

PFPS ATHLETIC BOOSTER CLUB

MEETING MINUTES

JANUARY 9, 2025 @ 6:30 PM AT SCHOOL RM. (226)

1. Booster Club Updates:

- ❖ Vice President - Katie O'Sullivan:
 - **CORI and Training:** Katie provided all booster club member names to Cathy and awaiting response of what training each may have to complete.
- ❖ Secretary – Melanie Fialho:
 - **Senior Night Updates:** Melanie is confirming dates with Mr Goda to include in Cardinal Catch Ups beginning this month.
- ❖ Treasurer – Julia Avery
 - **Balance is aprox \$24k**
 - **Concession stand sold out of most inventory during the most recent basketball game and Kelly has placed an order on Amazon to replenish**
 - **Greg turned in his membership card to Restaurant Depot**
 - **There is cash from December - Katie just made deposit of \$700**
- ❖ Merchandise Committee- Shannon Walsh
 - **An order came in in December**
 - **Shannon would like to request funding for regular sport tek shirts - would like to order gray, as the freshmen need to use this color. Motion to spend \$5k in merchandise approved**
 - **Recommended showing the basketball sport tek shirt in a more visible area**
 - **Shannon planning to attend a hockey game to sell merchandise – Katie and Melanie can help sell**
 - **New Student Night - 3/12**
- ❖ Team Liaison Committee- Nicole Moreau
 - **Rec'd final rosters - waiting for email distribution for each team**
- ❖ Marketing – Kelly Robinson
 - **Kelly provided Wendy Harrington with Booster Club website changes**
- ❖ Concessions - VACANT
 - **Dr Harrington provided a key to the booster club for the indoor concession stand; can use booster club mail box to keep the key if we have to hand off to another person**
 - **Will need someone to manage new sign up genius, but in the meantime, Kelly loaded all the basketball games**
 - **Pope is hosting a location for the Hoophall Classic beginning January 18th. Games begin Sat 10 am - 5 pm, Sun: 11 am - 6 pm start; decided to slot times into sign up genius into two hour shifts. Consider including in morning announcements to get students to attend or include a QR code and post outside concession**
 - **Discussed volunteer requirements with Dr. Harrington. Include language in parent liaison letters again – next step: Kelly and Nicole to draft language; and can also consider assigning every family to volunteer at a game**
 - **Can send a targeted email from Pope to parents requesting volunteer help**

- Should also send email to 4 theology teachers for students to volunteer (Lacrosse, soccer, volleyball, basketball)
- Reminder that anyone working concessions should send an email to booster if we need additional inventory
- Is school aware of any permit guidelines for indoor concessions - cannot prepare foods inside, but can make popcorn and use pizza warmer. May need to move things around due to circuits
- Shannon will email Tom to confirm where we can plug the pizza warmer into
- Shannon will reach out to Garcia family re: Dominos pizza. Can buy donuts and coffee (we have the Keurig)
- Shannon will reach out City of Springfield to understand if we need to renew our outdoor license ahead of the spring season

❖ School Update – Dr. Harrington

- New English Teacher, CFFO and maintenance hired
- Two new students
- Continue to work with Cathy for all purchase orders
- Changing from Quickbooks to another vendor for next school year
- Winter sports are going strong
- 160 applications received to date for incoming freshmen class
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2. Important items:

1. November 2024 meeting minutes approved

Start Time: 6:45 PM

End Time: 8:00 PM

Attendance: Dr. Harrington, Shannon Walsh, Kelly Robinson, Nicole Moreau, Melanie Fialho and Katie O’Sullivan