

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

Board Members in Attendance: Tammi Grow, Debra Miles, Cristin Wilson, Stephanie Pratt, Debra Miles, Dan Sweeney, Kerri Dawson, Beth Kalb, Kurt Playstead, Ryan Plughoff (Cristin), Katie Hurley

Board Members Absent: Bill Yount, Jena Layton

Administration in Attendance: none

Guests in Attendance: Kim Swanson

Approval of the Minutes

A motion was made by Debra and was seconded by Dan to approve the May 2018 minutes with no changes. Motion carried.

Administration Update

None

Treasurer's Report

Debra presented the Treasurer's report in Jena's absence. There is currently \$53,875 in the bank with pending incoming funds of approximately \$1,000 in sponsorship from the auction and spring ticket sales of \$400. At this time, there are no major expenses on the horizon. With the grant distributions, this will leave approximately \$10,000 in the bank, which is the desired cushion.

A motion was made by Cristin and was seconded by Debra to approve the June 2018 Treasurer's report with no changes. Motion carried.

The approval of the budget was tabled until our August board meeting.

Grants Presentation and Recommendation for Approval

Earlier in the meeting, Stephanie reviewed the grant process and then presented the board with a list of grants that were requested and those that the Grants Committee was suggesting for approval. She mentioned that although uniform rotation is every four years, the football team was granted an exception this year to purchase football pants and coaches gear due to the new coaching staff being left with very little supply with the changes in the coaching staff. Stephanie also mentioned that discrepancies in what was requested and what was approved were due to shipping and handling costs.

Later in the meeting but I am including it here with the grants section ... Katie read the paragraph that will be added to the letter sent to the coaches and club

leaders regarding the funds that were granted to them by the CHS Booster Club. It explained that the volunteers per team will be tracked and that it is important to remind parents of the importance of volunteering so that the team can continue to receive funds from the Booster Club. It got the point across that volunteering (or lack thereof) will impact the approval of your grant requests, without being threatening. Ryan will use this verbiage as well when communicating to coaches at the fall, winter and spring sports meetings.

A motion was made by Debra and was seconded by Kurt to approve the recommendation of the Grant Committee to disburse funds as presented in the amount of \$44,590.43. Motion carried.

A motion was made by Cristin and was seconded by Debra to approve an expenditure outside of the grant cycle for \$195 so that an incoming freshman can attend football camp this summer. Motion carried.

Bylaws Final Review and Approval

The draft of the bylaws was emailed a couple weeks ago with the changes mentioned in our last board meeting. In addition, a copy of the bylaws was provided at the meeting. No additional discussion.

A motion was made by Dan and was seconded by Kerri to approve the bylaws changes as presented. Motion carried.

Nominations of New Board Members and Officer Changes

The following new board members and officer changes were presented:

President: Debra Miles

Treasurer: Kim Swanson

New Board Members:

Leslie Merchant, Kim Swanson, Debbie Williams, Marissa Duerr

A motion was made by Cristin and was seconded by Kurt to approve the officer changes and new board members nominations. Motion carried.

New Gmail Email Addresses

Thank you Debra for setting up email address for the different committee positions on the Booster Club. Committee chairs are encouraged to use these email addresses for Booster Club business so when someone else takes over their position, they can take over the use of the email address and will have the email history, address book, etc. Debra handed out the list of email addresses and the passwords. The email addresses include the following:

capital.booster.president@gmail.com

capital.booster.vp@gmail.com

capital.booster.secretary@gmail.com

capital.booster.treasurer@gmail.com
capital.booster.auction@gmail.com
capital.booster.grants@gmail.com
capital.booster.membership@gmail.com
capital.booster.volunteer@gmail.com
capital.booster.socialmedia@gmail.com
capital.booster.liaison@gmail.com

Marketing Possibilites with Banners

Tammi asked that this item be tabled as she has not heard back from her contact person.

Additional Item (Website Update)

There was discussion about needing to get the website revamped prior to the new school year. Tammi is going to work with the website contact provided by Tammy Berbells, as she said his cost is reasonable and he has worked on our type of website before.

Since we do not have a July board meeting and in order for Tammi to proceed with the website changes and establishing a maintenance plan, a motion was made to approve up to \$1,500 for website redesign and implementation and an ongoing monthly cost for maintenance of \$25/month. This was motion was made by Debra and seconded by Kerri. Motion carried.

Action Items

- Jena Layton / Kim Swanson: Prepare budget for approval in August.
- Tammi Grow: Sending invitations to board members and to the new Booster Club email addresses with an invitation to access the Booster Club Google Docs accounts.
- 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: Contacting Paul Whitney regarding being a provider for CHS team wear.
- Debra Miles: Discuss with Steve Taylor how to best communicate with coaches regarding the Booster Club.
- Debra Miles: Discuss with Steve Taylor and/or ASB office regarding how to get a contact information form included in the athletic clearance packets.
- Stephanie Pratt: Provide Cristin a thumb drive with secretary documents.

Meeting adjourned at 7:21pm

Next Board Meeting: Wednesday, August 8 @ 6pm ... location TBD since CHS library may not be available.