Meeting 4: Action Items  
  
President

- Submit reimbursement form for field lining paint (aprox. $20)  
- Give club email log in information

- Give website access to Secretary and Treasurer

- Add chair sign-off line on reimbursement form (for committee member use)

- Call out follow up email about first practice, on social media

- Set date for USAU Coaching Clinic with CGHS, and submit application to USAU

- Give Treasurer and Vice President online banking log in information

- How to make gmail footer

- Email and social media reminders about middle school team

Vice President

- Boiler, Huck-O-Ween, Chicago bid payments

- Jerseys, hats payment

- Research coaching contract template

- Research 1099 form to confirm that's best for coaches, and how to handle it (see Treasurer below)

Secretary

- Tally all forms turned in

- Make contact list in excel  
- Make Google Group emailing lists

Treasurer

- Review budget, finance spreadsheet, and formulate plan for this year

- Get this year’s financial records up to date/use current balance, ready to start fresh this year

- Decide what program to use/best for the club long term

- Recommendation on coaches’ pay/taxing/paperwork, 1099 form (see VP above)

Director

- Continuous Manual Updates/Additions

- Travel Chair responsibility, Boiler packet & carpooling, Chicago hotels, Huck-o-ween hotels

- Contact Ms. Tedrow about what needs to be done to ensure we're in the yearbook this year  
- Contact Ms. Tedrow (possibly) inquiring about last year's status. We were supposedly put in it, according to her

- Request for school's PA announcements/website to remind about first boys practice on Tuesday  
- Request for school's PA announcements/website to remind about first girls practice on Wednesday

- Contact Malita, invite to next meeting to bring her plan, potentially moving up spirit wear start date to coincide with parent meeting

- Contact Middle School's about advertising team (deadline to sign up is 9/11)

- Make Middle School flyer? (if feasible, timewise