

CPO Meeting Minutes
Meeting Date: September 22, 2022
Location: Slopes Barbecue

Meeting was called to order, and the Pledge of Allegiance was recited.

Minutes from CPO meeting on 8/18/2022 were reviewed and approved.

State of Unit Report: Cdr. Walker gave state of the unit with upcoming events as well as overview of how Navy funding will be spent. The end of the Navy fiscal year is 9/30/2022. Currently have about \$10,000 in Unit support money that we are trying to utilize. A request was made for the CPO to pay for tents with credit card as the vendor wants to be paid with credit card, and then the Unit will request reimbursement from the Navy and then reimburse the CPO. Amounts have been approved by Navy already and are just pending a form submission. Also need to think of ways to spend remaining funds. It was noted that they don't want to leave too much of a balance year over year as gov't tends to contract future budgets if money is left unspent. 1st Sgt. Cox gave general feedback from parents – mainly dealing with communications through CTLS. He also noted that they are dealing with bus issues for after school activities with Pope and Kell. Kell's issues as of today has been resolved per Matt. Kell has said that the busses were there, but students were not showing up. If a bus is not being utilized, the route will be taken away. Pope stated that no parent has contacted them. 1st Sgt talked to Asst Principal who is going to discuss with Pope administration to see if one of their coaches can bring the kids on Pope's activity buses from Pope to Lassiter. It is believed the situation has been resolved but will continue to be monitored. Matt Lovell is taking point on any further Pope issues. 1st Sgt noted that teams will be practicing over fall break.

President's Report: State of CPO – Per Matt, there was good feedback on the picnic and intro meeting. Teams are getting started and most have kicked off. Overall, the Unit appears to be in a good place with positive parental support. Matt discussed proposed future meeting dates for general meetings and Executive Board Meetings. Dates are tentative, and Matt asked to Board members to review and provide feedback. He noted that if no meeting is necessary, we can cancel the meeting or have less than a full Board meeting if only a few people are needed to discuss specific events. If the dates are good, they will be published on the website, and the Secretary will provide reminders. Other General Business – Matt requested that if there are committee meetings outside of a regularly scheduled Board meeting to let him know that the committee is meeting and the results of the meeting. For example, when the committee met, what was talked about, meeting notes or meeting minutes.

Board Member Reports:

Secretary Report – Leslie discussed the limitations remind as well as how the communication of Unit events flow to her along with the use of Remind vs. email.

Lassiter VP update – Katie applied to PTSA for mini-grant that if approved provide the Unit with new travel bags. It was noted that Bret and Katie were going to take over the Lassiter concession stand sign-ups, etc.

Pope VP Update – Amy noted that there were no issues outside of the bus issues that were previously discussed. There was discussion surrounding the activities of the Cadets at home football games. At Pope, the Unit does color guard and security but no clean up. At Lassiter and Kell, the Unit does a color guard, security and clean up. Lassiter also assists with the concession stand as result of a request made by the Lassiter Touchdown Club. Cadets set up Color Guard for games. It was noted that Lassiter and Kell senior nights will be postponed to basketball season due to a conflict with a drill team competition.

Kell VP Update – Myi noted previous items related to Kell including the resolution of the bus update had been discussed, and there were no other updates.

Treasurer's Update – Tracey noted the balance in the operating account was \$27,166 as of today plus the money market account balance of \$12,438. She noted that the CPO received \$16,400 in reimbursements from Navy for several items. The Double Good fundraiser sold \$12,275 of which the CPO gets \$6,138 with specific cadet accounts receiving 80% of that amount and the Unit, at large, receiving \$1,228. It was discussed that the Unit may want to do that fundraiser again possibly around Thanksgiving break. Overall, the CPO has received dues income from 45 families of \$9,000. Also, there has been good participation on teams dues overall at this point. For the annual picnic, the teams basket raffles brought in \$1,584. It was noted that the Navy Lake Site rental fee was \$600 for the current year which was up from last year and has to be reserved by an active duty or retired veteran. 1st Sgt. requested that someone remind him to reserve again next year. Reservations open 30-60 days out. The cost of food totaled \$1,381 from Willie Jewels- will work on continuing to refine food order. The dunk tank was \$200 but did not include delivery. It was noted that the total cost was \$2400, and while the event is not profitable it is not intended to be as it is a Unit wide event to come together and kick the year off.

Spirit Wear Update – The spirit wear store is closed. Orders should be received in around two months. Orders will be delivered to Lassiter and 1st Sgt will distribute to Cadets. We did receive the mock-up on the PT gear, but there is still a tweak that needs to be made. The vendor will start printing the PT gear once approval of the proof is done. PT Gear should be in by AMI. Rifle, Drone and Academic teams need rosters and sizes to order their gear. Drill and O team warm-ups are already in.

Special Events Update – There was discussion surrounding upcoming events especially related to the Holiday Party on 12/2 at the Northhampton Clubhouse with the Change of Command and chili cookoff following closely in January 2023. The Mil Ball was discussed and one venue, Kennesaw Mountain Gardens, had been toured. Piedmont Church's facilities were going to be viewed later this month as a decision on venue needs to be made soon. There was additional discussion surrounding creating new sign-up geniuses in order to be a team volunteers for Unit each event as well refining the current volunteer requests. It was noted that for the sign-up geniuses to be more specific that the specific needs of each event has to be communicated in time for the sign-up genius to be adjusted or created. Finally, there was much discussion on how to better publicize Spirit Night. It was noted that Spirit Nights should be moved Spirit Nights under Fundraising.

Fundraising Update – The Double Good Popcorn fundraiser was previously discussed. The Braves night getting just under \$400 for the Unit, and the letter writing campaign planned for October.

Sponsorship Updated – A sponsorship handout was provided. It was requested that Board members review and provide feedback on it as soon as possible.

Website Update - The new account has been set-up, but hosting hasn't transitioned yet.

Team Reports – No items noted for team needs for practices, etc.

The meeting was adjourned.