

THE WOODLANDS HIGH SCHOOL AFJROTC BOOSTER CLUB



INTEGRITY FIRST, SERVICE BEFORE SELF, EXCELLENCE IN ALL WE DO

2022 May Board Meeting - AFJROTC Leadership Room

3-May 2022 Called to Order – 19:03

Action Items from March meeting: ALL CLOSED

- Set up a remind notice for Chili cook-off and how parents can donate

Action items from April meeting: ALL CLOSED

- Set up a new group text for the new BOD for incoming board
- Need to recover the Google Workspace -- Christie
- Send past meeting minutes to Beth and Elizabeth to upload onto Booster Club website -- Kim
- Print out all past meeting minutes for retention -- Kim
- Share booster club slides for next week through email -- Diane
- Confirmation that Kona Ice can make the Hail and Farewell date -- Elizabeth

Action items from May meeting:

- Need to get Pens and Name Tags for Hail and Farwell – Beth and Christy
- Need to bring Tents – Christy will bring hers
- Pick up Rudy's tacos for Hail and Farwell – Melissa will pick up
- Parking cones for Kona Ice Truck for Hail and Farwell –
- Ross to bring salon basket from Chili Cook-off which did not sell – Ross
- Send minutes of meeting to Diane for Bank Signatures - Kim

May Meeting minutes:

Entire Board:

- Review of out coming and incoming board members
- Introduce Kary Curtis as Secretary nominee – daughter in JROTC, rising Junior
 - President Ross Nix motioned that Kary meets all requirements to hold Secretary position
 - Diane Jenkins 2nd the motion and motion has passed

Secretary:

- BOD meeting minutes from last board meeting read out
- Motion to approve and passed

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Treasurer Report – Diane Jenkins:

- Invoice statement sent out to everyone
- **Starting balance: 31-March 2022 - \$20,890.78**
- **Ending balance: 30-April 2022 - \$28,139.75**
 - Pending expenses from BDM and Dining-in
 - Income – \$8,346.56
 - Chili Cook-off tickets/raffle/silent auction - \$6,582.00
 - Chili Cook-off entry fees - \$565.00
 - Spirit Wear – Chili Cook-off - \$776.00
 - Spirit Wear – Other - \$235.00
 - Kroger - \$108.56
 - Donations - \$80.00
 - Expenses – (1,097.59)
 - Chili Cook-off – (417.33)
 - Dining In – (344.24)
 - Baatan Death March – (222.93)
 - Marksmanship National Banner – (50.00)
 - Credit Card Fees – (63.09)
- Outstanding checks – \$1,074.50
 - \$290 - Audrey Wilkins for cupcakes
 - \$222.93 - Christy Pepper for Bataan Death March
 - \$344.24 - Christy Pepper for Dining in
 - \$217.33 - Melissa Henwood for chili cook off
- Pending Deposits – \$7,659.91
 - \$3,135 - cash and checks from CCO
 - \$2,271.91 - April PayPal transactions including CCO
 - \$2,253 - April Venmo transactions including CCO
- Chili Cook-off
 - total incoming was \$7,225.39 — (does not include Kendra Scott percentage)
 - \$700 spent on all items needed for event
- All Motions and seconded and passed

Spirit wear – Kevin Aquilina:

- Kevin not present

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- Jennifer has all spirit wear items from Kevin and is currently working through inventory of all items
- Once inventory is taken, website will need to be updated with all new items
- N Houston Athletics is CISD approved vendor
- Custom Ink was used this year as vendor
- Suggest creating a survey for cadets to complete on what new items they are interested in.
 - A QR code could be used for direct link to survey with results going back to each Flight Commander

Fundraising – Melissa Henwood:

- Chili Cook-off
 - Messina Hoff sent a gift certificate late for the cook-off – this will be kept for next year
 - Salon basket which did not get a bid – donor would like to have the basket back
 - 26-May: MOD Pizza - \$150 sales before any money back – last day of school & delivery
 - Suggestion for next year Chili Cook-off – distribute raffle prizes in numerical order

Freshman Liaison – Beth Sanders:

- May 13th – Hail and Farewell
 - Food for the night will be Rudy's – set up in hallway in front of ROTC classroom
 - 120-Brisket Tacos
 - 120-Pork Tacos
 - 2-veggie trays with Hummus sides
 - Spirit wear set up in front of Gym
 - Tents for front of door – sing in and get name tags
 - Looking at vegetarian option for veggie tray and hummus
 - Arrive at 4pm to set up
 - Location at TWHS from 5-7:30pm
 - Sign-up Genius will be sent for donations – plates, napkins, water, chips, Rice Krispy treats
 - Kona Ice Truck – will come for last hour, from 6-7pm

Volunteer Chair – Christy Pepper:

- Raffle for awards ceremony (starts at 7pm, arrive at 6pm to set up)
 - Christie has mattes and frame for awards night for each flight
 - Raffle tickets are already obtained
 - Easels and bins at the storage closet
 - Water is in abundance – no need to get anymore
 - Sign up genius will go out for awards ceremony
- Sandwiches for CLC
 - 30-May: 20 cadets -- Brown bag lunch similar to Bataan Death March
 - Show up to make sandwiches that morning

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President – Ross Nix

- Awards ceremony – outgoing BOD and incoming BOD
- Next Booster Club meeting – snacks will be present (tradition)
- Diane preparing for audit which will take place at end of May
- End August will be 1st BOD meeting – finalise and set budget for year
- By-laws distributed for everyone's reference
- Booster Club's monthly check-list distributed for everyone's reference
- Password standardization – each year it will be refreshed with current year
- Remind101 – all requests sent to Ross and copy Secretary
- Secretary will be in charge of all communications
- Google position emails are now working again
- All electronic documents need to be gathered and provided to President and Treasurer
- Slide show for next weeks Booster Club meeting is ready to be updated
- End of year review with instructors at end of school year

Instructor Info – LtCol. McMartin:

- Instructors will start to think about wish list for next year
 - One item: Laptops (3x) to help with daily activities, extra-curricular markings, must be Windows-based
- All volunteers need to make sure the online forms and background checks are being completed

Meeting adjourned at 20:17

Next Board Meeting – TBC August 2022