

**Capital High School Booster Club
Board Meeting Minutes
Wednesday, November 13, 2019
6pm, CHS Library**

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

Board Members Absent: Beth Kalb, Kim Swanson, Paula Moll

Administration in Attendance: Curtis Cleveringa

Approval of the Minutes

A motion was made by Katie and was seconded by Kurt to approve the October 2019 minutes with no changes. Motion carried.

Administration Update

Mr. Cleveringa provide the admin update & started with the following important dates:

- Nov 16 (8-10pm) Link Crew Barn Dance
- Nov 21-23 (7pm) Dramafest
- Dec 10 (4-7:30pm) Student Store Secret Shopper Night
- Dec 17 (7pm) Winter Concert I
- Dec 19 (7pm) Winter Concert II

He would like the input of the booster club regarding the Academic All-American award that is given out to 100+ CHS students every year. He feels it does not have as much meaning as it used to and perhaps it is time to focus on other criteria that would bring in other students to be recognized. There was discussion regarding whether this award does encourage students to have good attendance, be involved in a club/activity and do well academically. One suggestion was to have criteria that is more community service focused and students' names would be submitted by teachers and staff regarding the students character (i.e. supports fellow students in anti-bullying, community minded, good citizen, etc.)

There was discussion surrounding the proposed schedule change. Mr. Cleveringa shared that the logistics of such a change are daunting. Transportation is already difficult and will become more so with this change. In addition, it is estimated that student-athletes would miss 7,000-9,000 academic hours throughout the school year. This is due to having to leave for events that will not be rescheduled just because OSD starts school later. No other school districts are considered this change. This schedule change is something that will need to be considered as we get close to our league realignment ... currently it is looking like the South Sound Conference would stay essentially the same with just adding River Ridge High School.

The construction project is behind schedule. He hopes the roofing, siding, doors and windows will be done by Christmas. A good portion of this work has to be done on weekends so that classes are not disrupted. The theatre was supposed to be done in 18 months but it is looking like closer to 20-24 months ... fingers crossed that next years' winter concert is in the new theatre!!!

City of Olympia is allowing signs to be added along the street and near the school. Please provide feedback to Mr. Cleveringa if you have suggestions for signage in terms of what they should say (i.e. Gym Entrance, Theatre Entrance, etc.) and what the signs should be made of (i.e. metal, wood, concrete, etc.). LOW maintenance was suggested and everyone agreed that some signage directing what is at each street entrance is SUPER important.

Treasurer's Report

Kim should be done with the taxes by November 15. Due to some health issues with her family, Debra will be taking over as Treasurer until we can find a replacement(s).

Debra Update

Information below provided via email from Debra as she was not able to attend the November meeting (THANK YOU, DEBRA)!!

- I attended a workshop hosted by OSD. It was very helpful. It covered the do's and don'ts of parent groups working with schools. Honestly we are conducting our organization in a very appropriate manner. Yeah us! The one note I took from the meeting is that we need our own mailbox separate from the school. I've opened a PO Box at the West Olympia Post Office. Our new address is CHS Booster Club, PO Box 12329, Olympia WA 98508-2329.
- I am in the process of changing our address with the state, Timberland Bank, our insurance, etc. I also put in a forwarding request for the school address.
- I have the lanyards. We can start selling them in the concession stand for \$5. I will drop some off at the Concession stand when I drop off the new cart Katie ordered. Hopefully Katie or someone can get them from there and hand them out at the meeting.
- I met with Mr. Nguyen. We will pay for the two of the band dinners. I explained our grant process and what he can expect. I also spoke with him about getting parent volunteers for concessions and providing a basket or money option for our auction. He is very amenable to working with us. He understands he has the largest parent base and wants to help.

Winter Sports and Concessions/Ticket Sales Update

The winter sports meeting is November 25. Ryan and Kerri will be attending. Sign-ups for concessions and tickets sales going well. Kerri will be closing the concession stand on Saturday, Nov 16.

Nominations for VP

We are taking nominations for our VP position. It has been vacant since Debra took over as President. Please let Debra or Cristin know if you would like to be considered as our VP. We will be voting on this position at our December board meeting.

Treasurer is also a position that is needing filled. Cristin mentioned that this would be a good position to have one person take the deposits from the concessions stand and deposit at the bank and have another be the bookkeeper. This would help make the position more manageable and is a good division of duties. Katie mentioned she could make the deposits since she is already at the concessions stand. Cristin also mentioned

that she is looking into whether someone from Timberland Bank would be interested in becoming a member of the Booster Club board in order to expand our community outreach.

Date/Location of December Meeting

Our next board meeting/holiday celebration will be WEDNESDAY, DECEMBER 4 @ 6PM @ Katie's house @ 3738 Pennant Crt NW; Olympia WA 98502. Bring a heavy appetizer to share and BYOB.

Committee Check-In

1. Grants/Allocations Committee (Cristin)
 - Stacy has been paid for all the grants from last year.
2. Volunteer Coordination Committee (Pati)
 - Pati asked what to do when someone puts multiple sports down on sign-up genius. Katie said to pick the one that has fewer sign-ups.
3. Concessions Committee (Katie) – no report. Discussed above.
4. Membership Committee (Kerri) – no report
5. Webmaster Committee (Brook) – no report
6. Outreach and Publicity / Social Media Committee (Brook)
 - Not many emails going out now but will ramp up again once Winter Sports start.
 - There was some backlash regarding the email that went out from the Booster Club regarding the schedule change. Opinion in email was a little strong ... in the future, emails should be simply informative in nature.
7. Coach Liaison Committee (Ryan)
 - The coach letter was discussed. The language may need to be updated to state that volunteering is "encouraged" because one parent interpreted it to mean that volunteering is mandatory in order to receive grants. They said it is illegal to withhold grant money unless volunteers are provided. While this is not the intent the letter, it was interpreted this way ... so perhaps rework wording.
8. Auction Committee / Chair (Debra)
 - Debra secured the ballroom at ESD Capital Event Center on March 7th for our auction. It is slightly more expensive, but she thought we will be better supported because it will be more professional.
 - We get a 50 percent discount because we are an education partner.
 - SPSCC Catering is an approved vendor for food, so we can still contract with them.
 - We can also have an open bar, but Debra still getting details in this regard.
 - The emcee from last year will be our emcee next year.
 - The biggest difference will be in setting up. We pay for the venue by the hour. We need to set up that Saturday. I have contracted to have the venue from 11 am to 10 pm on March 7th. They will have staff available to help for the duration of the time. It includes use of the warming kitchen for service.

- At some point we will have to get a group of us together to check out the venue and make plans for how to use the space. I'm curious about decorating. They hold many school dinner auctions there annually and know exactly how to help us, so I think we are in good hands.

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

- Kerri: closing concession stand on Nov 16
- ALL BOARD MEMBERS: Give Mr. Cleveringa feedback on the Academic All-American Award and signage at school (see Admin update above)
- Ryan: Rework working of coach letter (see committee update above)
- Kerri and Ryan: attend winter sports meeting on Nov 25.
- Cristin: Send out procurement form.

Meeting adjourned at 7pm

Next Board Meeting/Holiday Celebration: WEDNESDAY, DECEMBER 4 @ 6PM @ Katie's house @ 3738 Pennant Crt NW; Olympia WA 98502. Bring a heavy appetizer to share and BYOB.