



## **JAA Board Meeting August 3, 2021 @ 7:00 pm**

### **1. Call to Order, Introductions,**

Emily

#### **President's Report/Coach J Report**

- Welcome back. This meeting will be a general planning meeting, but committee chairs should be planning on their own to report back to the JAA Board.
- We will go through each line item on the proposed budget tonight. Shared the document earlier with you.
- August 18 - Freshman Orientation 9 am to 12:00 pm. No JAA table, but flyers will go in packets.
  - 2000 flyers for packets
- August 24 - Community Day (share flyer) 4-7pm
  - JAA Table for Membership and Sponsors
  - JV Football Game at 6pm
  - Concession stand and spirit shed open
  - Tickets are Buy One Get One for the JV Game (\$6)
  - Varsity Games are \$8 per ticket
- Wells Fargo Cup - Glen Allen came in second behind Deep Run in the Class 5 Wells Fargo Cup. The rankings are determined by power points decided based on how all teams do in the school year.
- August 11 - Fall Sports Parent Meeting 6-7 pm in Auditorium
- Scoreboards - no new information.
- Sponsorships - go with levels already decided
- Class 6 Reclassification for 2023-2024 school year
  - Appeal will be filed on the following grounds:
    - Within the 1% cutoff of ADM
    - Hardships
      - Travel time to games
      - Missing classroom time due to increase travel time
    - Vote today on Colonial District- keeping GAHS and DRHS in district for local games next year.
    - Play up/Play down decision pending
    - Deep Run and Glen Allen filing appeal. Highland Springs also moved to Class 6.
- Spirit Days for Varsity Football Games
  - September 1 - Varina
  - September 9 - Patrick Henry (Ashland)
  - September 30 - Godwin (Senior Night)
  - October 7 - Tucker (Homecoming)
- IRS Update: Received a letter dated July 12, 2022 from IRS acknowledging receipt of our tax return packet. The letter said they would review and get back to us in 60 days.
- Website: Please take a minute to look over your section of the website and contact Amye with any changes that need to be made. Working on getting pictures from yearbook so we can add updated pictures.

### **2. Approval of Minutes**

Amanda

Minutes still needed from the June meeting, the previous Secretary should have those as the new board members were not in place yet.

### **3. Finance**

Sara

-Audit Update by Committee

The audit committee was appointed in June. Sara Johnson, Debbie Southall, and Amye Bergman agreed to serve on the committee. Sara will reach out to the committee members to set up the meeting.

-Treasurer's Report/Proposed Budget

Emily and Sara reviewed the proposed budget line items.

[Link](#) to the proposed budget.

Highlights include:

- Balance forward is \$50, 195.43
- Moved \$20,000 to the helmet fund in June.
- Revenue streams include spirit wear, membership, Casino Night, and concessions. The test drive has been discontinued by Richmond Ford/Lincoln and Game Day Media went out of business so the sports programs will not be done this year.
- Expenses were adjusted for inflation. New items include:
  - an increase in awards for potential state ring contributions (\$25 per athlete),
  - uniform rotation (field hockey, boys and girls basketball, golf and tennis),
  - decrease in facility rental as gymnastics is the only outside rental needed.
  - concession expenses include deep clean twice a year,
  - hotel/bus expenses reimbursement (½ if COVID restrictions still in place)
  - Helmet fund includes the purchase of LAX helmets. Baseball helmets may also be needed
  - Campus branding for windscreens for the exterior of baseball/softball fields and the visitor side of the football field as well as decals for the press boxes. There was discussion about this line item.
  - A final vote was tabled until September's meeting so more clarification could be made about the campus branding.
- Liability insurance bill will be paid this month.

4. Concessions

Cheryl

- Cheryl met with Christy on August 2 to go through the procedures and purchases needed for the concession stand.
- A mess was left in the concession stand after the faculty cookout. Red Coats will do one of two budgeted cleanings before the first football game on August 24.
- Need to bleach the white freezer. Emily will ask if Red Coats can do it.
- The fryer stored in the shed needs to be powerwashed to start the season.
- Purchases will be itemized on Square this year. Example, If a hot dog is sold, then it will be entered on Square as a hot dog.
- Emily will purchase another tap reader for the concession stand. The JAA owns two already - one for concession and one for spirit wear.
- The drink cooler for soda was broken into at the end of the school year. The handle is still broken.
- Marcia will have varsity parents staff the concession stand for the August 24 JV game.
- During varsity games, there will be two shifts. The shift change will occur around half time. Both windows will be open during varsity games.

5. Membership

Kris

- Membership flyer is ready.
- Kris will contact Amye about updating the website. The homeroom will be added to the jotform on the website.
- JAG Pass color changes each year. This year's color will be teal. This will help so people will not try to use the same card each year.
- Punch cards will remain white and on paper.
- Kris will order more decals and the JAG Passes tonight. She has enough punch cards for this year.

- Kris will also purchase envelopes, tape and a sharpie for this year.

#### 6. Spirit Wear

Marcia M.

- Another device is needed for the spirit shed so Marcia does not have to leave her phone this year. Wifi is hard to reach from the school. Emily may donate her old ipad to use for the spirit shed.
- Whalehook order will be placed by the end of the week. Another order is through BSN.
- New decals were ordered for the yard signs (approx \$50). Yard sign flyer will also go in the student packets again this year.
- With only four games, spirit wear needs to be pushed through the online store.

#### 7. Ways & Means/Sponsorships

Danielle/Katie

- Received a \$250 sponsor on August 2.
- Danielle will reach out to the list of previous sponsors to see who would like to sponsor again this year.
- Kris and Danielle will work together to add sponsorship details to the flyer that will go out to families.
- A social media push will go out in late August.

#### 8. Volunteers

Marcia W.

- Marcia has created a sign up genius that will serve as a master volunteer list for the fall season.
- Marcia has also created a list of responsibilities for team parents.
- Spiritwear volunteers will be added to the sign up genius.

#### 9. Other Business

- JAA Scholarship
  - Rename to Julia Budzinski Memorial Scholarship?
  - Julia will be remembered at the Glen Allen/Godwin game - possibly a patch on the players jerseys
  - The JAA proposes that an annual contribution will be made to Henrico Education Foundation to the scholarship created in her name. The proposed amount is \$250, but the discussion will continue at the September meeting.

#### Upcoming meetings:

Date	Time	Description
Thursday, August 18	9-12 pm	Freshman Orientation
Wednesday , August 24	4-7 pm	Community Day/Club Fair
Wednesday, September 7	7:30 PM	Monthly Meeting
Wednesday, October 12	7:30 PM	Monthly Meeting
Wednesday, November 2	7:30 PM	Monthly Meeting
Wednesday, January 4	7:30 PM	Monthly Meeting
Wednesday, February 1	7:30 PM	Monthly Meeting
Wednesday, March 1	7:30 PM	Monthly Meeting
Wednesday, April 12	7:30 PM	Monthly Meeting
Wednesday, May 3	7:30 PM	Monthly Meeting
Wednesday, May 31	7:30 PM	Monthly Meeting