**St. Leo School**

**Athletic Board**

**Board Meeting Minutes: March 1, 2018**

**2:00 pm**

**St. Leo Media Center**

Board Members:
*Present:* Mrs. Brown, Principal; Coach April Penn, Co-Athletic Director; Yvette Boland, Communications Chair; Eleanor Myers, Operations Chair, Coach Travis Fitzgerald, Teacher Representative

*Absent:* John Dell, Co-Athletic Director

Meeting called to order by Mrs. Brown

Mrs. Dell discussed:

Auditor forms regarding deposits requiring two signatures. Discussion ensued.

 Discussion regarding $25 fee for Positive Pay.

Decision to pay changes in checks using petty cash when there is a referee change. Discussion ensued

Adding second signature line to admissions/concessions closing out form.

Accounting system for Athletic Board and how it may affect replacement process of next Athletic chair. Discussion ensued.

Item regarding padding of the bleachers; measurements have been taken; waiting on estimate.

New second SLS sign and a Championship banner (JV girls-basketball) in the gym. Possibility of a grandparent’s printing company taking the contract. Discussion ensued.

Mrs. Brown discussed:

The implementing of the probation period for student athletes was helpful and motivating.

By-laws (2009) updated to have Athletic board meet four times a year (September, November, January, March). Verbal approval of change by the board.

Athletic board will attend event sponsored by PTO one time a year. Discussion ensued.

Other items discussed:

Track season meets have been scheduled.

Golf try-outs are mandatory because there are a finite number of team member spots.

Kick-ball event at Triad Park on May 5 hosted by Our Lady of Mercy; Coach Fitzgerald will be coaching. There will be a grade 5-6 team and a grade 7-8 team.

Other business:

Annual report from 2016-2017 will be changed from a detailed report with line items to not including all line items. Discussion ensued regarding publishing annual reports.

Move May PTO/Athletic Board May 2018 meeting from Parish center to Media Center. Discussion ensued.

Meeting adjourned.

Minutes submitted by Yvette Boland