

**Capital High School Booster Club  
Board Meeting Minutes  
Wednesday, September 12, 2018  
7pm, CHS Library**

**Board Members in Attendance:** Beth Kalb, Bill Yount, Cristin Wilson, Debbie Williams, Debra Miles, Jena Layton, Katie Hurley, Kerri Dawson, Kim Swanson, Kurt Playstead (by proxy-Cristin), Leslie Merchant, Marissa Duerr (by proxy-Cristin), Ryan Plughoff (by proxy-Kerri),

**Board Members Absent:** Dan Sweeney, Tammi Grow

**Administration in Attendance:** Curtis Cleveringa

**Approval of the Minutes**

A motion was made by Jena and was seconded by Katie to approve the August minutes with no changes. Motion carried.

**Administration Update**

Mr. Cleveringa mentioned that enrollment is up which has carried over to our athletic teams with lots of turnout all around. Leslie asked how this has impacted class sizes. Mr. Cleveringa said that class sizes are larger than expected because OSD anticipated our enrollment to be down and assigned the number of teachers based on this projection. Average class size is 27-29. With the teacher strikes, there will likely be a teacher pay raise. While this is well-deserved, it will result in cuts in other areas of the district. Until the funding formulas change at the district level, cuts are very likely.

The football schedule is a little different with a game on Friday, October 12 (when there is no school that day) and there is a game Thursday, October 18 because Ingersoll was not available on that Friday.

The OPEN HOUSE date was changed to September 26 and homecoming is Saturday, October 6.

**Treasurer's Report & Approval of Budget**

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

**Fall Sports ... how are we doing? Volunteer Sign Ups?**

Katie and Ryan have been doing an awesome job educating coaches and rounding up volunteers!!! Katie reported that soccer signups are almost full and volleyball has a few holes. Beth added that tennis was able to get several slots filled at their meeting. The fall sports meeting was a success with Ryan, Kerri, and Katie attending the meeting to educate parents and coaches. They even were able to get 13 memberships sold and four volunteer slots filled. Nicely done!!! See Ryan's full report in the committee section below.

**Committee Check-In**

1. Grants/Allocations Committee (Cristin) – no report
2. Volunteer Coordination Committee (Katie) – see previous agenda item

3. Concessions Committee (Jena) – filled concessions prior to meeting.
4. Membership Committee (Bill) – Debra discussed the new membership payment structure. It was suggested to possibly have Booster Club members pay for all four years at one time so they wouldn't have to hassle with it each year. While a good idea, it was agreed that we would lose revenue because parents have kids at CHS for more than four years when there is multiple kids. In addition, having parents sign up each year, keeps them engaged and ensures we have their current contact info.
5. Webmaster Committee (Tammi) – Debra mentioned she has been a bit frustrated with how quickly the website changes are being implemented. While frustrating, we agreed that the web-guy does this on the side, does good work and does so at a good price.
6. Outreach and Publicity / Social Media Committee (Kerri) – Kerri has been trained on Mail Chimp and is going to start sending emails to booster club members. She took notes throughout the meeting for items she wants to include.
7. Coach Liaison Committee (Ryan)

Ryan was present by proxy and provided the following ahead of time via email:

*"I have been able to have face-to-face meetings with all of the fall coaches with the exception of swimming and girls volleyball. I disseminated a letter outlining our objectives and encouraged them to get involved with booster club via 1. Signing up to work concession/ticket sales; 2. Putting a basket together for the spring fundraiser; 3. Signing up for booster club. I attended the parent's sports information night in early September and presented information to approximately 50 parents. Kerri Dawson and Katie Hurley were there to help and sign people up. I think the night was a success. Not sure what their feedback is.*

*Overall the feedback from the coaches has been good. They were notified about the changes to the grant review process and the importance of signing up for shifts and participating in the spring fun raiser. There were additional questions from the football coach that were answered but besides that, the messaging well received."*

8. Auction Committee / Chair (Debra) – theme changed to "CHS Booster Club Shamrock Shindig" ... very cool! There is going to be Irish dancers at the auction and they are only charging us \$125 as a donation. Cost for food will increase this year because the ladies that did it before donated EVERYTHING ... their time, equipment and food!!!! Options thrown around ... SPCSS catering or New Market School. Possible menu ... pasta bar with different sauces, salad and bread.

### **For the Good of the Order (Debra)**

- Possibility of signing up for the Bearzarre ... a BIG holiday bizarre that could make the CHS Booster Club money in spirit gear sales. It was decided the potential income was outweighed by that being a tough time of year to get volunteers to man the booth.
- Debra bought two PayPal readers for the concession stand so that CHS Logo fanware and memberships could be purchased at the concessions stand. All food will still be sold for cash only.
- Fanware samples were presented ... lots of cool options. Three logos were chosen to print on the items. There will be a two week window to purchase the

clothing or accessories. Samples will be at the OPEN HOUSE and there will be a link to buy the items on our new renovated website.

### **Review of ... & New ... Action Items**

- Cristin: check in with Stacy at ASB office to get update on grants.
- Katie: share Signup Genius link with the Booster Board members again.
- Bill & Kerri: Coordinate so that new membership emails are shared with Kerri for her emails blasts
- Debra:
  - Create spreadsheet of email addresses from Mail Chimp and Sign-up Genius. Delete the duplicates to that we are working from one master list.
  - Check into concession booth having screen with info about Booster club or Leslie also suggested the possibility of a sandwich board. Debra is going to look into both options.
  - Check into having a banner or sandwich board with concessions pricing information.
  - Attend Open House (Sept. 26 @ 6pm)
- Tammi Grow
  - Post fillable forms for sports clearance on social media
  - Work with Debra Miles on getting website updated.
  - Send invitations to board members and to the new Booster Club email addresses with an invitation to access the Booster Club Google Docs accounts.
- Kerri Dawson:
  - Begin sending out mail blasts to Booster Club members
  - Attend Open House (Sept. 26 @ 6pm)
- Beth Kalb: Attend Open House (Sept. 26 @ 6pm)

**Meeting adjourned** at 8:05pm

**Next Board Meeting**: Wednesday, October 10 @ 7pm in the CHS library.