

**Capital High School Booster Club  
Board Meeting Minutes  
Wednesday, August 18, 2021  
6pm, Topsy Whale**

**Board Members in Attendance:** Debra Miles, Katie Hurley, Kerri Dawson, Leslie Merchant, Annie Gajadhar, Brook Lawson, Chanel Nielsen, Jena Layton, Pati Koong, Kandy King, Megan Mikkelsen, Carol O'sullivan, Ryan Plughoff

Called to order at 6:08

**Treasurer's Report**

See balance sheet and Grant sheet, Annie motioned to approve Treasurer's report, Katie Seconded.

**New Member Approvals**

Carol O'Sullivan  
Megan Mikkelsen

All New Members Approved, Motion by Katie motioned and Debra seconded

**Committee Check-In**

1. Grants/Allocations Committee (Debra, Katie phasing in)
2. Volunteer Coordination Committee (Katie)
3. Concessions Committee (Katie and Leslie phasing in)  
See attached Notes
  
4. Membership Committee (Kerri)  
Freshman Orientation table 8-10,8-31 Brook, Carol, Chanel, Katie, Kerri
5. Webmaster Committee (Brook)
6. Outreach and Publicity / Social Media Committee (Brook)
7. Coach Liaison Committee (Ryan, Kurt and Scott)
8. Auction Committee / Chair (Kerri and Brook, Katie, Annie)

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

- All Grant Allocations Approved, Motion by Katie, seconded by Debra

**All board Members please sign up for Booster Club Membership:**

<https://capitalboosterclub.com/membership/>

and Renew your Food Worker Card at

[foodworkercard.wa.gov](http://foodworkercard.wa.gov)

**Meeting adjourned** 7:35

**Next Board Meeting:** Wednesday, September 15, 6pm, Topsy Whale

and October 13th, location to be announced.

### **Concession Stand**

#### Food Worker Cards

There has to be at least one person in the stand with their Food Worker card at all times, so it would be helpful if all board members who plan to volunteer could obtain/renew their permits. It can be done online at [foodworkercard.wa.gov](http://foodworkercard.wa.gov) and takes about 45 minutes to watch the videos and take the test. For all volunteers, when you hang your card with the others in the concession stand and work your first shift, you will get a coupon for a free 'Meal Deal'.

#### POS System

After much evaluation, it looks like the PayPal Zettle system will be the most cost-effective for us.

We have a couple options:

1. Purchase the "Store Kit Mini" which is \$635.80 and includes ipad, dock, Zettle Reader 2 and charging dock. The only other costs would be mounting disks to lock it to the counter top. We would not need to handle the cards at all – the customer can tap their card or insert the chip themselves. They can also pay with ApplePay by touching their phone to the reader.
2. Purchase just the Zettle Reader 2 and charging dock (\$29 + \$49), and use a deactivated iPhone to connect to the WiFi. I have an old iPhone we can use to enter the transactions. This would work like the way we have done it in the past, connecting through a phone via Bluetooth. This would take a little longer to process transactions, but no longer than what we had before. Like the full system, we would not need to handle the credit cards – the customer would insert or tap, or tap their phone to the reader.

#### Beverage Refrigerator

Our beverage refrigerator is buzzing louder than ever, and if you worked the concession stand in the spring you may recall that it was very hard to hear people through masks and the Plexiglas safety shield, and when the refrigerator would buzz it was virtually impossible to hear when people ordered. It also puts out a lot of heat, which is causing the concession stand to get too hot for the candy.

I talked to L & E Bottling about getting it evaluated and possibly repaired. They won't repair it free of charge since we don't buy beverages from them. We could buy from them but the prices would be higher than what we pay right now, it would be complicated to schedule deliveries since we don't have regular business hours, and we would still have to go elsewhere for Coca-Cola products and Gatorade. They are coming out tomorrow and look at it and give me an estimate. It would be about \$3,000-\$3,500 to replace it with a new one. I haven't located a used one yet, but I am looking just in case it is too expensive to repair the one we have.

#### Freezer

Tumwater High School Booster Club sold off all the equipment that they had at Ingersoll Stadium since they don't have the concessions contract anymore. I snagged an under-counter freezer for \$75 (would be \$1,500 or more if new), and was hoping to find a beverage refrigerator but theirs was much too small. The freezer isn't pretty - the front looks fine but the bottom and sides are rusty

because they hosed off the concession stand floor at Ingersoll. Unfortunately, the freezer is 3 inches too wide to fit in the open spot under the counter. There are some other options for placing the freezer:

- On the top of the rolling cart (not ideal because it's not very attractive, and because it might accidentally be unplugged)
- In one of the open cabinets under the front counter where we store the candy (also not ideal because we would have to run the cord out the front and up to the counter where the outlets are)
- On the back counter between the microwave and the beverage refrigerator (I think this is the best option)

We can start with ice cream bars in the fall, and then possibly add soft pretzels once we get the electrical issues all figured out.

### Electrical Issues

These have not been addressed yet. If the beverage refrigerator needs a new compressor, it is possible that we won't have the same electrical problems once the compressor is replaced. L&E did tell me that a new compressor would likely mean it wouldn't put out nearly as much heat, and would operate more efficiently. After we get the refrigerator figured out, we will address the electrical issues if there still are any.

### Pricing

Total cost of a meal deal is about \$2.25 with water and could be as high as \$3.00 with soda or Gatorade. We have been charging \$5.00 with any beverage for as long as I can remember. Do we want to consider changing the meal deal price to \$5 with water and \$6 with other beverages, or leave it at \$5.00? My general rule of thumb is that it isn't worth selling anything we aren't marking up at least 100%, but that isn't set in stone. Which brings me to pizza. If we sell all the pizza we buy each night, we are making 100% markup. But we often have a few slices or more left over, which reduces our margins, and I haven't figured out how to predict what we need. It varies so much depending on what team we are hosting, the weather, what day of the week it is, and some other factors I can't figure out.