

**Capital High School Booster Club  
Board Meeting Minutes  
Wednesday, October 10, 2018  
7pm, CHS Library**

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

**Board Members Absent:** Bill Yount, Dan Sweeney, Jena Layton, Tammi Grow

**Guests in Attendance:** Kathy Cognasso, Jennifer Johnson

**Approval of the Minutes**

A motion was made by Kim and was seconded by Beth to approve the September minutes with no changes. Motion carried.

**Administration Update**

n/a

**Treasurer's Report**

Kim shared a discrepancy between the grant requested by the girls/boys basketball teams and the actual invoice that was paid. It was agreed that grants should be paid ONLY up to the amount of the grant that was approved. A motion was made by Katie and was seconded by Beth to approve the Treasurer's report with no changes. Motion carried.

**Concessions Discussion**

Debra discussed the concessions stand and explained the big extent of the job. For this reason, having three people assigned to different types of snacks (based on store) would be helpful. Debra will keep an inventory of what is needed and email each of the shoppers. The shoppers will get the items and put them in the concessions booth prior to the next event. Each shopper will have a key to the concessions stand. The shoppers are: Leslie (Costco); Katie (Cash & Carry); Jena (Safeway). Katie will do a Sign-Up Genius option for board members for signing up for opening and closing the concessions booth.

**Fan Gear**

Debra brought the Fan Gear order form and asked for suggestions on how we would like to sell the items. It was agreed that the easier the better. Debra is going to check with Spin Tees on providing an online link for folks to order. Once this is available, Kerri can send this link out via Mail Chimp. The order forms will also be available at the Winter Sports Open House and the Concessions Stand.

In order for there to be samples of the fan gear available at the concessions stand, Cristin made a motion for Debra to be able to spend up to \$300 for the purchase of samples of fan gear. Leslie seconded the motion. Motion carried.

**Committee Check-In**

1. Grants/Allocations Committee (Cristin) – Cristin mentioned that the track coach has requested to spend the funds for his grant on making the discus ring safe. Currently, an athlete could throw the discus onto the track causing injury to runners. Kathy mentioned he needs to discuss this change with Stacy in ASB and notify her that an extension is needed.
2. Volunteer Coordination Committee (Katie) – successful ... all soccer spots filled. There are just a few volleyball and football spots needing to be filled. Ryan is going to email the coaches ... especially football because they have not participated in ticket sales for football.
3. Concessions Committee (Jena) – see info above on concessions
4. Membership Committee (Bill) – per Debra ... after scrubbing the database, we have 596 email addresses for distributing information.
5. Webmaster Committee (Tammi/Debra) – The website is live and looks great. Payment option not available yet ... Tammi needs to make this available.
6. Outreach and Publicity / Social Media Committee (Kerri) – per Debra, Kerri doing great job reaching out to our membership with helpful information!
7. Coach Liaison Committee (Ryan) – Ryan will be meeting with the winter and spring coaches. The reason for meeting with spring coaches is because they need to be aware of the need to volunteer in order to get grant funds. If they are not notified until the spring season, it will be too late for them to volunteer.
8. Auction Committee / Chair (Debra) – Jennifer is doing sponsorship for the auction again this year. She would like all board members to email her a list of 10 businesses that have incoming CHS students or current CHS students.

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

- Debra:
  - Getting keys made for concession stand so the shoppers have access.
  - Discuss getting an online link for ordering Fan Gear from Spin Tees.
  - Buy one size of each Fan Gear option ... budget up to \$300
  - Hang sign for menu in concessions stand. Let board know when you are doing this so we can help
  - Ordering three banners ... trying to find a business that will do it. Katie giving you contact info for Katie Houton.
  - Send inventory list to shoppers, as needed.
  - Make open/close video for concessions stand ... to share with volunteers and board members.
- Katie:
  - Setting up Sign-Up Genius for Booster Board only to sign up for opening and closing concessions stand.
  - Provide Debra with contact info for Katie Houton for ordering banners.
- Tammi:
  - Fix website so payments can be made for Membership
  - 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.
- Ryan, Katie and Kurt: Attend Winter Sports meeting (November 15)
- Kerri: Send out Fan Gear order link so folks can order gear online

- Kim: Contact film class about making a “how to” video on opening and closing the concessions booth.
- Ryan: Meet with the winter and spring coaches. Email the coaches about the need to volunteer ... especially football because they have not participated and there are still holes for football ticket sales .
- All Board Members:
  - Get Food Handlers Permit (only \$10) ... lasts for three years... go to the following link: <https://www.foodworkercard.wa.gov/index.html>
  - Email Jennifer Johnson sponsorship possibilities for our auction to: [jbjkidactivities@gmail.com](mailto:jbjkidactivities@gmail.com) . Good possibilities:
    - Lori Sale (Marshall connection): [lsale40@gmail.com](mailto:lsale40@gmail.com)
  - JOIN THE BOOSTER CLUB @ <http://capitalboosterclub.com/>
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**Meeting adjourned** at 8:05pm

**Next Board Meeting:** Wednesday, November 14 @ 7pm in the CHS library.