



Mount Pleasant Oilers Athletic Boosters, Inc. 2011-2012 Committees

According to the Mount Pleasant Oilers Athletic Boosters, Inc. bylaws standing committees shall be appointed by the Executive board as needed. The current committees include: 50/50; Auction; Booster Handbook/ Documentation; By-laws; Coaches Involvement/Liaison; Concessions, Finance, Budget, Athletic Fee, and Audit; Fundraising; and Nominations/Membership.

Executive Board

Duties:

General oversight and management of the Booster organization. The Executive Board is comprised of the President, Vice-President, Secretary and Treasurer.

Members:

President:	Mary Hill	hill1mm@cmich.edu	506-0258
Vice President:	Jeff Hyames	hyame1je@cmich.edu	560-6283
Secretary:	Lisa Boyd-Devers	boyd1LM@cmich.edu	400-2882
Treasurer:	Walt Schneider	schne1wr@cmich.edu	644-6880
	Deb Christie	debrachristie@yahoo.com	289-5633

50/50 Committee

Duties:

Create documentation for 50/50 Coordinator and for the Reps coordinating workers at individual events. Explain where the tickets come from; who is in charge of getting them; the selling process; where the containers are kept; accounting and deposit of monies raised; number of people needed per sport and per season; and how winner is drawn and announced. Committee will be responsible for recruiting new 50/50 Coordinator(s) or people to help the current Coordinator.

Members:

Chair: Emily Gross	egross@gfs.com	600-6384
Beth Odykirk	odykirk@msn.com	621-2500

Auction Committee

Duties:

Document all the steps of the annual Auction Fundraiser, including an event timeline; lists of who helps and how; when the facility is booked; food selection and pricing; room set up and decorations; gift/item solicitation process; item sorting; silent and live auction decisions; banking contact and arrangements; raffle information; ticket orders; special events at the auction; activities the day of the event; bid sheets and more. Create a notebook of the auction process from setting the date to thanking the donors.

Members:

Co-chairs:

Emily Gross	egross@gfs.com	600-6384
April Vanderloon	avanderloon@hotmail.com	506-2068
Bernie Cesena	bcesena@mtpleasant.edzone.net	621-8204
Cheryl Gaudard	cgaudard@firstbankmi.com	506-5478
Connie Williams	williams_connie@msn.com	621-1370
Deb Christie	debrachristie@yahoo.com	289-5633
Kelly Berryhill	kellyberryhill@hotmail.com	621-3340
Liz Heeke	ldheeke@charter.net	400-8897
Lois Pittsley	ljpittsley@dow.com	274-3823
Rena Pung	pung1rx@cmich.edu	506-6404
Sandy Horton	sandyhortonrph@charter.net	621-1534
Nancy Ridley	tnridley@charter.net	600-3839

Auction Committee continued

Wendy Elliot	wendyelliotr@hotmai.com	944-1552
Loretta Moran	lorettamoran@gmail.com	944-1579
Helen Lee	hlee@cmdhd.org	506-7912
Gwen Warby-Marsh	warbymarsh@yahoo.com	854-2510

Booster Handbook/Documentation Committee

Duties:

Create a "Sports Booster Handbook" as a reference tool for new and existing Sports Boosters members. Include Bylaws; Guidelines; History; Committee Descriptions; Fundraising Details; the Process for Requesting Funds; Sample Documents; Meeting Schedules and other pertinent information which will help Reps, Members-at-Large, coaches and others understand the expectations of their role.

Members:

Chair: Lisa Boyd-Devers	boyd1LM@cmich.edu	400-2882
Lauren Lawrence	laurenplawrence@gmail.com	216-544-3823
Marion Bradley	mbradley123@frontier.com	
Sandy Lucksted	lucksted@commercial-bank.com	289-1721

By-laws Committee

Duties:

Review existing Booster Bylaws, making additions and/or deletions for the benefit of the Sports Boosters organization. Review materials of the Documentation Committee for accuracy and appropriateness. Present Bylaw changes to the group for discussion and acceptance annually.

Members:

Chair: Vicki Begres	victoriab125@aol.com	289-4142
Lisa Boyd-Devers	boyd1LM@cmich.edu	400-2882
Walt Schneider	schne1wr@cmich.edu	644-6880
Marion Bradley	mbradley123@frontier.com	
Kendra Brown	brown1ks@cmich.edu	400-3864

Coaches Involvement/Liaison Committee

Duties:

Act as a liaison between coaches and Booster members. Inform new coaches of correct procedures and policies, ensuring coaches know the role of their team Reps and how to make requests. Host a "training session" for new and existing coaches in conjunction with the Athletic Director(s). Work closely with the school Athletic Director(s), monitor individual team activities to avoid unauthorized fundraising which would take away from Sports Boosters collective efforts.

Members:

Chair:

Jim Conway	jconway@mtpleasant.edzone.net	621-5371
Lisa Boyd-Devers	boyd1LM@cmich.edu	400-2882
April Vanderloon	avanderloon@hotmail.com	506-2068
Kelly Berryhill	kellyberryhill@hotmail.com	621-3340
Lisa vonReichbauer	vonre1la@cmich.edu	621-6320
Lois Pittsley	ljpittsley@dow.com	274-3823
Michelle Gorton	mgorton@isabellabank.com	621-6333
Shelley Kemmerling	shelleykem@hotmail.com	560-7618
Marty Salisbury	masal@charter.net	517-331-7156

Concessions Committee

Duties:

Create documentation for Concessions Coordinator and separate instructions/guidelines for Reps coordinating individual events. Explain who to order from; sales contacts; inventory practices; when to order more; what events need extra product(s); delivery or pick-up processes for concession goods; pizza ordering process (who, how many, do you tip the delivery person and how is it paid for); supplies on hand, including dish soap, paper towels, cleaning rags; set-up and tear-down procedures; and how to operate and clean the popcorn and hot dog machines. Committee also needs to document how many people are needed for each event and season; pre-game prep explanation (including warm up time for machines); rotation process for beverages; cash box management; how to handle concession accounting and deposits; and who has keys to the stand. The concessions food policy should be clearly outlined, posted and followed.

Members:

Chair: Linda Elliot	jbe1203@charter.net/Lelliot52@gmail.com	330-3119
Emily Gross	egross@ghs.com	600-6384
Lauren Lawrence	laurenplawrence@gmail.com	216-544-3823
Lisa vonReichbauer	lvonreichbauer@yahoo.com	621-6320
Sandy Lucksted	sandy03261@hotmail.com	289-1721
Shelley Kemmerling	shelleykem@hotmail.com	560-7618

Finance, Budget, Athletic Fee, and Audit Committee

Duties:

In June prepare an annual budget for approval by the Executive Board; present budget to the general Sports Boosters membership for approval at the July meeting; ensure communication of budgetary issues with the Treasurer as needed; confer with the Athletic Director and other departments, relative to estimated costs, anticipated revenues and services performed to the extent deemed necessary by the budget committee; evaluate requests for funding large expenditures; recommend investment strategies to the governing Board and Sports Boosters membership, if applicable; conduct an annual audit twice a year of the Treasurer's records based on the fiscal year January 1-December 31 and the school fiscal year of July 1-June 30; review the Funding Appropriations Policy annually and make recommendations for approval by the Board and Sports Boosters membership. It shall be the duty of the Athletic Director to furnish pertinent information to the budget committee. Budget adjustments must be presented to the Board and the Sports Boosters membership on a timely basis.

Members:

Chair: Walt Schneider	schne1wr@cmich.edu	644-6880
Jim Conway	jconway@mtpleasantedzone.net	621-5371
Mary Hill	hill1mm@cmich.edu	506-0258
Jeff Hyames	hyame1je@cmich.edu	560-6283
Lisa Boyd-Devers	boyd1lm@cmich.edu	400-2882
Vicki Begres	victoriab125@aol.com	289-4142
Cindy Devers	cdevers@tulane.edu	400-7525
Cheryl Gaudard	cgaudard@firstbankmi.com	506-5478
Shawn Zimmer	szimmerdds@chartermi.net	560-4261
Michelle Gorton	mgorton@isabellabank.com	621-6333
Wayne Rhode	wrhode76@hotmail.com	772-5641

Fundraising Committee

Duties:

Select a Fall Fundraising Project/Program that offers maximum earnings potential. Outline the responsibilities of each Rep, coach, parent and athlete, along with the Athletic Director. Document how the fundraiser is organized; a timeline for the project; promotion and any other pertinent information for future reference.

Members:

Chair:

Cindy Keller	ckeller@cmch.org	289-0618 c
April Vanderloon	avanderloon@hotmail.com	506-2068
Beth Odykirk	odykirk@msn.com	621-2500
Keen Latoski	keenlato1@charter.net	513-3550
Kendra Brown	brown1ks@cmich.edu	400-3864
Lisa vonReichbauer	lvonreichbauer@yahoo.com	621-6320
Michelle Gorton	mgorton@isabellabank.com	621-6333
Kari Pulver	kjpulver@gmail.com	506-0317
Kip Cosan	khcosan@dow.com	330-1186
Helen Lee	hlee@cmdhd.org	506-7912

Nominations/Membership Committee

Duties:

Recruit parents for participation in Sports Boosters, including executive positions, team Reps and Members-at-Large to ensure long-term participation (avoiding team Rep turnover each and every year). Possibly organize a guest day or a social event (like a football tailgate) to build awareness of the Sports Boosters and our role within Mt. Pleasant athletics. Involve parents from West Intermediate in meetings and events. Document the duties of the committee for future reference.

Members:

Chair: Lisa Boyd-Devers	boyd1LM@cmich.edu	400-2882
--------------------------------	-------------------	----------