

WVSABC

General Membership Meeting Minutes

Date: October 11, 2017

Location: 8463 W Monroe St, Peoria, AZ 85345

Time: 6:00 PM

Call to order at 6:10 PM by President Misty Toomey.

August 23, 2017 General Meetings Minutes were reviewed and approved.

Approved by member Shiela Hosteen.

Seconded by member Ed Schmidt.

Roll Call:

Misty Toomey	Nikki McCormick	Tami Wright-Dabo
Michelle Buttrum	Kristen Hanni	Edward Schmidt
Arrienne Schmidt	Sandra Montoya	Jaime Contreras
Bruce Kinneberg	Monica Mejia	Walter Mejia
Cecilia Macias	Shauna Myers	Jim Gutt
Sherry Bateman	Nick Agliata	Carole Agliata
Mattie Myers-Gutt	Maria Gonzalez	Stephanie Fenderson-Gonzalez
Taylor Szeremet	Julie Szeremet	Shannon Lee
Georgina Perez	Nora Galindo	Zachary Knox
Tammie Harris	Joanna Schauer	Jenna Stevens
Shiela Hosteen	Veronica Brix	Susan Knoebel
Penny Reese	Christina Gabaldon	Teresa Powell
Lori McDonald	Ryan Giguere	Angelina Mellecker
Bill Mellecker	Sherelle Knight	Elizabeth Zacarias

No Old Business

Treasurer Report:

Review of Payout and Reimbursement Process

- Funds are distributed into member's accounts in a timely manner once received from the venue. Please be aware that it can take anywhere between two weeks and 3 months to receive funds from a venue.

- Member Account Statements are sent out once a month by email or when there is a change in your account: funds added or when requests for reimbursement are processed.
- Requests can be made at any time.
- All requests must include a receipt or invoice and a Request for Funds/Reimbursement form. The Request for Funds/Reimbursement form can be found on the WVSABC website (www.wvsabc.com), under the Treasury/Reimbursements tab. We offer both a digital form and a downloadable form. Either is acceptable and you MUST use one when submitting your reimbursements.
- A reimbursement will not be issued until BOTH a Request for Funds/Reimbursement form and a corresponding receipt or invoice are received.
- Please make sure that forms and invoices/receipts are clear and legible. If the documentation cannot be read, a new copy of documentation will be requested, and payment will be delayed until legible documentation is received.
- Requests will not be taken by phone or text. All requests must be submitted by email to the booster club email address at wvsabc@yahoo.com or mailed to PO Box 7783, Surprise, AZ 85374
- Requests are paid in a timely manner, in the order they are received. Please allow up to 2 weeks to receive your reimbursement.
- To request an emergency payment (Payment needed in less than a week), please email the Booster Club email (wvsabc@yahoo.com) or speak to a board member. We will do our best to accommodate emergency requests.
- Reimbursement checks will be mailed to the address on the Request for Funds/Reimbursement form, unless other arrangements are made ahead of time.
- Please be respectful of the Board's personal time. If arrangements are made ahead of time, you may be able to pick up a reimbursement check from a board member's home, but please do not expect a board member to take time from their busy schedules or their families to meet you or bring a check to you.

New Business:

Secretary Report/VP of Operations Report:

Upcoming Events at Gila River Arena

NASCAR is quickly approaching! NASCAR is a 3-day event, taking place November 10th, 11th, and 12th. We will also be staffing one for sure event at Gila River Arena and possibly two, at the same time we are fundraising at NASCAR.

Friday, November 10th – Winter Jam...Approximate Check-in time @ 4:30pm

Saturday, November 11th – Coyotes vs NY Jets...Check-in @ 3:30pm

We will need all hands-on deck to staff both venues. If you are available to work any or all dates, please log on to SignUp Genius ASAP and sign up to work the venue of your choice. If

you do not have a preference of which venue you would like to work, then please sign up for both events and we will schedule you where you are needed most.

Help Needed...Leads, Assistant Leads, Cooks

As our club continues to grow and we pursue taking on additional stands and portables at the venues we fundraise through, we are always in need of additional trained Leads, Assistant Leads/Head Cashiers, and Cooks. If you are interested in training for any of these positions, please let any board member know. We will provide you with all the on-the-job training needed to be successful in these positions. A benefit to training for any of these roles is it opens more opportunities for you to work and fundraise with our Club.

Mandatory Trainings

Mandatory Bartender Training – Sunday, October 29th 1pm

Mandatory Lead & Assistant Lead Training – Sunday, October 29th, 2:30pm

Please watch for emails with all the details. (Email sent October 20th)

Gila Uniforms

Gila uniforms have arrived! We distributed uniforms and Levy badges to anyone who attended the General Meeting. Nikki will also have uniforms available to be picked up at Gila events. If you were not able to attend the meeting and you do not plan to work an event at Gila in the next month, please make arrangements to pick up your uniform from Nikki ASAP.

VP of Marketing Report:

Upcoming Events

Thursday, November 9th – Thursday Night Football, Cardinals vs Seattle Seahawks

We are contracted to staff 70 positions with Rojo Hospitality at Cardinals Stadium (UOP). All 70 positions MUST be staffed properly to avoid being penalized. If you are available to be there for an early check-in time or have the freedom to adjust your schedule so you can be there on time, we thank you and will most definitely need your help! Please email us to let us know you are available if you haven't already signed up using SignUp Genius. If you have already signed up to work but know that you cannot be there by the 3:55 Cashier check-in time, please email us immediately to let us know the earliest time you can be there. We may be given permission for a small number of volunteers to have a late check-in time but we will not know that until we get closer to the date. Please keep in mind that volunteers who can be there on time, will be given priority. This is because we need volunteers who can be there to help get the stands set up, food cooked, and everything ready for when gates open. If you do not communicate the time you can be there ahead of time, then we will expect you to be checked in on time and be in the stand, doing the position you are assigned to do.

NASCAR Update

Friday, November 9th through Sunday, November 12th - NASCAR

Levy Restaurants is the new concessions company at Phoenix International Raceway (PIR). Along with the change in concessions management, from Americrown to Levy, PIR is undergoing a huge remodeling project. Unfortunately, with all the changes, we have very limited information at this time. We do know that sadly, BA-5 and Midway have been demolished as part of the remodeling project. We have talked to Levy executives and they have assured us that they would replace BA-5 and Midway portables with comparable fundraising opportunities. Levy has promised to have more information to us about what stands we will be staffing, how many volunteers we will need to staff these stands, and hopefully what approximate check-in times will be, by Monday, October 21st. We ask that you be patient as this is all very new to everyone.

Rojo Volunteer Training

All Rojo Volunteer Training has concluded. We are not aware of any plans to add additional training dates but if this changes, we will let you know.

Talking Stick Resort Arena (TSRA)

Talking Stick Resort Arena has asked us to begin completing background checks. Background checks are required by the Phoenix Suns organization and must be on file for any volunteer who works at TSRA. At this time, we will not be committing to working or signing a contract with TSRA, but we will continue to pick up a small number of large events when they express a need for additional help.

TSRA will be covering the cost of each background check so there will be no cost to our Booster Club. After speaking to TSRA, we have decided to begin completing background checks in waves. Background checks will be completed online and we will begin sending out directions by email in this order...

1. Board Members
2. Leads and Assistant Leads who have worked previous events at TSRA with our Club
3. Bartenders who have worked previous events at TSRA with our Club.
4. Any member who has worked previous events at TSRA with our Club.
5. All other interested members

President Report:

Staffing

As many of you know, we have seen large growth in our Club over the past few months. This is great for our Club as it means we can pick up additional fundraising opportunities. Additional fundraising opportunities means more money for our members.

The one downside is it can cause more headaches when staffing events. We have received some concerns and questions about how we are staffing events when we have more volunteers than spots available.

First, we will always try our best to pick up additional stands and portables to open up more spots. This is not always a possibility and often the additions will be very last minute. What we ask of our members to make taking on additional stands easier is to honor your commitment to work. At a recent Cardinals game, we took on a 31 person Grid Iron Grill. It was fully staffed when the final gate list went out. By the day of the event, we had 18 plus cancellations and we were forced to scramble to fill spots. This is not fair to the board members who spend countless hours staffing events and it's not fair to our volunteers who show up, on time, and ready to work hard.

Last minute call-outs, no shows, and frequent cancellations after the final gate lists go out are still a huge problem and will no longer be tolerated. We will be holding volunteers accountable for doing these things. These individuals will be the first to be placed on our Extras list as we will offer available spots to volunteers who we know make showing up on time and honoring their commitment a priority. This does not include emergencies. If you are no longer able to work an event due to an emergency or illness, please email us ASAP so we can fill your spot. Please know you will not be penalized for such situations.

Please use the comments section on SignUp Genius to communicate to the board any pertinent information needed to staff an event.

- What time are you available? Are you coming from work?
- Is the volunteer a minor? 16? 18?
- Are you available for earlier check-in times? Club level, Check-in Table, Uniform Room

To help our members better understand how we staff an event, we have detailed the process step by step.

1. The first positions we fill in any stand are the Lead/Stand Manager and Assistant Lead/Head Cashier. These are specially trained positions.
2. Cooks and Bartenders
3. Who has availability for the early start times and late check-out? Club level, Check-in Table, Uniform Room
4. Cashiers
 - a. Volunteers who can be there at check-in time.
 - b. Experienced vs New Members. We need a balance of experienced members and new members. We can't staff a stand with all new members.
 - c. Very limited number of late check-ins if needed.
 - d. Does member frequently cancel, call-out, or show up late without communicating? These members are the first to go on the Extras list.

2018 Board Elections

If you are interested in running for the 2018 Board please submit your name by email. The deadline for submissions is October 15th at 11:59pm.

Ballots will be emailed to the general membership on November 1st and voting will close on November 15th @ 11:59pm. Each family member account will receive 1 vote. You must have been a member of our Club for 90 days or more to vote.

Calendar:

Coyotes vs Chicago Blackhawks (Levy/Gila River Arena) – Sat. Oct. 21st

Coyotes vs Buffalo Sabres (Levy/Gila River Arena) – Thurs. Nov. 2nd

Coyotes vs Carolina Hurricanes (Levy/Gila River Arena) – Sat. Nov. 4th

Cardinals vs Seattle Seahawks (Rojo/Cardinals Stadium) – Thurs. Nov. 9th

NASCAR (Levy/Phoenix International Raceway) – Fri. Nov. 10th – Sun. Nov. 12th

Meeting adjourned at 7:43PM

Next General Membership Meeting:

TBD @ Peoria Public Library

The next General Membership Meeting will be designated for NASCAR credential pick-up. We will notify the members by email when we have more details.

Peoria Public Library

8463 W Monroe St, Peoria, AZ 85345