

**MINUTES OF THE MEETING**  
**OF**  
**THE BOARD OF DIRECTORS**  
**OF**  
**WESTHILL BOOSTER CLUB, INC.**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF WESTHILL BOOSTER CLUB, INC.**, a New York not-for-profit corporation, (the "**Corporation**") held at Westhill High School Library, 4501 Onondaga Blvd., Syracuse, New York, on September 19, 2016, at 7 p.m.

The following were present, being members of the Board of Directors of the Corporation: Kevin Bryant, Holly Coolican, Liz Demperio, Matt Heinrich, Jean Lobello, Pete Lobello, Maureen Martin, Kathy Matukas and Richard Scrimale; four (4) members were absent. Jen Smarrelli, Westhill Athletic Director, was present as an Ex Officio member of the Board of Directors.

Also present at the meeting were the following: Tom Cunningham, John Geer, Cyndi Hynes, Amy MacCaull, Mary Ellen McAnaney, Shannon McMahan, Rachel Neider, Shawn O'Reilly, Marty Polecek, Diane Robinson, Beth Schwartz and Terri Rogers.

The meeting was called to order and Richard Scrimale acted as Chairman and, in the absence of the Secretary, Richard Scrimale acted as Secretary of the meeting.

The Chairman then stated that a quorum of the Board of Directors was present and the meeting was ready to transact business.

The Chairman stated that the first order of business to come before the meeting was the review of the Minutes from the previous meeting. The Minutes were distributed by Dana Sizing, Secretary of the Corporation, via e-mail prior to the meeting. Upon motion duly made by Jean Lobello, seconded by Matt Heinrich, and unanimously adopted, it was

**RESOLVED**, that the Minutes were approved.

*Parent Team Representatives:*

The Chairman then requested if anyone was willing to take over for Maureen Martin as Parent Team Representative Coordinator. If anyone is interested if they could contact the President at [westhillboosterclub.president@gmail.com](mailto:westhillboosterclub.president@gmail.com). Holly Coolican introduced Amy MacCaull and Mary Ellen McAnaney as future successor Parent Team Representatives for Cross Country.

Financial Report:

The Chairman stated that the next order of business to come before the meeting was the financial report. Kathy Matukas, Treasurer of the Corporation, presented the financial report. Kathy Matukas reported that the current bank balance is approximately \$65,000, with approximately \$42,000 designated as team account funds. The Corporation maintains its funds in one operating account and unofficially tracks the fund raising of the various teams resulting in the team accounts. The Corporation's policy is to generally support the teams which support the Corporation. The team accounts provide a means to track the support of the Corporation by the various teams, clubs and organizations.

Kathy Matukas indicated there is an invoice outstanding for the installation of the new athletic field sound system in the amount of approximately \$10,000. Richard Scrimale explained that the initial quote was \$8,900 which was subsequently negotiated down to approximately \$8,400. In addition to the speaker system, wiring, conduit, equipment rental and other items necessary for installment were approximately \$1,600. The sound system was installed by the school staff resulting in no charges for labor.

A general discussion of the financial position of the Corporation ensued. The need for general fund raising beyond the team accounts was emphasized in order to fund discretionary spending and support as well as general operating expenses.

Fund Raisers:

The Chairman stated that the next order of business to come before the meeting was a discussion of the Corporation's various fund raisers.

- A. Carrier Dome Concession Stand. The concession stand is currently being shared with Bishop Grimes Booster Club who are taking three football games. The Corporation's dates are as follows:
1. September 2, 2016 – Boys Lacrosse
  2. September 9, 2016 – Girls Volleyball
  3. October 15, 2016 – Boys/Girls Cross Country
  4. April 8, 2017 (Monster Jam) – Boys Soccer

In addition, the Corporation's contract requires two non-basketball events to be staffed by the Corporation.

- B. Sports Program. Pete Lobello reported that the Fall Sports Program went to print today and should be available by the end of the week. Pete Lobello indicated there is a significant need to find new advertisers or viability of the Sports Program would be in jeopardy. Pete Lobello directed the attendees of the meeting to the Corporation's website for the advertising rates and submission form.

- C. Fall \$5 Sports Raffle. Kathy Matukas reported that the Fall raffle was underway and the drawing would be at halftime of the Homecoming game, September 30. Tickets are due back from the Team Parent Representative by September 22, however tickets would be accepted a little late and tickets would be sold the evening of

Homecoming as well. \$3.00 of each ticket sold would be designated to the applicable team account.

- D. Concession Stands. Liz Demperio reported that the High School Concession Stand is up and running. There still is a need for teams (any sports season) to sign up to staff some games. A team needs to provide between 2 and 4 persons to staff the stand. Richard Scrimale reported that Kathleen Hunt has agreed to coordinate the Middle School Concession Stand for modified games. The Grand Opening is Tuesday, September 20. The net profit from the Middle School Concession Stand will be returned to the OHMS PTO.
- E. Golf Tournament. The results from the annual Golf Tournament, held on September 11, were not yet available.
- F. Spirit Sale. Richard Scrimale reported that the Spirit Sale Committee, none of whom were present, indicated to him prior to the meeting that the Spirit Sale would be held between October 15 and 31 in response to feedback from prior sales. The delivery date would still be prior to Christmas so that purchases would be available as Christmas gifts.
- G. Camps/Clinic/Programs. Richard Scrimale reported that some camps and clinics for the 2016-17 school year have already been submitted and approved. The Camps and Clinic are consistent with previous years.
- H. Syracuse Crunch Ticket Voucher Sale Program. Richard Scrimale reported that Mark Hayes of the Syracuse Crunch about a ticket voucher sale program. The Corporation can sell ticket vouchers for \$20 which can be exchanged for tickets to any regular season Syracuse Crunch game. The regular ticket price for Syracuse Crunch games range between \$21-26. The Syracuse Crunch will return \$10 of every ticket voucher sold to the Corporation. In addition, the Syracuse Crunch would designate one game "Westhill" night in which the ticket vouchers would be redeemed mainly in one section and Westhill students could sing the National Anthem. A general discussion ensued and it was decided that both a Westhill night and general ticket vouchers should be sold. The meeting directed the President to select the date for Westhill night, create an order form and distribute it with a purchase deadline near the end of October.
- I. Warrior Raffle. Richard Scrimale reported that he contacted the NYS Fair to check of the possibility of renting the International Building for the event. The event chairs indicated a desire to potentially move the event to a larger venue. The employee in charge of renting the facilities has to review files to determine rental rates and other terms and conditions and will get back to the Corporation. A general discussion was held regarding the success of last year's event, the possibility of remaining at the same venue and the time of year for the event.
- J. 59 Minute Fund Raiser. Richard Scrimale spoke with Gary Foti, who operates a fund raiser for not for profits. Gary Foti indicated that other schools/teams have been

successful running a 59 minute telethon by various team members. The fund raiser is team based and would be coordinated by a coach and run by a particular team. Richard Scrimale communicated that the Corporation would not run such a fund raiser but would support and financially report for tax purposes any such fund raising undertaken by a team with a coach's support and approval.

Homecoming:

The Chairman stated that the next order of business to come before the meeting was a discussion of Homecoming to be held on September 30. Liz Demperio reported signups for volunteer positions is currently open. To date, seven (7) of the minimum twenty (20) required volunteers are filled. Liz Demperio also reported that there will be independent food trucks at Homecoming, who are renting space from the Corporation in addition to the normal concession stand. Jen Smarrelli reported on the schedule of the day's events as follows:

- 1:30 pm – Pep Rally during the last period of the school day.
- 5:15 pm – Lighting of the Bonfire
- 6:30 pm – Kickoff of the Football game

Jen Smarrelli reported that the student council is organizing the Pep Rally and that they may request that team captains from all fall varsity sports teams light the bonfire.

Old Business:

The Chairman stated that the next order of business to come before the meeting was to report on any old business.

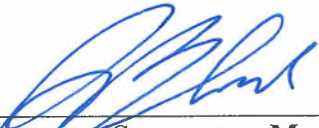
- A. Annual Senior Athlete Night Committee. Richard Scrimale reported that Holly Coolican, Maureen Martin and Kathy Matukas would be meeting with Tracey Collett and Jen Smarrelli regarding previous years' Senior Athlete Nights. The Corporation will be taking the lead on planning and conducting Senior Athlete Night in June 2017. After receiving background information, the Corporation would request for volunteers for the committee at the next meeting to join the committee.
- B. Website Management. Richard Scrimale reported that the Corporation's website is outdated and is in need of updating. Richard Scrimale indicated that it is likely cost prohibitive to professionally outsource the website management. He indicated that he would be willing to reach out to the High School's computer teachers to see if any students or any computer club would be willing to update the website. Marty Polecek indicated he would be willing to update the website until a permanent solution was determined. Kevin Bryant and Shawn O'Reilly volunteered to reach out to Syracuse University to seek volunteer or discounted rate interns for website management.

New Business:

The Chairman stated that the next order of business to come before the meeting was to report on any new business. Tom Cunningham requested that the Corporation reach out to the

High School Chorus to make a recording of the National Anthem to be played at school games rather than the current generic recording. Tom Cunningham also reported that Westhill will be hosting a wheelchair soccer tournament in the High School Gymnasium on October 2. Andrew Cunningham, a Westhill student, will be participating in the tournament. Tom Cunningham encourages everyone to attend and thanked Jen Smarrelli for coordinating the use of the High School Gymnasium.

There being no further business to come before the meeting, it was, upon motion duly made by Liz Demperio, seconded by Jean Lobello, and unanimously adopted, adjourned until the next regular meeting of the Board of Directors on October 17, 2016 at 7:00 p.m. at the Westhill High School Library.

  
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**RICHARD SCRIMALE, Meeting Secretary**