

**Capital High School Booster Club
Board Meeting Minutes
Thursday, February 15, 2018
6pm, CHS Library**

Board Members in Attendance: Dan Sweeney, Tammy Berbells, Tammi Grow, Debra Miles, Cristin Wilson

Board Members Absent: Craig Kiefer, Stephanie Pratt, Bill Yount, Jena Layton

Guests in Attendance: Kurt Playstead

Approval of the Minutes

A motion was made by Debra Miles to approve the minutes with no changes and was seconded by Tammi Grow and approved unanimously.

Revision of By-Laws

Not all of the board members received the by-laws that were sent last week so Tammi is going to send out the by-laws again from her email with all suggested changes incorporated. Debra Miles provided Tammi a list of “duties” of the board via email last week that will serve as a spring board for developing an “Org Chart”. Once completed, this will be a list of jobs and a board member will be assigned each job. At the time they are given the job, they will be provided a procedure list and responsibilities of the job so the board members knows what to do and things do not need to be recreated each time a new member takes over a job.

Nomination of New Board Members

The board made the following recommendation to the executive board for nominations to the board:

Kerri Dawson, Dawn Kero, Kurt Playstead, Beth Kalb, Katie Hurley and Ryan Plughoff

The executive board will meet to discuss this recommendation and the board will vote on the new board members at the March meeting.

Treasurer’s Report

Agenda item tabled until next meeting.

Auction Update

Debra continues to rock it with coordinating the auction!!! She is shooting for 10 LIVE auction items and is still waiting for several items to be confirmed. Facilities are looking good and decorations are coming together well. Dan suggested using the sound system from the baseball team as a means to save some money. He is going to check with the baseball coach to see if this acceptable. Board members ... buy your tickets from the auction and spread the word to have others do so as well!!!!!!!!!!!! The menu for the event will be available next week. Mrs. Cleveringa has offered to coordinate the dessert dash and several board members volunteered to bring desserts.

Set up for the auction begins at 5pm on Friday, March 23 ... all board members please come help ... should only take a few hours and will be FUN!!!!

Additional Fundraising Opportunities

Agenda item tabled until future meeting.

Action Items

- Tammy Grow: reorganize the by-laws to be more organized, incorporate suggestions by other board members and email to board members for further comment.
- Stephanie Pratt: develop a contact list for all board members ... with name, cell phone number and email address ... let me know if you need help with this, Stephanie (Cristin)
- Stephanie Pratt: develop a list of board members showing their expiring terms, including the executive board positions ... let me know if you need help with this, Stephanie (Cristin)
- Cristin Wilson: start a list of “Friends of the Booster Club” ... folks that are not ready to commit to being on the board but who are willing to help and procure for the auction.
- Dan Sweeney: Check with baseball coach to see if the baseball team’s sound system can be used for the auction.
- All board members: once the “Org Chart” is developed, write down your procedures and responsibilities for your job so that it can be used for future board members that take over your position.
- All board members: go to <https://www.foodworkercard.wa.gov/index.html> to obtain your WA State food handlers card. It only takes about 30 minutes, is cheap and lasts several years.
- All board members: Procure, procure, procure. ☺

Meeting adjourned at 7:34pm

Next Board Meeting: Wednesday, March 14 @ 6pm in the CHS library.

Next Auction Meeting: Wednesday, February 28 @ 6:30pm in the CHS library ... right after the Spring Sports meeting @ 6pm.