



Meeting Minutes
Ashwaubenon High School
June 26, at 4:15 p.m.

Jaguar Backers Mission and Purpose:

- To provide support and funding to Ashwaubenon students as they pursue extra and co-curricular activities
- To support Ashwaubenon High School, the administration, and the staff

Meeting Commitments

- Be kind, direct, and respectful in all communications
- Aim to keep all topics to a five-minute time limit
- Assume positive intent

Call meeting to order

- 4:17 – Motion: Danielle, Second: Micki

Secretary's Report:

- Approve minutes from May 20, 2024 meeting
 - Motion: Micki, Second: Tammy

President's Report:

- Revise – Bylaws
 - Officers – B: If any of the above listed officers resign or are removed during their term in office, the balance (change to remaining officers) of the officers may appoint someone to take his/her place, except in the case of the President resigning or being removed. Then the Vice-President takes over according to Constitution Article III – Officers, Paragraph 3.
 - Officers – C: The Finance Committee is made up of the elected members of the Jaguar Backers, the Merchandise Coordinator(s) and the High School Activities Director (a non-voting member). It is their role to receive funding requests and to determine contribution amounts.
 - Elections – B: The Finance Committee and those in attendance at the April annual meeting shall vote for officers to be elected in the coming year.
 - Elections – C: Nominations may be made by Finance Committee members or general membership in attendance at the April meeting.
 - Elections – D: New officers shall take office at the regular May meeting, following the April annual meeting.
 - Meetings – A: Regularly monthly meetings will be held on the third Monday of each month at 6:00 pm; unless entered in the minutes at a previous meeting. Meetings may occur on or off site. Dates, times, and locations will be available on the Jaguar Backer website, Facebook page and AHS Monthly newsletter. If the date needs to change, changes will be posted in the same manner.
 - Meetings – B: The Finance Committee will meet in closed session following all regular meetings, if necessary.

- Requests for Funds – C: All requests for funds must be presented by a person representing that group. The request will be discussed at the regular meeting and either put on hold or moved on to the Finance Committee. The Finance Committee will meet in closed session to discuss and vote on the funding request following the regular meeting.
- Fundraising – A.1., point 2: The AHS Jaguar Backers Concessions Policy shall serve as the guiding principles for operation of the concession stand
- Fundraising – A.1., point 4: Operations of the stands are managed jointly by the Jaguar Backer Vice President, Athletic Director, Inventory Specialist, and Concession Coordinator.
- Fundraising – A.1., point 5: The Inventory Specialist is hired by the Jaguar Backers Finance Committee at a rate of \$750 for fall, \$750 for winter sports, and \$475 for spring sports = annual total of \$1375.
- Fundraising – A.1., point 6: The Concession Coordinator is hired by the Jaguar Backers Finance Committee at a rate of \$500 for fall, \$500 for winter sports, and \$475 for spring sports for an annual total of \$1375.
 - The option is available for one person to be hired to perform both roles, at the original rate of \$1250 for fall, \$1250 winter, and \$750 for spring sports.
- Fundraising – A.1., point 7: The Jaguar Backer Vice President, along with the Athletic Director will manage the staffing of high school regular and postseason home events and tournaments. The Inventory Specialist is responsible for product purchasing and stocking stands for the events.
- Fundraising – A.1., point 8: The Inventory Specialist will assist youth athletic groups and enrichment programs seeking to use the High School Facilities in developing plans to meet their concession needs. All groups and organizations will follow Jaguar Backer policies when conducting events on the High School Campus.
- Fundraising – B: All funds raised must be directly deposited into the appropriate account(s).
- Motion: Tammy, Second: Danielle, Vote: unanimous
- Revise – Roles and Responsibilities of Board Members
 - President:
 - Create agenda and provide to all board members prior to the monthly meeting
 - Preside over all monthly meetings and Taste of Ashwaubenon meetings
 - Parent communication about Jaguar Backers events and opportunities
 - Presentation at freshman orientation; to include membership invite, Taste of Ashwaubenon info, and be available for questions
 - Monthly reminder email to interested parents about meeting and Jag Backer activities
 - Work with AHS Student Services for the Jag Backers scholarship award; to include presentation of scholarship
 - Reach out to Student Services in January
 - Taste of Ashwaubenon – Chairperson, complete accounting at the end of the event, maintain documents and scheduling of event
 - Vice President:
 - Get coach emails from Nick Senger
 - Email the coaches to have them get the names of their parent coordinator and family email addresses
 - Train parent coordinators about the concession stands
 - Create season Signup Genius
 - Parent training
 - Training binder with operating and closing procedures

- Menu board
- Taste of Ashwaubenon – TBD
- Secretary:
 - Meeting minutes; post on website following meeting
 - Maintain website
 - Social media posts following each Jaguar Backer donation
 - Marketing – in partnership with the Merchandise Coordinator
 - Taste of Ashwaubenon – TBD
- Treasurer:
 - Ensure that all financial receipts and disbursements are handled in accordance with the rules set forth by the Jaguar Backer Booster Club, Ashwaubenon High School, and the Board of Education
 - The treasurer has the responsibility to ensure that all funds and disbursement generated by the Jaguar Backers activities are accounted for and that a record of each transaction is recorded within the account register (Quicken), documentation kept on file, and reported to the board members during scheduled meetings
 - Other records to include monthly statements to the board, reconciliation statements, and any other written documents used to record booster club activity must be saved.
 - These records should be reviewed by the school's auditors periodically to help ensure all booster club activity is recorded properly and appropriate financial controls are in place
 - Monthly reconciliation
 - Monthly: Treasurer reports need to be approved by the Jaguar Backers board
 - Taste of Ashwaubenon – organize start up cash for event, handle day-of admission transactions at the door, and count money with President at the end of the event
- Merchandise Coordinator(s):
 - Create plan to sell and distribute clothing
 - Taste of Ashwaubenon – TBD
- Motion: Tammy, Second: Danielle, Vote: unanimous

Adjourn Meeting

- 5:07 Motion: Tammy, Second: Micki

Executive Board Meeting (If necessary)

Voting Members: President, Vice-President, Secretary, Treasurer, Apparel Coordinator