

LPTD April 8, 2019 Meeting

Monday, April 8, 2019, at 6:30pm in the concession at Baker Field

Meeting called to order by President Christi Reynolds at 6:53pm

Attendance: Christi Reynolds (President), Shannon Shapiro (Ways and Means Director), Brandi Mathews (Drill Agent), Lisa Sanchez (Drill Director), Delma McEvoy (Treasurer), Amberley Boggs (Secretary), Adam Aubry (Vice President), Stephnie Duarte (Publicity Director), Kevin Manning (Parliamentarian), Matt Shipwash (Athletic Director), Rachel Gale (Head Team Mom), and Tami Driver (Player Agent). There were 12 board members in attendance, no guests.

Absent: Dan Reynolds (Concessions Director), Joe Entler (Equipment Manager), Shannon Entler (Gate Director), and Kristen Martin (Cheer Director).

President: Christi Reynolds has the floor

Agenda item, minutes from previous meetings on 3/3/19, reviewed and approved.

Agenda item, Amberley Boggs passed out the meeting agenda to all board members present. Amberley passed out and received signed Board Member Code of Ethic forms from Rachel Gale, Matt Shipwash, and later Kevin Reynolds. Only one Board Member Code of Ethics missing is Joe Entler; he will be notified to turn his in by the next TIFI meeting. New board members (Matt and Rachel) were given their board volunteer applications and will submit when completed. Amberley gave Delma McEvoy a receipt for \$45 for a membership at Sam's Club for a tax-exempt card only. Delma said she will get Amberley a refund check.

Agenda item, Christi Reynolds reminded the board about the Code of Ethics we signed and will be held responsible for. Christi said that the boards GroupMe is for communication between the board members, at no time is anyone to be disrespectful or belittle members of this board. Delma McEvoy said that the communication in the past has been rude and disrespectful and wants to see everyone act like adults. Amberley Boggs said that she gets all her information/assignments from the President and does not appreciate being disrespected by other board members for doing her job. Amberley passed around a hierarchy display, so everyone can visually see the chain of command. Amberley asked if anyone had questions and Stephanie Duarte stated that Kristen Martin was the Assistant Drill Directors. Amberley stated that board members need to comprehend board member titles and board information because giving out false information makes the board look unorganized. Amberley then passed out board position descriptions/job duties/expectations to all board members present. Each board member was asked to make changes to their board position and add what they felt was a current and accurate description of their job duties/responsibilities.

Agenda item, Adam Aubry and Matt Shipwash mentioned the lack of organization when conducting polls on GroupMe. Everyone agreed it would be more efficient if there was only 1 poll at a time. Christi reminded everyone that the polls are helpful for making immediate decisions that cannot wait until the next meeting. Therefore, the polls need to be conducted

correctly so everyone can vote. The polls are official, and results will be discussed in the following meeting. Christi reminded everyone that it is their duty to vote so we can have an accurate count of members that are voting for and against. Kevin Manning mentioned that if not everyone is voting then the voting cannot be completed until majority vote. This means that the poll will just continue to appear until majority vote is reached. Voting is not optional, it is a duty.

Agenda item, Christi Reynolds wrapped up the LPBBA opening day booth, \$0 in gate sales and flyers distributed. Christi thanked all the board members (Lisa Sanchez, Delma McEvoy, Amberley Boggs, Adam Aubry, Brandi Mathews) that attended the TIFI meeting that we hosted. Christi said that the main points were concerning the additional referees and game clock changes. Christi said that these issues have been tabled and she will keep the board updated. Matt Shipwash stated that at the AD meeting they confirmed the changes to the game clock. Matt stated that TIFI fees will increase \$900/\$1000 (\$30-\$40 x 5 teams x 5 home games) for the clock and \$625 (\$25 x 5 teams x 5 home games) for the additional referee. Registration will have to be increased next year with this increase.

Agenda item, Christi Reynolds stated that we have had 4 polls on the boards GroupMe. The first poll was for raffle tickets prices (\$5 each, 40 tickets or \$10 each, 20 tickets). With 10 votes for \$5 each, 40 tickets, it is unanimously approved. Raffle tickets will be \$5 each with a book of 40 tickets. The second poll was to spend over \$200 on registration supplies/concession. Several polls were established because board members were not voting in the time frames. In the end, the board voted unanimously to spend over \$200 for registration supplies/concession. The third poll was for raffle prizes. Amberley Boggs and Shannon Shapiro sent the board screen shots of different raffle prizes from different sources. After several discussions, the board voted unanimously on the different prizes for the raffle. The fourth poll was concerning the purchase of board member shirts (collared shirts and regular). Results concluded with only 10 total votes, 6 for regular performance and 4 for collared shirts. Without a unanimous vote due to 4 members not voting (this is not including the 2 members that are not eligible - Kevin Manning and Christi), Gate Sales Director Shannon Entler made the final decision for regular shirts. Adam Aubry stated that there were not 3 different quotes available.

Agenda item, Christi Reynolds opened the discussion about board positions. Amberley Boggs motioned to remove Dan Reynolds as the Concession Director due to missing 3 consecutive board meetings and failing to communicate at all on the boards GroupMe. Tami Driver seconded the motion to remove Dan as the Concession Director due to missing meetings and failing to communicate on GroupMe. Christi mentioned that Adam Aubry has been in communication with Dan. Adam stated that he has spoke to Dan a couple of times and Dan told him that he was too busy to attend meetings and communicate on GroupMe. Adam further stated that Dan has muted the GroupMe notifications, so he would not get them. Adam stated that he can reach out again, if the board wanted to table the vote. Stephnie Duarte stated she has spoken to him but was not going to speak on his behalf. The board voted unanimously, 0 officially opposed (Stephnie's vote was not counted due to not being financially clear from the previous year). Dan is removed as the Concessions Director on the board

Agenda item, Christi Reynolds stated that Matt Shipwash has appointed Kevin Reynolds as the Assistant Athletic Director.

Board members voted unanimously all in favor, 0 opposed. Kevin accepted the position.

Christi previously appointed Rachel Gale as Head Team Mom. Rachel accepted the position.

Agenda item, Sylvian Beach Day on 4/28/19 – Lisa Sanchez is heading the project. Matt Shipwash confirmed he will be providing a 24-foot trailer but someone else needs to pull it. Matt mentioned that we should get hay barrels for the center of the trailer. There will be walkers and some kids on the float. Lisa wants the float for kids that cannot walk or are too little to walk. Due to liability, all current eligible players/girls can participate because we will have monitors. No sibling allowed to ride on the float or walk with the teams. Girls will pass out flyers. All participants need to bring water and candy to throw. Lisa will make sure that the kids with the candy, know to respect the spectators.

Agenda item, Crawfish Boil on 5/4/19 – Brandi Mathews updated the flyer but wanted to discuss price. The board determined the price to be \$10 per 1 ½ pound with corn and potatoes. Brandi will also add LPTD PayPal information to the flyer. Kevin Manning, Matt Shipwash, Christi Reynolds, Lisa Sanchez, Tami Driver discussed different places to get the crawfish (HEB, Louisiana, Guidry's). The board determined that it would be cheapest to go with the seller out of Louisiana. Amberley Boggs contact Todd Webb from Food Town and gained permission to use their parking lot. We will sale drinks, crawfish, left over concession items from registration and more food to be determined. There will also be a donation bucket. Presale will end on 5/1/19. Amberley will order tickets. Rachel Gale will contact the team moms to schedule times for each team to participate. The profits from this fundraiser will go to upgrades on the field.

Agenda item, Registration – Amberley Boggs passed around a mock folder of all the information we plan on giving to the parents at opening day. Christi Reynolds wants to be as transparent as possible and provide the parents with as much information as possible. Amberley confirmed the location of Bayshore Baptist Church with limited internet access. Christi said that she will bring her hot spot to help with internet accessibility. Christi asked that board members to come Friday night to set up and be at the church Saturday morning at 730am to finish setting up. Amberley asked everyone that is contributing to the folder to update their information and email it to her by Wednesday at 9pm so she can make all copies. Amberley also stated that board members need to respect time frames, or they will be doing it themselves. Tami Driver stated that she wants the players to sign the Player Code of Ethics with the coaches and have them sign too. Tami will not be at registration, so Amberley will be conducting the duties of player agent. Amberley will create a Parent Acknowledgment form ensuring the parents are reading the materials given. Delma McEvoy documented who will be working at each station. Station 1 will be the greeter and responsible for passing out the folders. Stephnie Duarte volunteered to work station 1. Station 2 will be the TIFI monitors for football and girls. Station 3 will be Amberley as the player agent. Station 4 will be the coaches table. Station 5 will be Joe Entler as the equipment manager. Station 6 will be Shannon Shapiro as ways and means. Station 7 will be Shannon Entler as gate sales. Station 8 will be Adam Aubry, Delma, and Christi as payments/sponsors. Christi said that Riddell will no longer be making our stickers for our helmets, so we need to figure out registration with changes to the helmets. Matt Shipwash said that he got 3 quotes

(Riddell, Copeland, Vinyl) for different ideas for the helmets. Matt is doing a flat red color, so all players need to turn in their helmets to be recertified and painted. Christi and Matt have spoken to the Riddell representative and he said that our organization was supposed to be sending the helmets into Riddell every year to be recertified. This is a Riddell rule that our organization has not been abiding by. Helmets should not be worn after 2 seasons without being recertified. This situation was not known to the current board members and had not incorporated the extra money into the registration price. Christi said that she will send out an email to all booster club members explaining the helmet situation. All board members believe the booster club members will understand because it is for the safety of the football players. It will cost \$40 per player to recertified and paint the helmets (owned and not owned). Christi asked how we should distribute the cost and explain to the booster club members. Majority of the board said to add \$20 each year, since the helmet is good for 2 seasons. Christi said that she will also inform all players that own their own helmet to bring them to registration for collection. Last year 31 players bought their own helmet. If you have your own or using the clubs helmets it will cost \$20, if you want to buy a new helmet it will cost \$120.

Agenda item, Concessions – Christi Reynolds previously tabled discussing the concession stand due to the Concessions Director, Dan Reynolds, not attending the 2 previous meetings. Dan is not present at this meeting and has been voted off the board for failing to attend 3 consecutive meetings. Christi opened discussion about operating the concession stand. All board members agree with board members selling tickets and having parents work inside the concession stand. Adam Aubry created a schedule for field day and concession workers. Christi would like to purchase a soda machine and sale reusable cups. Amberley Boggs will get prices for cups. Have one window for drinks only and one window for pick up only and one window for food/drinks.

Agenda item, Financial overview/Budget/Outstanding debt – Delma McEvoy stated that we currently have \$4,164.26 in our account. Delma stated that she is waiting for budgets from Administrative, Drill, and Football. There are 2 open invoices to Entourage for the yearbooks from the previous 3 years. Delma received the invoice balances and stated that for 2016 the outstanding balance is \$1,018.19, for 2017 the outstanding balance is \$539.57, and for 2018 there is an outstanding balance of \$52.23. Delma stated that she is working with Riddell about an outstanding balance. Delma stated that she is going to cash 2 outstanding checks from last season after she notifies the payee of the deposit. Delma stated that the same previous individuals still have outstanding balances from last season. Delma stated that she has been attempting to collect a debt from board member Stephnie Duarte for \$50 (freshman rings) and \$164.83 (fan gear). Delma said that she never received the money from Stephnie or Matt Russell. Stephnie stated that she gave Matt Russell the money and he told her that he put it in Delma's mailbox. Delma said that this was never discussed or mentioned to her until now. Delma further stated that she never received anything in her mailbox and someone is always at her house to accept things. She further stated that she has cameras that she is trying to get the footage for. Stephnie stated that during the time where Matt Russell was removing board members Christi Reynolds, Shannon Shapiro, Adam Aubry, and Natalie Lopez he knew Stephnie was not in good financial standings, so he told her to give him the money. Stephnie said that she gave him \$164.83 for the fan gear, so she was in good standing to vote. However, she still was not because she owed \$50 for the freshman rings. Stephnie said that she thought she was good since she gave the President at the time the money. Stephnie stated that she has contacted Matt

Russell several times to discuss this situation and he is not returning her phone calls. Amberley Boggs told Stephnie that the debt is, hers to pay and it needs to be paid ASAP. Amberley suggested that she report Matt Russell for theft, the club is not responsible for her debt and it needs to be paid. Stephnie said that her husband gets paid on Thursday and she will pay her debt. Since she is not currently in good financial standings, she is not to vote at the board meetings and elections. Every booster club member that has a balance is considered not in good standings and will not be able to vote in elections and meetings. Delma and Christi are working on a Money Request Form for booster club members to complete. Amberley ordered a stamp for the money envelopes, emailed Delma the receipts.

Agenda item, Sponsorship/Sponsors – Shannon Shapiro scheduled spirit nights once a month to help raise money for improvements on the field. Flyers for MOD pizza on 6/18/19, Skate world on 5/22/19, and Chipotle on 4/23/19 will be put in the registration folders. Shannon S. wanted the boards input on getting pizzas and drinks for presale. Majority of the board said yes to presale the tickets and food/drinks. Rachel Gale said that she will stand in line on 4/24/19 to reserve the wave pool.

Agenda item, Banquet locations – Christi Reynolds opened a discussion about ideas for locations and activities for the yearly banquet. Board members discussed locations in La Porte and surrounding area. Amberley Boggs and Shannon Shapiro volunteered to look into locations and report back to the board.

Agenda item, Board member/Coaches discount – Every board member/head coach is allowed 2 discounts for fundraising for their children/family member.

Agenda item, Team Moms – Rachel Gale stated that there is not a team mom for the Pee Wee team at this time, Freshman team mom is herself, Sophomore team mom is Jessica Alford, Junior team mom is April Dean, and Senior team mom is Shannon Entler. Rachel said that she is working with them to get the season started with everyone on the same page.

Agenda item, Gate sales inventory – Shannon Entler was not present. Delma McEvoy stated that Shannon E. sent her an inventory list. Delma stated that there are 536 items in inventory: 87 Always Feared, 33 Beauty Beast Mode, 84 Destroy, 12 DNA, 40 Flag, 29 Superman, 24 Love, 66 Local legend, 75 Holdem, 25 LPTX, and 61 hats. Delma separated all the sizes and shirts to have a more detailed and informative shirt inventory. Adam Aubry stated that we should not get any new shirts until we sale what we have in our inventory. Majority of the board members agreed. Adam also stated that the next time we get shirts, we need 3 different quotes.

Agenda item, Yearbook/Facebook – Since we have owned money for the past 3 years, majority of the board votes to raise the price. Stephnie Duarte said that she will update the flyer for the registration folder. Stephnie said that there are currently 2 administrators on the Facebook page, herself and Delma McEvoy. Delma stated that she is an editor not an administered. Amberley Boggs has previously asked Stephnie to add Lisa Sanchez, Adam Aubry, and Christi Reynolds as administrators on the Facebook page. Stephnie asked why Lisa needs to be an administrator, Amberley stated that Lisa, Adam, and Christi need to be added immediately. Stephnie said that she needs to be friends on Facebook, Amberley told her that is not true, and she would help her if

she cannot figure out how to add administrators. Amberley also told Stephnie that at the booster club meeting, several members complained about certain photos being used on the LPTD Facebook page. Stephnie was instructed not to screen shot/save peoples photos from their private page and put it on the LPTD page. Amberley explained to Stephnie that she can take photos in person and post them on the page or people can send her photos to post on the LPTD Facebook page. Amberley also told Stephnie to only post on current members due to the media release time frame.

Agenda item, Concession Clean Up Day – Christi Reynolds stated that we need to figure out a day to go to the concession stand and do a complete cleaning. Several dates were thrown around but with all the upcoming events, Christi would like to discuss a date later.

Agenda item, questions and concerns – The trailer has been removed by Shane Gordon, the original owner. Some items were left outside in the elements and destroyed. We have no room for the lawn mower and need to figure out something else.

Agenda items: Game film, parking, field improvements, and the new budget has been tabled for the next meeting due to a lack of time.

Next meeting date and time is pending. Christi Reynolds would like to schedule all meetings for the first Sunday of every month but 5/5/19 is Cinco De Mayo, therefore another date will be determined after registration is complete. Location will remain the same unless stated otherwise.

Delma McEvoy motioned to adjourn the Meeting at 10:37pm

Brandi Mathews seconded the adjournment

The board voted, unanimously for the adjournment, 0 opposed

Meeting adjourned at 10:37pm

Minutes compiled by Amberley Boggs, Secretary LPTD