the WFC will be required to sign a MOU with the school district to be able to operate. CUSD approved the MOU in December. I will attend a meeting to explain the new MOU that allows us to raise funds on behalf of our sites, scheduled for February 13, 2020 at 4:00 pm in the Board Room.
 - d. Booster Membership and Items – Researching the concept of restructuring Booster Memberships and items, similar to other CUSD high schools.

- e. Key Volunteers – Added to WFC BoD distribution list
 - i. Ed Flanigan – Band Coordinator
 - ii. Mike Harrison – Field Coordinator
 - iii. Patty Hovey – Varsity Team Coordinator, Senior Advertisements, Senior Banners, Senior Photo Books, Advertising and Sponsorship Coordinator
- f. Volunteer Needs
 - i. Community Donations Coordinator: This is a new position for 2020 that will include registering for and maintaining community donation programs (such as Ralphs, Amazon, etc.), coordinating matching corporate donations, and researching and preparing grant applications. This work can be done from home. *Note: 2019 City of Aliso Viejo Community Assistance Grant application mentioned that the grant may not be available after 2019.*
 - ii. Fundraising Coordinator support: Our 2020 Fundraising Coordinator, Pam Ellis, will also be "graduating" after this year. This is the perfect opportunity for someone to shadow her and learn the position. The Fundraising Coordinator attends meetings, coordinates fundraising events, such as Lift-a-Thon, Taste of Aliso Niguel or replacement event, Football Mania, 50/50 Raffle, etc.
 - iii. Webmaster support: Our 2020 Webmaster, Paddy Armstrong, will be "graduating" after this year. This is the perfect opportunity for someone to shadow her and learn the position. The Webmaster attends meetings, knows web applications and management, and a large portion of the work can be done at home.
 - iv. Junior Varsity Team Coordinator: The JV Team Coordinator coordinates coach and team communication, maintains roster with jersey numbers, coordinates weekly team bonding meals, game day nutrition/waters, game day photography, game day volunteers, players of the game, highlight photo management for each game, assists with JV/Varsity banquet.
 - v. Freshmen Team Coordinator: The Freshman Team Coordinator performs the same functions as the JV Team Coordinator for the Freshmen Team, and coordinates the Freshmen Team Banquet.
- g. Interested Persons – Added to WFC BoD distribution list
 - i. Erin Aaberg
 - ii. Nicole Alise
 - iii. Michelle Billings – Advertising and Sponsorship Support
 - iv. Jessica Giacomini
 - v. Jen Horner
 - vi. Denise Kaufman
 - vii. Kristin LaMarche – Advertising and Sponsorship Support
 - viii. Cassie Marvay
 - ix. Linda Mosher
 - x. Greg Nathanson

- xi. Shannon Panicola – Freshman Team Co-Coordinator-Confirmed
- xii. Kristen Sanchez – Freshman Team Co-Coordinator-Confirmed; will be Primary point of contact for BoD
- xiii. Eva Vernaza
- xiv. Monica Garcia to be added to distribution list
- xv. Gary Manley to be added to distribution list

9. Committee Reports

- a. Advertising and Sponsorships (Patty Hovey)
- b. Band Liaison (Ed Flanigan)
- c. Booster Membership (Sheri Langerman)
 - i. Researching packaging of booster items at other high schools in the Capistrano Unified School District.
 - ii. Need to discuss with Andrew Mashburn on concept
- d. Cheer Liaison (Jen Klenske)
- e. Communication (Triss Chesney)
 - i. Constant Contact – 686 contacts listed in 2020 General Interest List
 - ii. First message (2020 communication, next BoD meeting, new BOD) to football program sent 1/16/20 (30% open rate).
 - iii. Second message (football nutrition donations/volunteers) sent 1/17/20 (37% open rate).
- f. Community Donations (Open)
- g. Events (Nikki Jarvis)
- h. Field Coordinator (Mike Harrison)
- i. Football Nutrition (Pam Ellis)
 - i. First day was today and all went well with Zero/6th
 - ii. Still soliciting donations for food/milk/Gift cards
 - iii. Pam will send an email to Zero/6th families directly
- j. Freshman Team Coordinator (Open)
- k. Fundraising (Pam Ellis)
 - i. Charity Mania Super Bowl Fundraiser
 - ii. \$450 made so far for Spring Nutrition
 - iii. Taste of Aliso will be happening; Meeting will be on Thursday 1/23/20; more information to follow
- l. Game Day Programs Production (Paddy Armstrong)
- m. Game Day Programs- Gifts and Incentives (Sheri Langerman)
 - i. Left over (unclaimed) gift cards will be used for Taste of Aliso with the exception of 5 “In-n-Out” Gift cards that will be given to Coach to use for Spring Motivation-Lifting at his monthly meetings.
- n. JV Team Coordinator (Open)
- o. Player Gear and Spirit Wear (Jen Klenske)
 - i. Will be meeting with Andy and Perfect Impressions
 - ii. Greg Nathanson offered to get price quotes from his vendors for comparison
- p. Pre-Game Meals (Paddy Armstrong)

- i. Spoke to Tony Pepperoni and we will be receiving the same pricing as last year for Pre-Game Meals
 - q. Snack Bar (Michelle Snider)
 - r. Varsity Team Coordinator (Patty Hovey)
 - s. Volunteer Coordinator (Jaclyn Smith)
 - t. Webmaster (Paddy Armstrong)
 - i. Will put Instagram link on home page so that interested Freshmen families can find more information on working of program.
- 10. 2020 Calendar Planning
 - a. National/State Holiday Calendar
 - b. Capistrano Unified School District Capistrano Unified School District 2019-2020 and 2020-2021 School Calendars
 - c. Draft calendar for the football program from Coach Calahan
 - d. Aliso Niguel Activities 2019-2020 Calendar
 - e. Information on home game themes
- 11. Undiscussed Old Business
- 12. New Business—Please bring budgets from your respective responsibility (GL'S) for next meeting so we can plan the budget for the year.
- 13. Next Meeting
 - a. WFC BoD Meeting – 2020 Budget Planning, February 3, 2020, ANHS Conference Room
- 14. Adjournment --Motion to Adjourn at 9:05 (Pam); 2nd Becki; Approved.