

**Hardin Valley Academy Athletic Council  
Executive Board, Coaches, and PAC Rep Meeting  
October 7, 2008  
Minutes**

**Attending:**

**Executive Board Members** – Gary Rowcliffe, Teresa Laggis, Kathy Hensley, Donna Barnett, Chuck Clevenger, and Ron Honken,

**Administrative** –George Ashe, Assistant Principal and Athletic Director

**Coaches** – Kirk Renegar (Baseball), Keith Galloway (Boys Basketball), Jennifer Galloway (Girls Basketball), Bryan Brown (Track & Cross Country), Mindy Rector (Cheerleading), Nancy Vest (Dance Team), Jeff Hash (Wrestling), and Holly Burns (Softball)

**PAC Representatives** – Katie Smoak (Baseball), John Alpers (Boys Basketball), Jeff Cornelius (Girls Basketball), Shellie White (Cheerleading), Vince Yinger (Cross Country), Tracy Such (Dance Team), Kevin Schlosser (Football), John Hensley (Softball), Gordon Burkett (Volleyball), John Impellizeri (Wrestling), and Ken Vara (Wrestling).

**Treasurer's Report:**

- Chuck distributed the individual sport's financial reports to each PAC Rep/Coach. *Chuck will send Teresa a copy of the distribution for the minutes. Checks written for the \$50/30 club for the discount cards need to be credited back to the team balances and taken out of the general fund.* Chuck will distribute each team's financials via email every 2 weeks and again at the monthly meeting. Chuck reminded the PAC Reps and Coaches to use the PAC Deposit Form when submitting any money for deposit

**Secretary's Report:**

- Minutes from August 18, 2008 were reviewed. Changes were made to the section on Media Guide per Donna. John Alpers motioned to approve the minutes as corrected, Ken Vara seconded the motion. The motion passed unanimously.

**Coaches Reports/Request for Funds:**

1. **Baseball** – Kirk is requesting \$2000 for a batting cage frame with 70 ft tunnel. Gear America resulted in a \$700 profit. There will be a middle school tournament beginning in April 2009. Katie said the team is participating in a Rack, Blow, and Bag effort to raise funds for the team. The team will also Trick-or-Treat for Second Harvest.
2. **Boys Basketball** – Keith requested \$11,000 for an electronic divider in the gym. The 3 estimated bids ranged from \$9,000-\$11,000. The divider is badly needed due to the number of teams needing the gym to practice. A divider will allow 2 teams to practice at the same time, thus allowing more teams to practice at reasonable hours of the day. The school's physical education department would benefit also. Terry asked if we could get sponsors to cover the cost of the divider. Keith stated the team is going to sell team rosters and t-shirts at the home basketball games, and is currently selling ESPN magazine subscriptions to raise funds. Open gym for tryouts is scheduled for Oct. 14<sup>th</sup> and 16<sup>th</sup>.
3. **Football** – Kevin reported there is a fundraising 'Donation Letter' in progress. To date, 60 donations yielding \$ 2000 has been sent in. A Sims Tailgate Party is scheduled for the last freshman game on Tuesday, October 14<sup>th</sup>. A Pancake Breakfast is planned for November 1 at Season's Café in Farragut. The team's parents are exploring a "Parent's Night Out" as a possible fundraiser.

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4. **Volleyball** – There was nothing to report at this time.
5. **Cheerleading** – Mindy requested money for various uniform fees, which she is not sure have been paid. If the invoices have not been paid and a late fee is charged, Mindy felt the General Fund should absorb the cost since the invoices were sent in much earlier to allow for prompt payment. Chuck will follow up with her. Mindy also reported the team is selling decals and t-shirts under the Spirit Tent.
6. **Dance** – Nancy stated there is a Car Wash on Saturday. Dance needs \$2,093 for warm-ups. The Dance team is also having a Mega Dough cookie dough sale from Dec. 5<sup>th</sup> through Dec. 13<sup>th</sup>.
7. **Cross Country** – There was nothing to report at this time.
8. **Track** – Bryan stated the HVA Track Invitation is scheduled for March 27<sup>th</sup> & 28<sup>th</sup>.
9. **Girls Basketball** – Jennifer said the Dodgeball Tournament on Sept. 26, 2008 resulted in a \$500 profit. Everyone attending requested to have another tournament in the spring.
10. **Swimming** – There was nothing to report at this time.
11. **Wrestling** – Jeff is requesting \$10,600 for wall mats and \$14,192 for floor mats for the gym. Also needed are extra mats for the workout room. The PAC members are planning a car wash for Oct. 11, 2008 at the Shell station on Middlebrook Pike.
12. **Boys Soccer** – There was nothing to report at this time.
13. **Softball** – There was nothing to report at this time.
14. **Tennis** – Nancy stated there was a meeting scheduled for Tuesday, Oct. 28<sup>th</sup> for those interested in tennis. She will send information to Kathy for posting on the website.

### Discussion regarding funding requests included:

- Terry discussed that if each person on a team could get one Talon Hawk Sponsor, we would have a great deal of funds available for distribution, at a lot less work
- Gordon expressed concern with the discussion and ability of the basketball teams to repay the Council for the divider expenditure if we ask them to raise a portion of the cost
- Ron made a motion to approve \$5,000 for the down payment of the dividers with the remaining balance being paid from funds of the associated sports with the majority use of the dividers. Motion failed
- Kathy stated that the remaining balance of invoice for divider would not be due for probably 6 weeks so there could be time to raise money if the initial purchase was delayed.
- Donna asked if the remaining balance could not be paid by HVAAC could funds from ticket sales be used? The answer is no due to the school having to pay for security, fees, and referees from all ticket sales. All gate receipts are school deposits.
- Keith made a motion that funds be appropriated for the batting cage needed by baseball. Jeff seconded the motion and it passed unanimously.
- Jeff Cornelius made a motion that the \$1,200 requested for field work be appropriated. The motion was second by Kirk Renegar and it passed unanimously.
- George asked that the Council cover costs for our coaches, on a case-by-case basis, for travel to state tournaments. Ron made a motion to accept this request. Bryan Brown seconded the motion and it passed unanimously.
- John Alpers made a motion to have all \$11,000 requested for the dividers covered by the general fund balance. John Hensley second the motion. With the exception of Nancy Vest and Gordon Burkett, the balance of the reps voted yes.

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### Update on Fundraising:

1. **Sponsor Contact List** – Ron expressed frustration from a few area companies being hit for sponsorships multiple times by different parents from HVA. There needs to be coordination with the person making the initial contact before a sponsor is contacted a second time. Reps were asked to review the contact sheet that was handed out at the previous meeting.
2. **General Sponsors** – Terry reviewed the 5-step fundraising process and asked that the PAC Reps and Coaches coordinate all fundraising ideas and discuss any associated issues with her only. She assured all that the turnaround time would be quick. Gary asked everyone to use the brochures as they are readily available and have yielded a good return.
3. **Winter Media Guide** – Donna stated we have already sold \$2,600 for ads which should cover printing costs. Any Guides hereafter sold are pure profit. Donna made a motion to lower the charge for the media guides to \$5. Ron seconded the motion and it passed unanimously. This was an EB decision.
4. **Field Banners** – Terry stated we have one new banner: TN Collision Repair. Maintaining field banners on the field for a whole year is tabled for the next PAC Rep/Coach meeting.
5. **Court Banners** – Kathy informed everyone that we have 12 banners sold and that we have submitted an order for 7 to date.
6. **LifeStyle Magazines** – Dennis Downs apparently met with and gave the Cheer Team 100 magazines (2008 version) to sell for the team without going through our process. Furthermore, there is confusion regarding the payment process. Gary stated that HVAAC will need an invoice from Knoxville Lifestyles if any payment is going back to them and that all checks collected need to be made payable to HVAAC
7. **Season Cushions** – Gary thanked the 6 PAC Reps/teams sold seat cushions. There was an agreement between everyone that the seat cushions should be sold in the spring as well.
8. **Season Tickets/pass-** Gary is working on season passes for multi sports, season tickets for football and basketball, and a season ticket packaged with a stadium seat program.
9. **Gifts-in-Kind** – Teresa expressed the need to hear from all PAC Reps and/or Coaches regarding non-monetary donations. A letter needs to go out those donors expressing appreciation. *Teresa will develop a form and send it to Kathy to post on the website to make reporting Gift-in-Kind donations easier.*
10. **Proposed Budget** – *Ron distributed 2008-2009 Budget Proposal Form and asked each PAC Rep and/or Coach to send a completed form into him.* Information from the forms will be compiled and reviewed to determine the financial goals for the Athletic Council.

**Next meeting:** The next Executive Board of the Council meeting is scheduled for Monday, October 27th, 2008 at HVA @ 6:30pm. The EB and PAC Reps/Coaches meet Monday, November 3<sup>rd</sup>, 2008 at HVA @6:30pm.

Minutes submitted by Teresa Laggis, HVAAC Secretary