

**Capital High School Booster Club
Board Meeting Minutes
Wednesday, September 15, 2021
6pm, Topsy Whale**

Board Members in Attendance: Katie Hurley, Leslie Merchant, Brook Lawson, Chanel Nielsen, Kurt Playstead, Kandy King, Megan Mikkelsen, Carol O’Sullivan, Debra Miles, Kerri Dawson

Members Absent: Ryan Plughoff, Annie Gajadhar, Scott Davis, Debbie Williams, Paula Moll

Called to Order: Brook called the meeting to order at 6:06pm.

Approval of Minutes: Katie moved the minutes be approved as written and Megan seconded. Approved.

Treasurer’s Report: Debra reported there has only been membership funds received since her last report.

Committee Check-In:

1. *Grants/Allocations Committee (Katie)* – Debra has notified recipients of the board grant decisions. She also passed along all grant information to Katie.
2. *Volunteer Coordination Committee (Katie)* – Volunteers are signing up and going well.
3. *Concessions Committee (Katie and Leslie phasing in)* – Katie and Leslie stocked the concessions then we were told we cannot sell at indoor events (volleyball) at this time per the Thurston County Health Department and district direction. We will be selling at outdoor events (soccer and JV football) only at this point. People must mask up indoors to purchase and are to eat outdoors.

There is a new refrigerator in the concessions provided and serviced by L&E as parts weren’t available for the old one. We are now purchasing from and having all beverages delivered by L&E.

4. *Membership Committee (Kerri)* – We have had several memberships purchased. Members available at the freshman orientation to talk with parents was beneficial. We suggested to Ju’Wanne after the event that it would be great if we could be set up in the gym next year rather than the foyer. Parents would see us during the presentation and stop to sign up before leaving rather.

We offered a chance to win 2 tickets for the 2022 auction for anyone who signed up during freshman orientation. We drew from the tickets and Kari King was the lucky winner. Brook will notify her.

Brook will print a membership flyer for posting at the concession stand. People can sign up for membership there or online at <https://capitalboosterclub.com/>.

5. *Webmaster Committee (Brook)* – The website is being kept up to date. Please let Brook know if updates need to be made.
6. *Outreach and Publicity/Social Media Committee (Brook)* – The club is sending out an update email to members every 2-3 weeks rather than every week. Keeping up on social media platforms. If you see something the board should be promoting, please forward to Brook.
7. *Coach Liaison Committee (Ryan, Kurt, and Scott)* – Kurt plans to touch base with Ryan about how to split up duties.
8. *Auction Committee/Chair (Kerri and Brook, Katie, Annie, Carol)* – Luau themed auction on March 5, 2022. We plan to do a “combo” auction (online and in person) to get as many people involved as possible.

Board Member Changes: Debra Miles is resigning from the Board effective immediately. We are thankful for all the time and energy that Debra has put into the Board. Her contributions have been remarkable and generous. Thank you Debra!

Katie moved that Kandy King be appointed as Board Treasurer effective immediately. Leslie seconded. Approved.

All board Members please sign up for Booster Club Membership:

<https://capitalboosterclub.com/membership/> and Renew your Food Worker Card at <https://www.foodworkercard.wa.gov/>

Review of & New Action Items:

Auction:

1. Start thinking of donors/businesses who could provide items or experiences that could be auctioned online and in-person (silent and live). Bring ideas to October meeting.
2. Katie and Brook to check on catering options and facility requirements.

Treasurer Changes:

1. Brook to work with Timberland Bank to ensure Debra is removed from the account, debit card is canceled, and Kandy is added as Board Treasurer. Brook and Kandy to get debit cards issued. Brook has the club checkbook and can handle payments that may come up prior to Kandy being added to the account.
2. Brook, Kandy, and Debra to meet separately to ensure a smooth transition of treasurer information and documents.

Concessions:

1. Katie to add volunteer sign-up slots for outdoor events (soccer and JV football).

Membership: Paula Moll needs to be re-appointed at the October meeting.

Meeting adjourned: Brook adjourned the meeting at 6:51pm.

Next Board Meeting: Wednesday, October 13th, 6pm, Topsy Whale (Kerri to reserve space)