**CENTER GROVE ULTIMATE FRISBEE BOARD MEETING MINUTES**

**June 19, 2018**

**In attendance**:  Sheri Wahl, Julie Anderson & Amber Chittenden

Gina Novotny, Grier Holloway, Lisa Franklin

Absent: Jake Phillips and Ed Sulya

1. **FINANCES: Ed via email**
   * Checks received from Julia and Katie for hotel at Nationals. ($120)
   * Sandblast payment received ($800)
   * Rivertown refund check received and deposited. ($400)
   * Breakmark refund for 3XL shirt delay received.
   * Hotel issue resolved via Amber.
   * Jake refunded $25 registration fee for CGUL that recently posted in May.
   * Overall budget for the 2017-18 club year, loss of $327.43 leaving a year-end balance of $4,754.16.
   * Outstanding financials at this time:
     + 1. 1 hotel payment from the other girls who played at Nationals ($60)
       2. The chick-fil-a dine to donate check from June 5. See below

***ACTION: Follow up on 1 hotel payment (?who).***

1. **TRUSTEE’S REPORT: Sheri** 
   * Check to Jackie for travel expenses given to Jake.
   * Amber paid for Nationals hotel total = $2735.25

***ACTION: None***

1. **DINE TO DONATE: Julie and Kathy**

* Chick-fil-a on 6/5/18 = not received $55. Followed up x3 with Kathy for check and process information for booking. Kathy hasn’t heard anything from Chick-Fil-A and keeps checking in with the store. She will get the information to us soon.

***ACTION: Julie to continue follow up on Chick-fil-a check & process notes from Kathy***

1. **CGUC BOARD for 2018-19:** Below are suggested roles to cover Jake’s work. This will be a work in progress and open to change. Training to take place prior or at the beginning of school.
   * + 1. **New board members for 2018-19**: Gina Novotny, Grier Holloway, Lisa Franklin. Mike Atkins plans to move forward with clinic program and will submit a business plan. Amber moved to accept the 4 new members and Julie seconded. New members approved.
       2. **Board President and Treasurer**: Ed Sulya for 2018-19 last year (Lead the board and maintain bookkeeping for the club; provides annual budget and monthly updates; maintain the database of player payments and forms taken from Weebly) Jake will be stepping down from the board to focus on his education. Grier has accounting experience and would like to shadow for the follow year.
       3. **Trustee:** Sheri (pay bills, has only CGUC credit card)
       4. **Tournament Director**: Amber & Sheri (coordinates with tournament directors and determines annual tournament schedule; reserves hotels for out-of-state tournaments; prepares tournament information to be distributed) Amber will continue setting up hotels/information; Sheri will pay)
          1. Indiana Warm-Up Director: Sheri (oversees our club’s tournament) coordinate with help from -John N., Mr. Werner and Eric H
          2. Coordinate Indoor with IUF
          3. Coordinate team parents: Amber (A team parent, B team parent, Girls team parent and Developmental team parent)
       5. **Secretary / Communications Coordinator**: Julie (recording minutes; responsible for official club email including maintenance of Google Groups account;

Gina will help with communication with CGHS so we have 1 key communicator from the board.

* + - 1. **Start Up Coordinator**: Gina (responsible for scheduling and recruiting students at the fall club fair and organize/run the annual call out meeting; coordinate efforts with Mike at the MS)
      2. **Media Coordinator**: Lisa (responsible for website, Facebook, Twitter, Instagram; procures annual contract with game film photographer; oversees Dropbox account for archiving film and photos)
      3. **Compliance Coordinator:** Grier (roster students with USAU, maintaining coach and chaperone compliance with USAU)
      4. **Fundraising Coordinator** Lisa (oversees sponsorship recruitment, awards at the end of the year and shirts via spirit wear, dine to donate, etc.) - Lisa
         1. Lisa will focus on sponsorships
         2. Gina dine to donate coordinator
      5. **Spirit Wear Coordinator**: Julie (collect artwork submissions by players, coordinates spirit wear set up of store with vendor, purchasing and distribution) Grier to shadow
      6. **Banquet Coordinator** (plan and host banquet) – Junior parent lead – Gina; Sheri and Julie to assist as needed; notes available
      7. **Outreach Coordinator** (expand CGUC to MS and ES) Mike Atkins and Jake
         1. Lisa suggested having a clinic at Mt. Pleasant over the summer. Will talk to MPCC coordinator to see if we could use their facility while we run it and receive the fees.
      8. **Alumni Coordinator** (maintain contact and developing club alumni involvement; fall event) – Jake / ? Mike (Julie email to ask) / Gina as backup
      9. **Weight Room / Practice Coordinator –** Brian and Jake; board to help if needed

***ACTION:***

* + ***Jake to change logins, create list of contacts and send to the board***
  + ***Jake to train board members prior to or at the beginning of the CGHS school year (August 2; last year’s club fair was Aug 24) for the processes of the above jobs***
  + ***Jake to reach out to his contacts regarding the change of communication with the CGUC.***
  + ***Vendor contract – What is the timeframe of the current contract? Continue with Breakmark.***

1. **SHORT TERM GOALS FOR THE FALL SEASON:**
   * **Complete training of new positions/tasks in a timely manner**
   * **Complete recruitment at CGHS and both MSN and MSC**
   * **Set up fall league. Confirm coaches for 2018-19**

**NEXT MEETING: Tentatively on Tuesday, August 7 at 7 pm at Julie’s pending Jake’s availability for training.**

**Submitted by Julie Anderson, CGUC secretary**