

**Capital High School Booster Club  
Board Meeting Minutes  
Wednesday, May 9, 2018  
6pm, CHS Library**

**Board Members in Attendance:** Tammi Grow, Debra Miles, Cristin Wilson, Bill Yount, Jena Layton, Beth Kalb (Cristin), Debra Miles, Kerri Dawson, Ryan Plughoff

**Board Members Absent:** Katie Hurley (board position does not begin until August 2018), Stephanie Pratt, Dan Sweeney, Tammy Berbells, Kurt Playstead

**Approval of the Minutes**

A motion was made by Jena and was seconded by Kerri to approve the April minutes with one change (a spelling change for Tammi's name in Action Items). Motion carried.

**Administration Update**

Not available.

**Treasurer's Report**

Jena reported there is \$54,808.84 in our account as of May 9. She is still waiting for approximately \$1,000 in funds from winter/spring ticket sales but said a figure of \$55,000 is a good estimate for applying to grants.

There were no wrestling grants that were fulfilled from the last grant cycle. Soccer grants were purchased and Jena paying out approximately \$1,000 for these items.

Regarding auction income and expenses ... there are still several deposits that Jena is waiting for including, STAR Foundation for raise the paddle donation (\$1,000) and matching company contributions of \$500 and \$250 from Erickson and Frank Russell, respectively.

In addition, Stephanie mentioned via text prior to the meeting that she has received 20 grant requests for approximately \$45,000. She will be following up with Steve and Stacy to confirm all are eligible requests.

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

**Review bylaws & committee chair descriptions/duties**

Bylaws and committee chair descriptions and duties were reviewed. The following suggestions were provided:

- Change fiscal year to Jan 1 – Dec 31 (Article X: Finances)
- Add “Chaired by a board member” to Volunteer Coordinator description
- Add “Prepare “goody bags” for athletes moving on to state and give to Stacy Sharp in ASB office” to Outreach and Publicity Committee description.

Several committee positions have already been filled ... thank you!!! The following board members volunteered for the following positions:

- Grants / Allocations Committee chair: Cristin Wilson and committee member Jena Layton
- Concessions Committee chair: Jena Layton
- Membership Committee chair: Bill Yount
- Webmaster Committee chair: Tammi Grow
- Outreach and Publicity / Social Media Committee chair: Kerri Dawson and committee members Tammi Grow and Leslie Merchant
- Coach Liaison Committee chair: Ryan Plughoff

Still need a Volunteer Coordinator chair. Step right up ... we have lots of new folks coming on to the board as well but all board members need to be on a committee.

### **Nominate new board members (Tammi)**

Lots of fabulous names were mentioned for new board members. They will be contacted prior to our June meeting so they can be voted on at that time. The following names were mentioned to take our four open positions:

- Debra Miles: agreed to take over as President and this will be voted on at June meeting. ☺
- Leslie Merchant: Kerri already contacted her and she is on board.
- Marissa Duer: Cristin contacting
- Kim Swanson: Debra contacting (good Treasurer candidate)
- Stephanie Pratt: different Stephanie Pratt. ☺ Ryan contacting.

In addition, other names were mentioned that would be good folks to consider for “Friends of the Booster Club” so they can help with ticket sales, concessions, committees, etc:

- Brooke Lawson: Kerri contacting
- Holly Nichols: Cristin contacting
- Paul Whitney: Cristin contacting for being Friend of Booster Club ... Debra contacting regarding being a provider for CHS team wear.

### **Auction in Review (Debra)**

Several suggestions were mentioned:

- Bank will hand out certificates.

- More formal assignments for the night of auction with times of duties and when to be where.
- Katie Hurley mentioned as possible “night of” co-chair.
- Sheets need to be filled out and given to bank quicker (e.g. raise a paddle, live auction winning bidders, etc.)
- Stall activity or game after live auction done to give bank time to catch up
- Bill Yount ... wants walkie talkies 😊

### **Action Items**

- Tammi Grow ... setting of Google share account so all documents (bylaws, minutes, agendas, committee procedures, etc) can be posted and easily accessed by board members.
- Debra Miles ... Setting up Gmail email accounts for the executive board and applicable committee positions
- Debra Miles ... contacting Paul Whitney regarding being a provider for CHS team wear
- Contact for board positions:
  - Cristin - Marissa Duer
  - Debra - Kim Swanson (Treasurer?)
  - Ryan - Stephanie Pratt
- Contact for Friends of Booster Club contacts:
  - Kerri - Brooke Lawson
  - Cristin - Holly Nichols
  - Cristin - Paul Whitney

**Meeting adjourned** at 7:22pm

**Next Board Meeting:** Wednesday, 06/06 @ 6pm in the CHS library.