

## SHERWOOD HIGH SCHOOL ATHLETIC BOOSTER BOARD MINUTES

Date 7/16/2023 @ 5:00pm

Board Member	Role	Present	Not Present
Dave Griffin	President	x	
Katie Hartman	Athletic Director	x	
Jon Dickover	Vice President	x	
Jocelyn Sherrick	Secretary	x	
Tryna Hermanson	Treasurer	x	
Katie Nordstrom	Auction Chairperson 1	x	
Heidi Johnson	Auction Chairperson 2		X
Matt Zaniewski	Auction Chairperson 3		x
Cory Young -even	Auction Chairperson 4		x
Joline Stutesman	Concessions Chairperson 1		x
Lewis Johnson	Concessions Chairperson 2	x	
Rachael King	Concessions Chairperson 3		X
Brad King	Concessions Chairperson 4		X
Larissa Jones	Concessions Chairperson 5	x	
Jennifer Harris	Concessions Chairperson 6		x
Tiffany Cline	Apparel Chairperson 1		x
	Apparel Chairperson 2		X
Melissa Burlingame	Stadium Coordinator		X
Angie Machado	Sponsorship 1	x	
Jenny Douglass	Social Media	x	
Katie Norris	Scholarships	x	
Ethan Kurtz	Website Master		X
Josh Munger	Member at Large	x	
Mark Flint	Member at Large		X
John Poore	Member at Large		X
Joy Dickover	Member at Large	x	
Eric Norris	Member at Large		X
Tim Young	Member at Large		X
Billy DeBorde	Member at Large		X
Gavin MacCluer	Member at Large	x	X

### Additional attendees

Paula Brown – to get a parent to join from Equestrian team

Jim Christy – added as Club Member at Large (below)

Coach Requests – NO asks this evening
<ul style="list-style-type: none"> <li>• <b>Coach:</b></li> <li>• <b>Sport:</b></li> <li>• <b>Ask: \$</b></li> <li>• <b>Member vote:</b></li> </ul>

## Treasurer

	7/12/2023
US bank balance	\$5,032.90
<b>QB US bank</b>	<b>\$5,032.90</b>
Chase bank balance	\$53,762.97
<b>QB Chase</b>	<b>\$50,762.97</b>
<b>VISA balance</b>	<b>\$142.15</b>
<b>Outstanding Commitments</b>	
Girls Soccer (requested 4/2023)	\$3,447.86
Volleyball uniforms (requested 4/2023)	\$3,984.93
Cheer uniforms (requested 4/2023)	\$10,598.80
Football headsets (\$15,000-\$4,985.34) due 2024/25	\$10,000.00
Baseball (\$7,406-\$497.12-\$3,969.41) (requested 11/2022)	\$2,939.47
Girls Basketball (\$3,000-\$900.32) (requested 11/2022)	\$2,099.68
<b>Available Operating Balance</b>	<b>\$22,582.98</b>
Fred Meyer income 2023-2024	\$0.00
eScrip income 2023-2024	\$0.00
Bottle Drop account	\$30.02

Balance in above account takes into account the \$10,000 that will be paid over time to Football commitment (\$payments in 2024-2025)

### Giving Tuesday (available)

Boys Basketball \$450

Girls Basketball \$100 (approved 11/2022)

Cheer \$125 (approved 4/2023)

Boys Lacrosse \$25

Girls Lacrosse \$25

Snowboarding \$25

- **\$195 cash \$800 Credit card**
- **Internal control that 2 people need to sign in and out money – reviewed importance.**
- **Stadium seats are being sold – short so far this year**
- **Paid cheer request**
- **Denied raffle license since we did not have listed that we had a raffle license in 2017 (resubmitting with additional info) needed if we receive over \$10,000 in raffles in a year**
- **Fred Meyer rewards still coming in**
- **Amazon smile ended in February.**
- **Escrip donations are still coming in (only at Market of Choice locally)**
- **Blue bags for bottles, can we add more bags and tie to front of stands? Recycle boxes? How to get more bottles at games**
- **Meeting to switch over the banks (July 19<sup>th</sup>) Chase 1:00 and USBank 2:00 (\*\*see bank information below)**
- **What bank are we going to stay with? 1 Bank is preferred- Issues with taking cards at events – Chase card readers are giving us trouble – IT (Brady) wifi should be good at the concessions - Can we get**

**HotSpots (there are hotspots in the fall per Katie) poss get them for spring spots?**

- **Venmo - we do not have the devices – risky to offer Venmo**
- **The cart that was approved for the trainer the wheels were shipped but not delivered, Home Depot asked us to contact FedEx and FedEx is asking us to contact Home Depot. Tryna to pick up from Home Depot when they are in stock.**

**\*\*\* US Bank and Chase Bank**

- **Give Dave Griffin permission to 1) Open and close accounts 2) add and remove people from accounts.**
- **Give Jon Dickover permission to 1) Open and close accounts 2) add and remove people from accounts.**
- **Open Credit card in the name of Joline Stutesman for concession purchases**
- **Remove from both Chase and US Bank account persons listed below**
  - **Josh Munger**
  - **Lisa Gilmore**
  - **Ann Pfisthner**

**Apparel**

- **Robin Hood festival – Tiffany filled in for the times no one signed up for THANK YOU!!!!**
- **Teams to run Robin Hood festival in future?**
- **Physical sign-up sheet for next years festivals at meeting prior to events**
- **Order shopping bags for football and festival events**
- **2 people per shift due to \$\$**
- **Sell extra soda and water to sell at the festival.**
- **Senior athletes to volunteer for festival booths to show athletics presence.**
- **Stadium seats to be sold at festivals.**
- **Rent out stadium seats (John Dickover to get options - Josh to show model of stadium seat) discussion to look at heavy duty seats (discuss and present at next meeting)**

**Concessions**

- **Fall concessions form is being created (Joline is creating)**
- **Emailing coaches 2<sup>nd</sup> week of August requesting volunteers – dates and times -copied to Pres, Vic Pres**
- **Meeting to be scheduled to discuss the split tasks with concessions booster members (6 members)**
- **May need separate credit cards for all who shops**
- **Joline to make Coke order for fall concessions August 1<sup>st</sup>**
- **Can we add an additional grill to grill hot dogs to help speed up football concession line? Options for a donated Grill**

<ul style="list-style-type: none"> <li>• To speed up football concession line can we add another area to sell water and soda (credit card only) Katie AD we have 2 options for locations -Pole Vault pit or where Kona Ice usually sets up</li> <li>• Robin may have Ice or we would need purchase from Costco</li> <li>• Discussed options for a PICK UP app and having orders be filled and picked up at a pick up window (Hey porter- foodfan)</li> </ul>
<b>Website -</b>
<ul style="list-style-type: none"> <li>• Requesting to make updates to website to make all area current and accurate – Jon Dickover to contact with list of updates.</li> </ul>
<b>Auction – October 14<sup>th</sup>, 2023</b>
<ul style="list-style-type: none"> <li>• Sponsorship – updated list and reached out via email</li> <li>• New flier – levels of sponsorship need updating</li> <li>• Update Booster Club Logo – to approve with Kristine (Branding)</li> <li>• Run by our auctioneer to get input</li> <li>• Add dates to flier – add QR code - auction packages – posters in store front windows – List of examples to be updated (generalized list)</li> <li>• Auction committee to meet once a week?</li> <li>• Sold first table – 1 seat!</li> <li>• Coaches email to go out explaining requirements for auction 2023</li> </ul>
<b>Scholarship</b>
<ul style="list-style-type: none"> <li>• Earlier submission is better for applications – move up date for deadline? (spring sport need the points unable to move up date due to end of spring sports)</li> <li>• Asking to submit in PDF form.</li> <li>• Convert to google forms (Jenny Douglass to help set up)</li> <li>• Give out 3 - 2 @ \$750 -1 @ \$1500</li> <li>• Received 10 applicants this year for scholarships</li> <li>• To schedule meeting in September to change format of scholarship form–to help update - Joy Dickover – Jenny Douglass</li> </ul>
<b>Athletic Director</b>
<b>Secretary</b>
<ul style="list-style-type: none"> <li>• Update board bylaws</li> </ul>
<b>Vice President</b>
<ul style="list-style-type: none"> <li>• Created and sent out shared calendar for events – different sheets per season requested from Trena for accounting reasons</li> <li>• Coaches meeting – to review change of members - expectations of coaches (auction package – concessions requirement) Video format?</li> <li>• Jon Dickover motioned to add James Christy as additional to member at large – Dave Griffin seconded motion – approved by all board members – information sent to update website and email list</li>   <li>• Aug 10<sup>th</sup> is Katies coaches meeting (club sports are not invited to meeting) Jenny to create video</li> </ul>
<b>President</b>

- **Welcome – Robin Hood Festival update! (see suggestions under apparel area)**
- **GSuite free to nonprofits – Dave to look in and set up**
- **Losing Dutch as a vendor for 2023 football season (they donate 10% of sales – up to \$2500 in funding per year)**
  - **Options to replace with another coffee cart**
  - **Business class or food class (other groups) to run a coffee cart for booster club?**
  - **How to maximize the amount we are able to make at concessions.**
  - **we will open concessions for Red/White game – jamborees for other sports (Joline has on list to send information to coaches for volunteers)**
- **Gavin requested an explanation/brief overview to get a better understanding of everything the Booster Club does/provides, how we make money to support the sports, what we spend money on. Dave to create and share**

#### **Social media**

- **Jenny would like feedback and will work on a proposal of how often and what we would like to promote on social media – engage more for the Sherwood Booster Club to have a large presence in community.**
- **Offered to make fliers and post to promote possible areas of booster Club.**
  - **Scholarships**
  - **Stadium seats (Asking Melissa to send more information about seats) possible interactive seat chart**
  - **Increase bottle drop**
- **Approached at the Robin Hood Festival by teacher of the Foods class at the high school to possibly have class make a featured item to be sold at concessions.**
  - **Who would hold the liability for these items.**
  - **How/who controls quality of the items**
  - **Does cause an issue opening to one group to contribute to football concessions and not others**

TIME meeting adjourned.6:58pm

**NEXT Booster meeting will be DATE at TIME. Location: August 6<sup>th</sup> 2023, 5:00pm at Elks**