

**Capital High School Booster Club
Board Meeting Minutes
Wednesday, October 9, 2019
6pm, CHS Library**

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

Board Members Absent: Kim Swanson

Administration in Attendance: Curtis Cleveringa

Approval of the Minutes

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

Administration Update

Mr. Cleveringa gave an update regarding the numbers involved in the fall sports as well as upcoming events and announcements for CHS including the following: Football playoffs Nov 7-8; new girls basketball coach hired (Tiffany Twiddy); Wrestling tournament Feb 7-8; CHS hosting district volleyball Nov 15-16; Winter sports clearance begins Oct 14; Newly hired athletic trainer (Cadi McKinney); Coug Cards still being sold for \$10 each; Drama production of Radium Girls Oct 10-12, 17-19 @ 7pm; student store to sell apparel and have two kiosks for selling gear; orchestra concert Oct 24 @ 7pm; Choir concert Oct 29 @ 7pm; Band concert Nov 5 @ 7pm. Construction has had delays and is 3-4 weeks behind. Roofing and HVAC should be completed by end of October. Pilot classroom furniture to be delivered Nov 2-3 for testing and design workshop Dec 3 and they are looking for one parent to participate in this event. Contact Michelle Anderson (manderson@osd.wednet.edu) if you wish to participate.

Treasurer's Report

Debra noted that she and Kim are working to update the books to reflect all costs and income to date.

Executive Board Positions

If any board member would like to be considered for a board position (VP/President, Secretary or Treasurer) please let Debra or Cristin know.

OPEN HOUSE and Fan Wear Sales

It seems like the OPEN HOUSE event is a bit of a waste of time for the booster club. For this reason, efforts should be focused on the freshman orientation, as that is where we get a bulk of our membership interest. Fanwear sales went well at the football games. There is not much left to sell. Debra purchased lanyards to sell at the concessions booth and possibly the play, as interest has been shown and no other group is selling them. It was decided to hold off buying additional spirit wear until it is known how much competition is out there.

Committee Check-In

1. Grants/Allocations Committee (Cristin)
 - Cristin gave an update on the grant fulfillment and most of the fall requests have been made. There are several that were over the allotted amount for their grant request but the booster club will only pay the amount of the grant.
 - The new band teacher asked for an emergency grant for food for the band. In the past, this was provided by other sources that are no longer available. There was discussion that we could not do this in the future since it is consumable but for this emergency Cristin made a motion to approve \$1,800 for the next three home games for food for the band. Kurt seconded the motion. Motion carried.
2. Volunteer Coordination Committee (Pati)
 - Katie gave this report for Pati and things are going well with volunteers. For the most part, when a "we need help" email is sent, folks are stepping up to the plate. Pati did access the cross country lists to have additional folks available to volunteer via sign-up genius.
 - Issue last week with football ticket sales ... two people were signed up together to sell tickets at front gate. They were signed up at 5pm but when they didn't show for their shift, their names had been removed. Katie was able to help fill in.
3. Concessions Committee (Katie)
 - Concessions going well. The VB tournament provided about \$600+ in income.
 - There are still some outlets that are not working in the concessions booth.
 - A cart is needed for the popcorn or other piece of equipment to free up some counter space. A motion was made by Kerri and seconded by Brook to approve \$105 for the purchase of a cart. Motion carried.
4. Membership Committee (Kerri) – no report
5. Webmaster & Outreach and Publicity / Social Media Committee (Brook)
 - Sending out emails and contacting non-athletics coordinators to get event dates.
6. Coach Liaison Committee (Ryan)
 - Has been communicating with Fall coaches to remind them about money for baskets.
 - November 25 ... winter sports meeting
 - Join the CHS Athletic Department on Twitter!
 - Capital High School@Cougs_AD
 - If you would like to receive text notifications from the twitter account; send a text to 40404 with the following message: Follow @COUGS_AD
7. Auction Committee / Chair (Debra)
 - Debra is going to research the two venue options for the March auction. It was agreed that Pelligrinos might be a better option ... although it will be a bit more expensive, hitting the EASY button and having the bar and food handled will be a welcome change!!

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!!!!
- Debra: Research venue options for auction.
- Cristin: Send out reimbursement form to board members
- Cristin: Send Cleveringa update to Brook so she can incorporate the dates into email.
- Kerri, Ryan: Attend winter sports meeting on November 25

Meeting adjourned at 7:01pm

Next Board Meeting: Wednesday, November 13 @ 6pm in the CHS library.