

**Capital High School Booster Club
Board Meeting Minutes
Wednesday, April 1, 2019
6pm, via Zoom due to COVID-19**

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

Board Members Absent: Kim Swanson

Treasurer's Report

Debra gave an overview of the income and expenses from the auction, concessions, miscellaneous income (i.e. fanwear, memberships, etc.) and expenses (i.e. licenses, PO Box, etc.). Our net income for the year was an impressive \$36,270.50 ... with the net income from the auction coming in at \$42,783 (over the budgeted amount of \$35,000) ... well done, CHS Booster Club board ... and special thanks to our auction leaders ... Debra, Brook and Kerri!! Furthermore, our concessions stand also had a great net income figure of \$10,707 and that includes some pretty major purchases for the hot dog roller and warming oven. Well done, Katie, and all our concessions volunteers!!

Debra also reviewed the grant requests that have been received and there are still a few that she has not received. We are assuming that there are invoices for these but with the COVID-19 situation, we are unable to confirm this with the ASB office. At this time, the outstanding grant requests will not go back into the grant budget until we confirm if they have been received by the ASB office.

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

Allocation of Auction Proceeds

The allocation of our budget was discussed to decide how much to allocate for grants, reserves in our bank account and a separate account for a future "big" item. The board agreed that we need to keep some funds in our account for future emergency requests. In addition, if we were unable to have our auction, it was agreed that we would not be able to provide grants for that year or we could move funds back out of our "big item" account to provide grants for that year.

With this in mind, there will be \$20,000 maintained in our bank account, \$32,000 will be allocated to grants for the 2020-2021 grant cycle and \$40,000 will be moved to a separate account for a possible large expenditure. Kurt suggested and Cristin agreed that covering our bleachers would be a good option for this big item. A motion was made by Brook and seconded by Katie to allocate funds as mentioned. Motion carried.

New Board Members & Board Changes

A brainstorming session brought up the following names as possible future board members:

- Chenelle Neilson – Debra to contact

- Kris Andereg – Debra to contact
- Katie Thompson – Pati to contact
- Alicia West – Pati to contact
- Ryan Plughoff ... mentioned he knows of a few 7th grade parents that might be good options.

Jena Layton and Beth Kalb will be leaving the board this year. 😞 Sorry to see you go and thank you for your help and knowledge in the years you served!!!!!!

Debbie Williams agreed to be our Vice President for the coming year. The VP position will be voted on, along with our potential new board members at our May meeting.

Committee Check-In

1. Grants/Allocations Committee (Cristin)
 - Cristin thanked Brook for creating a way for coaches and teachers to submit grant requests online.
 - The deadline for the grant requests is April 24 and we will review and vote on these requests at our May meeting.
2. Volunteer Coordination Committee (Pati)
 - Pati asked how detailed the volunteer by team/activity should be tracked. It was agreed that it can be very general and is only used as a guide and can be taken into consideration for grant requests.
 - Debra requested that the process for last minute emails for needed volunteers be changed. Pati suggested sending out email earlier or putting on social media.
 - Beth suggested that team leaders be encouraged to fill volunteer positions for specific days.
3. Concessions Committee (Katie)
 - Katie said buying is a BIG job. Cristin asked if it could be split up by location of buying (i.e. Costco, Grocery Outlet, etc.). Katie said that is difficult due to shopping by sale items, as that makes a big difference in expenses.
 - A co-chair will be established for Concessions and Katie is going to create a job description for how this co-chair could help.
 - She said all sodas were donated to shelters. Aside from water, the cooler is pretty much empty.
 - Once we know when we can get back in the school, a cleaning day will be scheduled.
4. Membership Committee (Kerri)
 - Kerri mentioned that without a freshman orientation, it is tough to get the membership interest from young families.
 - Kerri and Brook attended 8th grade orientations for new families coming to CHS. Good way to generate interest.
 - Perhaps ASB could send out one of Brook's emails that has information regarding the Booster Club along with a link to join.
5. Webmaster Committee (Brook)
 - Brook has created a new website that she will manage. This will save us about \$200/year and things can happen right away ... we don't have to wait for our website management company to make changes.
 - Brook has the booster club on Twitter, FB and Instagram.

6. Outreach and Publicity / Social Media Committee (Brook)
7. Coach Liaison Committee (Ryan)
 - Spring meeting went great. Lots of interest and lots of cards handed out to parents.
8. Auction Committee / Chair (Debra)
 - Debra will not be in charge of the auction next year. Kerri and Brook are taking over!
 - Input from Debra was very positive ... great food, auctioneer, decorations, baskets, etc.

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

- Cristin: send out "welcome packet" with minutes to be provided to potential new board members.
- Debra: Contact Chenelle Neilson and Kris Andereg regarding board membership
- Pati: Contact Katie Thompson & Alicia West regarding board membership
- Ryan: Contact the 7th grade parents regarding board membership
- Katie: Provide a game plan for how a co-chair for concessions could help.

Meeting adjourned at XXXpm

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