



Meeting minutes for CSH Diamond Club

Call to order Tim Hodges

June 11, 2024

7:00 pm

Attendees

Tim Hodges - Exiting President

Kim Romero - Exiting Secretary

Jesica Suddath - Exiting Fundraising

Jeremy Metz - Treasurer

Chris Ruskowski - Sponsorship

Darrel Loyd - Income President

Stephanie Wright - Incoming Secretary

Ally Robichaud- Incoming Media /communication

Eryn Hodges

Not Present

Shauna Low - Exiting Social Media / Communications

Melissa Simcox - Incoming Fundraising

President's Report

- Board Hand off
 - Welcome incoming board members
 - Darrel Loyd - President
 - Stephanie Wright - Secretary
 - Ally Robichaud - Media / Communications
 - Melissa Simcox - Fundraising
- Review of Presidents role and responsibilities
- Google Folder for Diamond Club is set up using the Diamond Club President email
 - Darrel can update Google folder access for new members and remove exiting members.
Wait until all documents are updated prior to removing exiting members
- Reviewed Diamond Club purpose and role for the program
- Discussed budget and how expenses have been handled and prioritized



Kim- Secretary

- JK / DR scheduling Pictures
 - DR photo - Official School pictures for yearbook and hall - for purchase by parents and used for spirit wall for prom. Must purchase the pictures from DR to download and/or print.
Can use for senior banners, but may want to check with JK to compare pricing and product
 - Contact - Troy Kubin - troy@dr-photo.com Phone 720.300.8795
 - Typically scheduled for the Friday after Team announcements to coincide with Media Day.
Need to reserve the Titanic for pictures
 - JK Photograph - Used for action shots and the Senior Photo shoot 4 Varsity games including senior game plus Rockies Game (5 games total). Senior Photo Shoot typically scheduled for the Monday after Team Announcements.
 - Contacts Jennette and Kathi - jk@jkphotogs.com Jennette phone 303-507-3650 and Kathi 303-995-5503
 - Media Day - Typically scheduled Friday after team announcements in the Titanic along with DR photos
 - Need to coordinate photographer
 - Kimberly Romero typically donates time and pictures to do this event
kimberly.romero5280@gmail.com phone 720-841-9403.
- Committees / Sign up (Eryn)
 - Team announcement/ Pizza Dinner
 - Banquet
 - Senior and Coach Gifts
 - May need to consider different day/ earlier to accommodate large Senior Class
 - Need to book time and date with Arrowhead Golf Course
 - Will need coordinate and be mindful of other May school activities - Graduation, other banquets such as Deca and playoffs if we make it that far
 - Spirit Wall Prom Week
 - Bingo/poker night
 - May need to consider larger venue
 - Senior Game
 - Snack Shack
 - Restaurant Nights
- Varsity Rockies Game, coordinate with Fundraising, President and Coach
 - Bus Rental (work with Coach and president)
 - Request JK Photos for that day
- Varsity Arizona Trip - Typically week of Spring Break
 - Coordinate hotel and travel (flights and rental vans) prior to team announcements.



- Request school usage for the following (Jes)
 - All program meetings - Library and/or auditorium
 - Team announcements - Cafeteria and Gym
 - DR Photo + Media Day - Titanic
 - Forms are in Google folders

Jesica - Fundraising

- Rockies Vouchers
 - 2nd year * Made about \$11,500
- Fundraising U - Made about \$10,500
 - Bingo/Poker night
 - Exploring other venues
- Snack Shack - About 10 - 12 hrs a week during season
- Restaurant nights
 - Can do all year long

Eryn - Snack Shack

- Main Snack Shack Coordinator- falls under fundraising
- Jes / Eryn have cards to purchase food - These cards have been closed
- Cash Boxes - Controls and limits
- Donations and volunteers needed to run

Chris - Sponsorships

- Rockies Vouchers - Deliver extras to our Sponsors
- Sponsorships - Reviewed the process and reviewed his role
- Banners - Outfield banners, need to get these up after they blew down
- Collects Contracts and Money - Goes to the school account
- Has to comply with school rules
- Collecting art and getting to a designer
- Getting Banners and hanging them up
- End of year pictures to sponsors - Big Hit Sponsors responded well to the photos
- Silent Auction donations from sponsors
- In game shout outs



Jeremy - Financials

- Full financials are available upon request
- Rockies Vouchers Fundraising earned \$11,469
- Fundraising U \$10,466
- Account - Main \$21649.14
- Raffle Account \$2540.00
- Snack Shack \$5413.15
- \$29,602.29 - Grand total
- Raffle account closed. Account was used for state reporting, no longer needed for Bingo nights, therefore account was closed. \$2540.00 to move into the main checking account.
- State license has been cancelled
- Spring coaches pay, checks have been issued but not cashed.
- Summer balances will be around \$20,000.00
- Balances will be much lower once all expenses have been paid and all checks have been cashed.
- All exiting members debit card have been closed.
- Audit of the financials needs to be completed - Darrel will coordinate
- Venmo - starting July 1st will start charging fee's for transactions. Will look at player fees vs snack shack and determine if Venmo will still be a good option to use for player fees.

Updated of account signers needed on all Bank Accounts. Current accounts are held at First Bank.

Meeting adjourned

Kimberly Romero, Secretary