Big Walnut Athletic Boosters Meeting Minutes

Meeting Date: July 19, 2026
Meeting Called to Order: *(from transcript)*
Meeting Adjourned: *(from transcript)*

Secretary's Report

- Previous meeting minutes were reviewed.
- Any corrections or additions were discussed.
- Motion to approve previous meeting minutes was made, seconded, and approved.

Treasurer's Report

- Financial updates were provided.
- Bank security procedures were reviewed.
- Board approved removal of former board member Kevin as an authorized signer and approved adding Mike as an authorized signer for the First Commonwealth Bank account.
- Treasurer explained Positive Pay security procedures for check processing and upcoming banking security updates.

Committee Reports

Concessions

Facility Improvements

- Significant concessions improvements are underway prior to the fall athletic season.
- New equipment has been installed including:

    - Mini combi oven
    - Hot holding unit
    - Refrigerated prep station
    - Stainless work table
- Additional equipment planned:
    - Hot box
    - Wall-mounted drying/storage system
- Electrical upgrades continue with Powers Electric.

Operations

- Menu updates are planned.
- The overall goal is to improve customer experience, increase efficiency, improve food safety, and increase concession revenue.

Staffing

- Five interviews scheduled for the Concessions Director position.
- Position expected to begin August 1.

Outdoor Concessions

- Improvements planned for the auxiliary concession stand.
- Additional shelving, equipment, and portable serving equipment being evaluated.

Communication

- Board discussed establishing minimum notice requirements for concessions support at athletic events.
- Goal is to improve communication between athletics and concession managers.

Social Media

- Coaches and team social media accounts are being audited.
- Website team pages will be updated as needed.
- Board will continue promoting team accomplishments and fundraising efforts.
- Season athletic programs will continue.
- Design and printing responsibilities will transition to student programs within the school.

Fundraising

Card Fest

- Event reviewed.
- Overall successful but operational expectations between Boosters and event organizers need refinement.
- Future improvements will focus on:
  - Defined responsibilities
  - Event ownership
  - Revenue sharing
  - Operational processes

Fundraiser Approval Process

- Board encouraged all sports to submit fundraiser requests through the official online approval process before promoting events.

Youth Liaison

Jason Dickerson introduced himself as the new Youth Liaison.

Priorities include:

- Strengthening K–12 athletic connections
- Improving communication between youth and high school programs
- Developing consistent coaching philosophies
- Expanding youth clinics
- Increasing youth participation at varsity events

Golden Eagle Club

Jason introduced a preliminary concept for a "Golden Eagle Club."

Potential goals include:

- Membership opportunities for youth families
- Tiered membership levels
- Increased community engagement
- Additional fundraising opportunities
- Unified athletic development model

Discussion remains in the planning stages.

Seasonal Directors

- Position remains open.

- Committee reports will be added once filled.

Alumni Relations

- Position remains open.
- Continued recruitment encouraged.

Old Business

No significant old business requiring board action.

New Business

Banking

Motion approved to:

- Remove Kevin as authorized signer.
- Add Mike as authorized signer.

Budget Planning Template

Board introduced plans to develop a standardized budgeting worksheet for every sport.

Purpose:

- Improve financial planning.
- Assist coaches and parent representatives.
- Identify recurring expenses.
- Improve forecasting.
- Better understand fundraising needs.

Parent Representative Best Practices

Board discussed:

- Improving communication between coaches and parent representatives.

- Budget transparency.
- Monthly financial communication.
- Documentation of best practices.
- Updating website resources.

Long-Term Strategic Planning

Board discussed continuing work on:

1-Year Goals

- Immediate operational improvements.
- Committee development.
- Budget planning.

3-Year Goals

- Expanded Booster fundraising.
- Improved systems.
- Greater organizational consistency.

5-Year Vision

- Major capital fundraising.
- Turf field support.
- Organization-wide financial sustainability.
- Increased community partnerships.

Open Discussion

Topics included:

- Additional fundraising ideas
  - Food fundraisers
  - Casino Night
  - Showcase tournaments
  - Community events
- Youth program development
- Coach budgeting support
- Financial transparency
- Parent representative onboarding
- Website improvements

- Documentation of board processes
- Future Board Operations Manual development

Action Items

Concessions

- Complete electrical work.
- Install remaining equipment.
- Hire Concessions Director.
- Establish event notification guidelines.

Social Media

- Audit team social media accounts.
- Update website listings.
- Prepare season programs.

Fundraising

- Finalize Card Fest procedures.
- Continue reviewing fundraiser requests.
- Develop Golden Eagle Club concept.
- Explore additional Booster fundraising opportunities.

Finance

- Finalize coach budgeting template.
- Complete bank account updates.
- Continue improving financial transparency.

Board Development

- Recruit:
  - Alumni Chair
  - Seasonal Director
  - Deputy Treasurer
  - Deputy Fundraising Chair
- Continue development of Board Operations Manual and best practices.

Adjournment

Meeting adjourned following open discussion and committee updates.