

**Capital High School Booster Club
Board Meeting Minutes
Thursday, January 10, 2019
7pm, CHS Library**

Board Members in Attendance: Beth Kalb, Cristin Wilson, Debbie Williams (Cristin Wilson proxy), Debra Miles, Jena Layton (Debra Miles proxy), Katie Hurley, Kerri Dawson, Kim Swanson, Leslie Merchant, Ryan Plughoff (Katie Hurley proxy)

Board Members Absent: Marissa Duerr, Tammi Grow, Dan Sweeney, Kurt Playstead

Administration in Attendance: Steve Taylor

Guests in Attendance: Jennifer Johnson, Jane Hontz, and Lori Sale

Approval of the Minutes

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

Administration Update

Steve reviewed the school newsletter which included information on the CHS Athletic Department Twitter account ... you can follow them ... @COUGS_AD. Pack the Gym is January 24 @ 6:30pm. Remind springs sports participants that sports clearance is from February 11-22 with the first day of spring sports on February 23. The new girls track coach is Margret Parobek and she is a great addition to the track staff. The issues with bussing to activities was discussed.

Treasurer's Report

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

Committee Check-In

1. Grants/Allocations Committee (Cristin)
 - o Kim provided Cristin with information regarding invoices that were paid for grant requests. She is going to provide a full report at the next mtg.
2. Volunteer Coordination Committee (Katie)
 - o Volunteers going great. Only hiccup so far has been this Friday's game disappeared on SignUp Genius. The issue has been resolved and volunteers for this Friday have been found.
3. Concessions Committee (Jena) – no report
4. Membership Committee (Debra) – no report
5. Webmaster Committee (Debra)
 - o Website is up and running! Check it out at www.capitalboosterclub.com
 - o A Facebook post was made recently. Kerri is going to check to see if Tammy is updating FB. Same goes for Twitter.
6. Outreach and Publicity / Social Media Committee (Kerri)
 - o Kerri is catching on quickly to Mail Chimp which is NOT an intuitive system to use!!!
7. Coach Liaison Committee (Ryan) – no report
8. Auction Committee / Chair (Debra)

- Debra reviewed the upcoming March 16 auction
- Price will be \$45 for a single ticket and \$80 / couple
- She reviewed the budget and the awesome live auction items
- Auction Committee Leaders are as follows:
 - Item entry – Debra
 - Silent auction table display – Kerri
 - Decorations – Beth and Debbie
 - Sponsorship – Jennifer
 - Dinner – SPSCC catering
 - Beer/Wine Bar – Jen and Erik Johnson, Debra
 - Auction baskets from teams – Ryan
 - Wine wall – Cristin
 - Dessert Dash – Leslie
 - Bank – Kim Swanson and Kathy Cognasso
 - Meet, Greet, Runners – Board member CHS kids
 - Yellow table leader – Beth
 - Red table leader – Katie
 - Black table leader - Cristin
 - Live Auction leader – Debra
 - Red Lines Bid Raffle – Cristin
 - Scholarship raffle – Debra
 - Auction night time and task manager – Beth
 - Picture loop – Tim Rogers
 - Entertainment – Irish Dancers

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

- **Kerri**
 - Mail Chimp - Send out info regarding newsletter and sports clearance
 - Mail Chimp - Pay dues online ... www.capitalboosterclub.com
 - Check with Tammy ... is she updating FB and Twitter?
 - State bags for cheer
- **EVERYONE**
 - Check out our website ... up and running ... pay dues, etc.
 - 10 business names for sponsorship to Jennifer @ jbkidactivities@gmail.com
 - TWO bottles of wine for wine wall auction ... value @ \$20+ each.
 - PROCURE ... forms and list of items from last auction coming next week.
- **Cristin**
 - Check on formula for Red Line amount for silent auction and raffle item
 - Notification on Nextdoor neighbor for CHS auction
 - Scan/email basket list to Ryan for ideas for coaches
- **Debra**
 - Send Cristin procurement and sponsorship forms & 2018 auction items list
- **Debra & Jen**
 - Talk about sponsorship Over wine. ☺
- **Katie**
 - Contact MIXX 96, ROXY, Thurston Talk, OSD and KGY regarding advertising for auction

Meeting adjourned at 8:38pm

Next Board Meeting: Wednesday, February 13 @ 7pm in the CHS library.