

**Capital High School Booster Club
Board Meeting Minutes
Wednesday, April 11, 2018
6pm, CHS Library**

Board Members in Attendance: Tammi Grow, Cristin Wilson, Stephanie Pratt, Jena Layton, Beth Kalb

Board Members in Attendance via Proxy: Debra Miles (Cristin), Kerri Dawson (Cristin), Tammy Berbells (Cristin)

Board Members Absent: Kurt Playstead, Ryan Plughoff, Bill Yount, Dan Sweeney, Katie Hurley (board position does not begin until August 2018)

Administration in Attendance: Steve Taylor, Curtis Cleveringa

Approval of the Minutes

A motion was made by Jena and was seconded by Stephanie to approve the March 2018 minutes with no changes. Motion carried.

Administration Update

None.

Treasurer's Report

There is currently \$57,363.22 in the bank. Jena has message into Stacy Sharp asking if any wrestling and soccer grants were requested ... all agree it seems odd that NONE were requested. Funds for grants that were not requested will go back into the funds that can be allocated for the 2018 grant cycle.

There is still one check that Jena is waiting on for ASB ticket sales. Once this is added to the 2018 total income for ticket sales, the amount should be about the same for the two years (about \$2,100).

The total income and expense figures for the auction are still being finalized.

A motion was made by Beth and was seconded by Cristin to approve the April Treasurer's report with no changes. Motion carried.

Auction in Review

Everyone agreed that Debra did a GREAT job! Beth did mention that the disbursement of the auction items was a little rough, as auction attendees wanted to just come back and get their items instead of waiting to be helped. Beth has ideas on how to help with this process.

Grant Update

Grant applications are due on April 30, the budget is set in May and the allocations committee's recommendation to the board will be at the June meeting.

For the Good of the Order

Stephanie created an awesome timeline so we can see, at a glance, what needs to be done when. A few additions were made ... please review the timeline and let Cristin know if something is missing or needs to be changed.

August agenda item ... get a game plan for improving involvement by all teams and clubs for selling tickets and concessions. Possible slogan ... "JUST ONCE" ... if each parent or student helped sell tickets or concessions "just once" every slot would be filled.

While Jena is certainly willing to stay on the board, she is hoping someone would want to take over the position of Treasurer. It is quite simple and she says she averages one hour/month handling the books. The more busy time revolves around the auction and grant cycle time but overall it is not a time consuming position. Any takers?

Action Items

- Tammi Grow: reorganize the by-laws to be more organized, incorporate suggestions by other board members and email to board members for further comment.
- Cristin Wilson: working on list of committees and their duties ... list already started by Debra.
- Tammy Berbells: get quotes on upgrading our website ... perhaps to accept online membership registration and payment.
- Jena Layton: Check on whether soccer and wrestling grant requests have been fulfilled and how much (if any) will carry over to the 2018 grant cycle.
- All board members:
 - Think back on the auction about what worked and what didn't and ideas for next year. This will be on the agenda for May so we can brainstorm while it is fresh in our minds.
 - New board member nominations are in May ... please put your feelers out to new board members!!!
 - Review timeline and suggest additions/changes.

Meeting adjourned at 6:59pm

Next Board Meeting: Wednesday, May 9 @ 6pm in the CHS library.