

# November 2017

## PCST Board Meeting Minutes

Date: 11/13/2017  
Time: 6:00 PM  
Location: Pebble Creek Clubhouse  
Next Board Meeting: Sunday, 1/14/2018, 6:00 PM

### Contents

Roll Call:.....	2
Agenda Topics:.....	3
1. Approve Meeting Notes from Sept. and Oct. ....	3
2. Meet Manager .....	3
3. Display Case .....	3
4. Santa Breakfast .....	4
5. Financial Report / New Business.....	8
6. OPEN Forum.....	8
7. Parking Lot Items .....	8

## Roll Call:

Attended?	Board Position	Member	Email
<input checked="" type="checkbox"/>	President	Jen Colley	<a href="mailto:jen_colley82@yahoo.com">jen_colley82@yahoo.com</a>
<input checked="" type="checkbox"/>	Vice President	Shad Gilley	<a href="mailto:shadonline@gmail.com">shadonline@gmail.com</a>
<input checked="" type="checkbox"/>	Treasurer	Mark DeBruhl	<a href="mailto:citadel83@comcast.net">citadel83@comcast.net</a>
<input checked="" type="checkbox"/>	Secretary	Mike Hill	<a href="mailto:mike.stone.hill@gmail.com">mike.stone.hill@gmail.com</a>
<input checked="" type="checkbox"/>	Parent Rep	Laura Cooper	<a href="mailto:lilcoop4@gmail.com">lilcoop4@gmail.com</a>
<input checked="" type="checkbox"/>	Meet Manager	Ryan Hunt	<a href="mailto:ryanhunt4@gmail.com">ryanhunt4@gmail.com</a>
<input checked="" type="checkbox"/>	Member At Large	Hollie Cammarasana	<a href="mailto:hollieann144@hotmail.com">hollieann144@hotmail.com</a>
<input checked="" type="checkbox"/>	Member At Large	Jill Henderson	<a href="mailto:jilliebean1973@gmail.com">jilliebean1973@gmail.com</a>
<input checked="" type="checkbox"/>	Member At Large	Emily Huelette	<a href="mailto:ehulette75@gmail.com">ehulette75@gmail.com</a>
<input type="checkbox"/>	Team Manager *	Christy Evanko	
<input checked="" type="checkbox"/>	Concession Manager *	Brian Cooper	<a href="mailto:chefbcoop@gmail.com">chefbcoop@gmail.com</a>

## Agenda Topics:

### 1. Approve Meeting Notes from Sept. and Oct.

**Presenter:** Jen Colley

1. Vote to approve notes for September
  - unanimous
2. Vote to approve notes for October
  - Request to update the following parking lot item:

Website Security <ul style="list-style-type: none"><li>- Our site has been hacked 3 times</li></ul>
---

To the following:

Website Security <ul style="list-style-type: none"><li>- Our site has been hacked 1 time</li></ul>
--

- Once modification has been made the board voted unanimously to approve

**Action Items:**

Item #	Description	Responsible	Date
1	Revise October Meeting Notes	Mike	11/13

### 2. Meet Manager

**Presenter:** Jen Colley

1. Will discuss fully in January board meeting

**Action Items: None**

### 3. Display Case

**Presenter:** Jen Colley

1. After speaking with Jen, she said it was “her office or nowhere in the clubhouse” due to liability and other concerns.
2. Must wait until after her office gets painted in January or February
3. The board agreed that we can put the Display Case in her office for now. Then revisit building a display case on the pool later. Need to get quotes for building the case then look at budgeting it out.

**Action Items: None**

## 4. Santa Breakfast

**Presenter:** Jen Colley

---

### A. Food

- Last year
  - \$176 on food
- Jen suggests increasing budget to \$250
  - Brian agrees considering menu
  - Everyone agrees on increase
- Need help on items / shopping
  - No help needed → Brian has it

### B. Santa

- Mr. & Mrs. Clause
  - Don & wife Vicky
  - Doing it for free
  - Experienced doing Santa
- Timing
  - In the past Santa came around 8:15 and made an entrance
  - He needs to be here in costume at 8:00 pm

### C. Flyers

- 2-color on white paper will look better
- **Action Item:** Jen will get a price on printing the flyers in color instead of
- Maybe put “All proceeds benefit Pebble Creek Swim Team” somewhere on the flyer
  - **Action Item:** Hollie to modify flyer

### D. Marketing

- Maybe get a video of Santa coming out this year and use this for advertising on Facebook for next year
- Some video of kids interacting with Santa
- Flyers are a go, hopefully will be done by the end of the week
- Delivering on weekend
  - Need to section the neighborhood out
  - Laura
  - Mark
  - Ryan
  - Mike
  - Emily
  - Christy
- Christy / Ryan will send an email out by Friday splitting it up
- **Action Item:** Everyone share posts on their Facebook pages
- 2 Facebook pages
  - Swim Team → Laura, Jen, & Holly (moderators: Jill, Emily, Ryan)
    - Only for swim team members
    - No all kids are “picture approved”
  - PCST Event page
    - Everyone needs to send this out to all friends

- 
- Holly approved flyers board has looked at
  - Neighborhood Facebook page
    - Will advertise here
  - Twitter
    - Swim Team twitter
  - Instagram suggestion
    - **Action Item**: Maybe create an Instagram account → Hollie C.
  - Signs
    - Laura to put out this weekend at all 4 entrances

#### **E. Calendars**

- Chick-fil-a calendars will come in 11/20
- 100 calendars, \$10 apiece. We get \$5 a calendar
- What we don't sell they will take back
- We can sell through 12/9

#### **F. Donations**

- Starbucks (for breakfast not auction)
  - Coffee, cups, etc.
  - 1 vat of coffee
- Chick-fil-a (for breakfast not auction)
  - 2 large fruit trays
  - No more fruit needed

#### **G. Silent Auction Items**

- Ryan
  - Areal east – one session
  - Chiropractor – 3 different things
    - Healthlink Family Chiropractic
- Brian
  - B.Good gift card
- Emily
  - \$100 gift card from Design with stitches
  - \$50 - Maybe offer 1 on 1 tutorial on wreath making and they can walk out with a wreath
  - Maybe a test drive for Toyota → maybe do this during the corn hole event
  - To reach out to Sugar Shack
- Brian
  - Cooking class for auction possibility
  - potentially a jerky package
- Jen
  - Hatchimal
  - Gift card to Buffalo Wild Wings
  - Cracker Barrel
  - Subway
  - Sweet frog
  - Gaming basket from Jen

- 
- Holli
    - Picture session
  - Shad
    - Willie's Christmas trees → gift certificate for free tree
      - He is not going to be at the same spot this year
      - Emily will find out why he can't be there
  - Mark
    - Evergreen, he might be able to get 2 baskets of their items
  - Jen sent out tax letter to board

#### **H. Volunteers**

- 12/2 Santa breakfast
  - 12/1 Friday night 5:00 PM until done → need all board members if possible
    -
- 12/2 Saturday:
  - Kitchen Volunteers
  - Start time: 6:00AM Brian to start prep
  - Kids to be there: 7:45AM – 11:00 AM (3 shifts of kids)
  - Adults: 7:15AM – 11:00 AM (2-3 adults)
  - Breakdown Crew: 15-20 minutes
    - 10:30 AM breakdown will be close to done
  - Cashier
    -
  - Calendar selling
    -
  - Pictures
    - Holli and one other volunteer
  - Board Members
    - 7:00AM-11:00AM
      - Emily
      - Ryan
      - Laura
      - Brian
      - Jen
      - Holli
      - Jill (7-9)
      - Mike

#### **I. Decorations**

- Emily will be there
- Gift boxes at "Old Emily's" house
- We have a tree, it is pre-lit
- Setting up tables, kitchen
- Who can come:
  - Emily

- Ryan
- Laura after belt testing (7ish)
- Jill
- Mike
- Jen
- Mark
- What are we allowed to do?
  - Tree and Mantle area
  - Tables, center pieces
  - **Action Item**: Jen will send out pictures of last year's setup

**J. Layout of Room**

- **Action Item**: Jen will send out pictures of last year's setup

**K. Other Business**

**Action Items:**

Item #	Description	Responsible	Date
1	Jen will get a price on printing the flyers in color instead of a single color	Jen	11/14
2	Hollie to modify flyer with "All proceeds benefit Pebble Creek Swim Team" somewhere on the flyer	Hollie	11/14
3	Everyone share posts on their Facebook pages	Board	asap
4	Create Instagram account	Hollie	
5	Send out pictures of last year's decorations / setup to board	Jen	

5. Financial Report / New Business

**Presenter:** Jen Colley

- No changes
- Jen and Mark still trying to make their way to the bank

**Action Items: None**

6. OPEN Forum

**Presenter:** Jen Colley

**Action Items: None**

7. Parking Lot Items

**Presenter:** Open

1. Put all of the social media information on swim team sign up forms
2. Emily's husband is with Toyota and will give \$10 for each email he gets for Toyota
  - Emily to make a sign to be transparent to what they are signing up for
3. **Action Item:** Hollie to give Santa some prep as far as what to do
4. Corn hole to be discussed in January meeting
5. Next GRAL meeting in January
6. Next PCST Board Meeting
  - a. No meeting in December
  - b. January 14 @ 6:00 PM
    - **Action Item:** Jen to reserve room

**Action Items:**

Item #	Description	Responsible	Date
1	Hollie to give Santa some prep as far as what to do for pictures	Hollie	
2	Reserve clubhouse room for January meeting	Jen	