

**Capital High School Booster Club
Board Meeting Minutes
Wednesday, September 11, 2019
6pm, CHS Concessions Stand**

Board Members in Attendance: Beth Kalb (Debra proxy), Cristin Wilson, Debbie Williams (Cristin proxy), Debra Miles, Jena Layton (Kerri proxy), Katie Hurley, Kerri Dawson, Kim Swanson (Debra proxy), Kurt Playstead, Leslie Merchant, Ryan Plughoff, Annie Gajadhar, Brook Lawson, Pati Koong

Board Members Absent: Paula Moll

Tour of Concessions Stand:

Katie did a great job researching and bought a hot dog roller, pizza warming oven and general warming oven that can be used for hotdogs and nachos. She mentioned there may be future changes to the layout due to counterspace issues; one of which may be that the popcorn popper is moved to a cart. In addition, she isn't sure if all of the new equipment can be used on the current back wall due to the fuse might blow. More research and changes to come. Thanks, Katie!!!

Approval of the Minutes

A motion was made by Kerri and was seconded by Ryan to approve the June 2019 minutes with no changes. Motion carried.

Treasurer's Report and Approval of Budget

A motion was made by Cristin and was seconded by Katie to approve the budget no changes. Motion carried.

Vote for Continuing Board Members

A motion was made by Katie and was seconded by Ryan to approve Debra Miles, Cristin Wilson and Jena Layton to another term as CHS Booster Club Board members. Motion carried.

Fall Sports ... How are we Doing? Volunteer Sign Ups

Pati is doing well with the volunteer sign ups and will go to Katie for follow-up changes. There was discussion regarding how many volunteers are needed for tickets versus concessions.

Events

OPEN HOUSE 09/25 (Debra, Kerri and Brook will be attending the event). They will bring a laptop and CHS Booster Club "business cards" to promote joining the CHS Booster Club!

Sale of Fanwear at Football Games (via PayPal-here app ... Debra will provide training). See below for folks who volunteered to sell fanwear.

Bylaws Changes

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

Committee Check-In

1. Grants/Allocations Committee (Cristin)
 - Will have report next month after discussing outstanding grants from last cycle and Fall sports grants with Stacy Sharp
2. Volunteer Coordination Committee (Pati)
3. Concessions Committee (Katie)
4. Membership Committee (Kerri)
 - As memberships comes in Kerri will also track the team/activity associated with the membership to see where we are getting the most involvement through membership.
5. Communications Committee (Brook)
 - She is getting up to speed with the website, creating an Instagram account and using MailChimp, Twitter and Facebook. Despite this she has already made positive changes to the website.
6. Coach Liaison Committee (Ryan)
 - Good communication with Coaches and most reception with "buyout" for auction basket.
7. Auction Committee / Chair (Debra)
 - Debra wants to help only ... no chair. Kerri said she would help.
 - Debra researching venues ... Pellegrino's Event Center a good option that would be able to provide all linens, catering, plates, etc. ESD is another good option that would be cheaper (for the rental of the space) and provide more flexibility with who provides the food and beverages. However, the cost would increase due to needing to provide our own catering, beverages, linens, plates, etc.
 - Ryan's spring training package is the only big LIVE item now. NEED MORE.
 - Kerri – has access to time share in Hawaii
 - Annie – checking on Vacation International time share
 - Stay tuned on how sponsorship is going to work ... each board member may be asked to get a sponsorship donation ... instead of having a dedicated sponsorship committee.
 - There will be no specific ads in the program ... just a list of donors in the back.

Review of ... & New ... Action Items

- ALL BOARD MEMBERS:
 - BECOME A CHS BOOSTER CLUB BOARD MEMBER @ <http://capitalboosterclub.com/membership/> (just click on Membership Sign-Up Form). If you sign up for the Cougar Membership or above you get AT LEAST one entry into a \$1,000 scholarship drawing!!!! A no brainer ... support the booster club and get into a drawing!!!!
 - Attend at least one of the following concessions trainings given by Katie:
 - Tuesday, Sept. 17 @ 5:00 pm
 - Tuesday, Sept. 24 @ 5:00 and 7:00 pm
 - Saturday, September 28 at 11:00 am

- Cristin – ask Beth about the link used to get donations for auction baskets
- Cristin – meet with Stacy regarding outstanding grants from last year and fall grants that should have been requested by now.
- Brook – update website, create Instagram account.
- Debra, Kerri and Brook – attend OPEN HOUSE on 09/25
- Sell Fanwear:
 - September 20: Kerri/Cristin (6pm arrival)
 - October 4: Ryan/Leslie (6pm arrival)
 - October 18: Debra/Annie (6pm arrival)
- Debra – research venue options for auction.

Meeting adjourned at 7:35pm

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