

**Hardin Valley Academy Athletic Council
Executive Board, Coaches, and Pac Rep Meeting**

July 7, 2009

Minutes

Attending:

Executive Board Members – Gary Rowcliffe, Teresa Laggis, Kathy Hensley, Donna Barnett, and Ken Black
Coaches – none present at the meeting.

Pac Representatives – Katie Smoak (Baseball), Steve Moore (Girls Basketball), Danielle Mayes (Cheerleading), Vince Yinger (Cross Country), Kevin Schlosser (Football), John Milner (Girls Soccer), Tom Feiten (Tennis), Daniel Yarnell (Track), Toni Warner and Danny Walker (Volleyball), and Ken Vara (Wrestling)

Guest Speaker – Steven Defur, Hardin Valley Youth Sports program

Hardin Valley Youth Sports Program:

Steven Defur, the Director of HV Youth Sports is working with Coach Jones on field usage for his program. With 3 boys – one at HVA now- he knows the need for youth sports in the Hardin Valley community. Currently, the youth program has approximately 100 kids starting football camp tonight with 140 total kids in the youth program, ranging in age from 8-14 yrs old. It is a feeder program to the Academy and Defur wants to continue to build excitement and give back to the community. He wants a definitive working relationship with HVA. In addition, Cokesbury Church, where he is a youth minister, will be building on HV Road and will set up temporarily in our gym so the HV youth program can help sell tickets for HVAAC sponsored events and build financial support.

Honken suggested Defur be included on the HVAAC PAC Rep & Coaches roster as an informal extension of our program.

Secretary's Report:

Minutes from the June 1, 2009 will be emailed to the group.

Treasurer's Report:

K. Hensley distributed financial reports to each team.

Balance beginning of the Month:	\$33,470.51	General Fund Balance	\$8,581.99
Income for the Month:	+\$14,361.69		
Expenses for the Month:	<u>-\$ 8,814.10</u>		
Balance	\$39,018.10		

The financial reports distributed are the year-end financial reports as the Council's fiscal year ends June 30th. The Golf Tournament netted \$1,779.98. Media guide packets were included in each financial folder that Donna will review later. Football PAC Rep, Schlosser requested more reports specifically in regard to money coming in and going out in the month for each sport.

Athletic Director Comments:

No report this month.

PAC Updates:

1. **Baseball** – There no report.
2. **Boys Basketball** – No one present to report.
3. **Girls Basketball** – No one present to report
4. **Cheerleading** – D. Mayes stated there was nothing new report this month.
5. **Cross Country** – V. Yinger announce that there would be a cross country camp 7/12-7/18th.
6. **Dance** – No one present to report.
7. **Football** – K. Schlosser stated there was nothing new to report this month.
8. **Fencing** – No one present to report.
9. **Boys Soccer** – No one present to report.
10. **Girls Soccer** – No one present to report.
11. **Softball** – K. Hensley stated for J. Hensley there was nothing new to report.

HVAAC Executive Board, Coaches, and PAC Rep Meeting

July 7, 2009 Minutes, cont.

12. **Swimming** –No one present to report.
13. **Swimming** –No one present to report.
14. **Tennis** – T. Feiten stated there was nothing new to report this month.
15. **Track** – D. Yarnell stated there was nothing new to report this month.
16. **Volleyball** – No one present to report.
17. **Wrestling** – K. Vara stated there was nothing new to report this month.

General Discussion on for General Funding:

1. D. Yarnell updated everyone on the upcoming Jr. Olympics regional qualification meet this weekend. The long jump pit is almost completed and they were able to get it done for the \$6,300 they requested at the previous meeting. The money is needed by this Thursday, prior to the regional qualification meet. The team will make some money over the weekend and maybe able to repay all or most of the short term loan immediately. A lot of parent volunteer time went into the construction of the additional jump pit which helped reduce the total cost of completion. **S. Moore made a motion to make a short term loan to the track team for \$6,300. D. Walker second the motion and it passed unanimously.**
2. K. Hensley stated there are problems with field vendors and suppliers sending in more and more invoices to be reimbursed. She reviewed specific bills as examples and stated she needs a PO so she can process the invoices. She will send emails to the coaches and PAC Reps as a reminder and a resolution. **T. Feitin made a motion to go a head and pay the invoices and resolve the issues within 1 week. R. Honken second the motion and it passed unanimously.**
3. R. Honken announced that United Rentals has frozen our ability to use their equipment free of charge since we have not honored our commitment to supply a banner with their logo advertising the fact they are major sponsors of the Council. ***G. Rowcliffe & R. Honken will send a letter or visit to apologize and take steps to correct the situation.***

Update on Fundraising:

1. **Discount Cards** – T. Laggis announced the discount cards would not be here until the following week. The top 3 teams: foot, baseball, and track have 1000 cards for each sport with their logo on them and the remaining 2000 will have a general logo. She reviewed the time frame of the fundraiser through the beginning of school. Catholic is not selling the cards this year and Karns has already started selling. G. Rowcliffe reviewed the Smack ups from Brad Durham. They are vinyl stick-ons for the car and cost no money to the Council. Anyone can order online or preorder for upcoming sport seasons. The cost is \$20 per pack. If we sell less than 50, we get 30% back. If we sell more than 50%, we get 50% back. R. Honken suggested we get HV Youth Sports on board with selling the Smack ups. D. Walker suggested we get the company to put player's numbers on the smack ups and they will sell more.
2. **Brochures** – G. Rowcliffe passed around a mock-up version of the brochure. They are bigger because we will not be mailing them out as we thought last year. He added an explanation of the donor chart for easier understanding. ***G. Rowcliffe asked that everyone hand deliver with an explanation of the brochure vs. dropping the brochure off.*** He explained where the banners would be hung during two sports seasons (fall from Sept. to Dec and Jan. to May) and Danny Walker would be responsible for moving them between fences and will be handle the calendar for the banners and which seasons they are to be hung. Danny will also need a list of indoor banner sponsors which are now being cleaned and stored until the winter season. ***Kathy H can print off a list from the invoices last season for D. Walker to review and act on.***
3. **Sponsor Roster** – ***T. Laggis reminded everyone to review the roster that will be updated and sent out every other week and send her any new sponsors contacted and the outcome of any communications and/or commitments.***

HAAC Executive Board, Coaches, and PAC Rep Meeting

July 7, 2009 Minutes, cont.

4. **Website Changes** – K. Bishop announced that Network Solutions has our new domain name of “www.hvaac.org” and has also implemented a privacy screen which incurred a small charge. He stated the Council was wide open for exploitation with the old system. He should have the new site done by the beginning of the school year, including a great deal of pictures he has been taking for the website. K Bishop confirmed with R. Honken that we can put the first game on the website and make a DVD to use for securing sponsorships. We need to have our website linked to the HV Youth Program. ***G. Rowcliffe will forward the new brochure and some other changes as soon as possible to be uploaded before the team meetings.***
5. **Media Guide** – D. Barnett reviewed specifics and stated we can be flexible with the schedule if we need to sell more ads. She stated we will be producing at least 500. If we need more can print more. The Media Guide Committee is working hard on collecting ads and developing the layout of the media guide. The biggest problems currently are the team photos. ***G. Rowcliffe will get with G. Ashe to determine the best way to get the team photos taken and information processed. He will verify if we can use our own photographers or if the academy’s contract with last year’s photographer is in place still.***

Open Discussion:

1. R. Honken updated everyone on the scoreboards. Chris Sykes who made the sign on the sports trailer stated there was no sign he could not produce. We currently have a big problem with different signage vendors regarding different looks, cost, etc. Sykes will do whatever we need to get our signs done quickly, including tracking down the screen art, taking the banners down, and storing them. D. Mayes has done business with Sykes before and feels he is very professional and energetic to help out. Unless, R. Honken hears anything different, ***he is going to contact Chris Sykes to be our banner producer, although, everything still needs to be coordinated, since he is responsible for the HVAAC banners especially through the HAWKPacs. R. Honken will get specific criteria from United Rentals to get their banner ordered and put up immediately.***
2. R. Honken has only received a few 2009-2010 Budgets. If everyone submits their budgets, we guestimate we will have close to \$700,000 worth of budget needs. ***He asked that everyone complete the attached budget form and turn it in. G. Rowcliffe also asked that everyone include any GIK donations for tax purposes and to use the form on the website.***

Next meeting:

The next PAC Rep, Coaches, and Executive Board meeting is scheduled for Monday, August 3, 2009 at 6:30pm at HVA.

Highlighted items require attention by specified PAC Rep and/or Coach and/or EB member

Minutes submitted by Teresa Laggis, HVAAC Secretary

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Action Items

HV Youth Sports Program:

Honken suggested Defur be included on the HVAAC PAC Rep & Coaches Roster as an extension of the program.

Secretary's Report:

T. Laggis will email the Minutes from the June 1, 2009 as copies could not be made since we are meeting in the Weight Room.

United Rentals Sponsorship:

G. Rowcliffe will send a letter to United Rentals apologizing for the lack of a banner per an agreement for sponsoring HVAAC with free usage of rental equipment and document the steps being taken to correct the situation.

Brochures:

G. Rowcliffe asked that everyone hand deliver with an explanation of the brochure vs. dropping the brochure off.

Sponsor Roster:

T. Laggis reminded everyone to review the roster that will be updated and sent out every other week and send her any new sponsors contacted and the outcome of any communications and/or commitments.

Media Guide:

T. Feitin made a motion to go ahead and pay the field contractor invoices and resolve the issues within 1 week.

Banners:

R. Honken is going to contact Chris Sykes to be our banner rep although, everything still needs to go through Danny Walker, since he is responsible for the HVAAC banners. R. Honken will go and get specific criteria from United Rentals and get their banner ordered and put up.

2009-2010 Budget:

R. Honken asked that everyone complete the attached budget form and turn it in. G. Rowcliffe also asked that everyone include any GIK donations for tax purposes.

Approved Items

General Funding:

S. Moore made a motion to make a short term loan to the track team for \$6,300.

Financial Concern:

T. Feitin made a motion to go ahead and pay the field contractor invoices and resolve the issues within 1 week.