



**AZ-951 AFJROTC BOOSTER CLUB
2021-2022 MEETING MINUTES
Meeting Date: June 16, 2022**

Call to Order

- Meeting called to order @ 6:06 p.m.
- Attendees

Booster - Officer	Booster - Member	CVHS Staff	Cadet - Staff	Cadet
Deborah Barton	Melissa Coen	Lt Col Steve Wood	Ethan Coen	Brooke Thomas
Stefanie Arms				
Mindi Leatham				
Joel Coen				
Doug Thomas				
Shannon Yeomans				

Review & Approval of Reports

- Meeting Minutes from Prior Booster Club Meeting
 - Motion to approve minutes for May 12, 2022 Booster Club Meeting by Deborah, 2nd by Joel, unanimous approval.
- Treasurer’s Report
 - \$162 check from Kroger and \$106.73 check from MOD Pizza expected soon.
 - Total income \$1,553.45.
 - Total expenses \$2,818.58.
 - Ending balance of \$22,906.29.
 - Motion to approve report by Deborah, 2nd by Mindi, unanimous approval.

Summary of Meeting Motions

- Motion to approve meeting minutes for May 12, 2022 by Deborah, 2nd by Joel, unanimous approval.
- Motion to approve current Treasurer’s Report by Deborah, 2nd by Mindi, unanimous approval.

General/Unfinished Business

(None)

Recurring Business

(None)

New Business

- Executive Officer Transition
 - Deborah provided an overview of the Google Drive, access levels by role, and Social Media page ownership (see *Google Drive and Social Media Access Levels* file in 2021-2022 School Year Google drive folder)

- Presidential duties: Deborah previously met with Joel and Melissa.
 - *ACTION:* Deborah to update the az951boosterclub@gmail account to Joel at the end of June and remove Google drive access for exiting Executive Officers.
- VP duties: Doug additionally has already started on some extra fundraising/community sponsorship.
- Secretarial duties: Mindi gave Shannon her printed documents from this year. Templates for the Meeting Minutes and Sign-in Sheet are in the 2021-2022 School Year - *Templates & Logos* Google drive folder.
- Fundraising duties: Kathy previously met with Stefanie.
 - *ACTION:* Stefanie to upload fundraising contact list provided by Kathy to the Fundraising folder
 - *ACTION:* Stefanie to submit 8/27 car wash approval form to CVHS Admin
- Ideas from New Officers
 - Joel will change the CMS from GoDaddy to WordPress so that he can easily set up Google Grant for advertising there.
 - *ACTION:* When WordPress is in use, Booster Team is to train the Cadet Webmaster(s) for 2022-2023 (Evelyn Frost and Chloe Falan).
 - Doug looked into field trip possibilities including a day trip to Luke Air Force Base (no openings until Fall) and Pima Air and Space (winter). Colonel also mentioned the Titan Missile Museum.
 - *ACTION:* Joel mentioned he would reach out to a contact at Luke AFB regarding a Corps field trip on-site.
- Schedule of Events
 - *ACTION:* Joel and Melissa to discuss and outline 2022-2023 events with team and instructors.
 - A draft document is available in the 2022-2023 School Year-Events Schedule folder.
- Deborah reviewed a General Administration document listing key items, timing, and responsibility owner (see *General Admin - Key Dates & Items* document in 2021-2022 School Year Google drive folder)
 - *ACTION:* Joel to reach out to Jeff to coordinate an appointment at Chase Bank to update the signers on the AZ-951 JROTC Booster Club account

Corps Updates/Announcements

- Scheduling CBT for the week of 7/18
- Inspection this year, possibly late winter/early spring
- Estimating 30 returning cadets, will know the number of new cadets once class rosters are published, possibly by mid-July. Technically, per AF code, we're supposed to have at least 100 cadets based on total CVHS enrollment or risk probation. Pandemic exceptions were granted; tbd if one will be granted this year. If not, the Program could be put on probation for 2 years, during which we do not qualify for awards, etc., and then risk closure, but the Principal has the final say if he wants to keep the program. Mr. Dumas and his team are highly supportive of AFJROTC on campus.
- Colorado Field Trip
 - Maximum number of cadets that can go is 48



- Hotel held without deposit until 8/8/22, cost approximately \$10,000. Drury; 12 double rooms + 5 chaperone rooms.
- Bus cost \$7,600 (Boosters and Fall car wash proceeds contributed to last year's bus)
- Pizza dinner cost approximately \$500
- Football tickets for 9/10/22 \$62 each or approximately \$3,000
- Pike's Peak Railway train tour cost \$3,000
- Estimated total trip cost = \$24,000
- Estimated total cost per cadet \$499 (without any Booster or Colonel subsidies)
- Last year's total cost per cadet was \$199 (after Boosters and Colonel subsidized)
- Col has prepared a detailed email to send to all parents regarding the CO trip once he receives class rosters

Key Dates to Remember

- 7/18-21/22 CBT (Cadet Basic Training)
- 8/13 VNET for Booster Club Officers
- 8/27/22 Fall Car Wash
- 9/8-11/22 (tentative) Colorado Field Trip
- 10/3-14 - Fall Break
- 12/21-1/3/23 - Winter Break
- 3/13-3/24 Spring Break
- 5/2/23 Awards Night (Cafeteria)
- 5/21 - Baccalaureate
- 5/25 - Last Day & Graduation

Important Notes for Incoming Booster Team

- 10 white and 5 neon green poster boards purchased for use for CBT, car wash, or anything else. Last seen leaning on the wall by Sergeant's desk.
- \$169.42 check from Kroger and \$106.73 check from MOD Pizza expected soon.
- Make the logo bigger on the next batch of Polo Shirts.
- Consider adding a Restaurant Night after Awards Night.
- New Morale Shirt: Carly Bowe submitted final design for R.E.D. shirt, can be purchased during 2022/23 school year.
- For Sports Field Day 2023, buy 2 first aid kits, especially if Sports Medicine Team can't make it. Most needed items include bandaids and antiseptic wipes (injury from Tug of War).

Summary of Actions

<i>Business Topic</i>	<i>Action</i>	<i>Actionee</i>	<i>Due Date</i>
May Meeting	Look for A-frame sign(s) second hand *	Mindi	*
May Meeting	Look for tripod for live streaming second hand *	Mindi	*
New Business	Update the az951boosterclub@gmail account to Joel at the end of June and remove Google drive access for exiting Executive Officers	Deborah	6/30/2022
New Business	Submit car wash approval form to CVHS Admin	Stefanie	6/30/2022

New Business	Upload the fundraising contact list provided by Kathy to the Fundraising folder	Stefanie	6/30/2022
New Business	When WordPress is in use, train the Cadet Webmaster(s) for 2022-2023 (Evelyn Frost and Chloe Falan)	Booster Team	TBD
New Business	Reach out to a contact at Luke AFB regarding a Corps field trip on-site	Joel	TBD
New Business	Discuss and outline 2022-2023 events with team and instructors	Joel & Melissa	TBD
New Business	Reach out to Jeff to coordinate an appointment at Chase Bank to update the signers on the AZ-951 JROTC Booster Club account	Joel	TBD

*Note - Item is recommended by the 2021-2022 Executive Officer team for purchasing and unbudgeted unless approved/budgeted by the 2022-2023 Executive Officer team..

Adjournment

- Meeting adjourned at 7:10 p.m.

Next Meeting – July, tbd

AZ-951 JROTC BOOSTER CLUB
2021-2022 SIGN IN SHEET
Meeting Date: 6, 2022

	Printed Name	Signature	Attendee Type (circle one)
1.	Mindi Leathan	<i>M Leathan</i>	Booster - Officer CVHS Staff Cadet - Staff Cadet <u>Parent/Guardian</u>
2.	Shannon Yeomans	<i>S Yeomans</i>	Booster - Officer CVHS Staff Cadet - Staff Cadet Parent/Guardian
3.	DEBORAH BARTON	<i>Deborah Barton</i>	Booster - Officer CVHS Staff Cadet - Staff Cadet Parent/Guardian
4.	Douglas Tomm	<i>DT</i>	<u>Booster - Officer</u> CVHS Staff Cadet - Staff Cadet Parent/Guardian
5.	Brooke Thomas	<i>BThomas</i>	Booster - Officer CVHS Staff Cadet - Staff <u>Cadet</u> Parent/Guardian
6.	Stefanie Arms	<i>S Arms</i>	<u>Booster - Officer</u> CVHS Staff Cadet - Staff Cadet Parent/Guardian
7.	Stephen Woods	<i>Stephen Woods</i>	Booster - Officer <u>CVHS Staff</u> Cadet - Staff Cadet Parent/Guardian
8.	Joel Coen	<i>J Coen</i>	<u>Booster - Officer</u> CVHS Staff Cadet - Staff Cadet Parent/Guardian
9.	Melissa Coen	<i>M Coen</i>	Booster - Officer CVHS Staff Cadet - Staff Cadet <u>Parent/Guardian</u>
10.	Ethan Coen	<i>E Coen</i>	Booster - Officer CVHS Staff <u>Cadet - Staff</u> Cadet Parent/Guardian
11.			Booster - Officer CVHS Staff Cadet - Staff Cadet Parent/Guardian
12.			Booster - Officer CVHS Staff Cadet - Staff Cadet Parent/Guardian



**AZ-951 JROTC Booster Club
Monthly Treasurer's Report
Ending Date: 5/31/2022**



Beginning Balance \$ 24,171.42

INCOME (Deposits)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
5/2/2022	Square Deposit (Spring Car Wash)	\$ 19.38
5/2/2022	Cash Deposit (Spring Car Wash)	\$ 1,106.00
5/4/2022	Cash Deposit (\$100 from Spring Car Wash / \$200 Silent Auction)	\$ 300.00
5/5/2022	Square Deposit (Silent Auction)	\$ 107.04
5/27/2022	Amazon Smile	\$ 21.03
TOTAL INCOME (Deposits)		\$ 1,553.45

Expenses (Outgoing)

<u>Date</u>	<u>Check #</u>	<u>Payable to</u>	<u>Description</u>	<u>Amount</u>
5/2/2022	1546	Mindi Leatham	Awards Night flowers	\$ 135.83
5/13/2022	1553	Deborah Barton	JROTC Expenses (\$1,664.63 iFly Admission / \$119.89 Snap!Raise Pizza Party / \$144.63 Awards Night programs / \$422.49 2 EZups, cooler, 2 orange containers)	\$ 2,351.64
5/13/2022	1554	Kathy Almeida	Award Night Senior signs / car wash drinks	\$ 331.11
			Service Fee	\$ -
TOTAL EXPENSES (Outgoing)				\$ 2,818.58

ACCOUNT BALANCE \$ 22,906.29

Outstanding Checks

<u>Date</u>	<u>Check #</u>	<u>Payable to</u>	<u>Description</u>	<u>Amount</u>
Total Outstanding Checks				\$ -

RECONCILED BANK BALANCE \$ 22,906.29