

Booster Club Meeting

April 14th, 2024 / 5:00 PM / ELKS LODGE

Attendance:

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	
Cori Young	Auction Chairperson 4	x	
Joline Stutesman	Concessions Chairperson 1	x	
Lewis Johnson	Concessions Chairperson 2	x	
	Concessions Chairperson 3		
	Concessions Chairperson 4		
Larissa Jones	Concessions Chairperson 5	x	
Jennifer Harris	Concessions Chairperson 6		x
Gavin McClure	Apparel Chairperson 1		x
	Apparel Chairperson 2		
Melissa Burlingame	Stadium Coordinator		x
Angie Machado	Sponsorship 1		x

Jenny Douglass	Social Media		x
Katie Norris	Scholarships		x
Ethan Kurtz	Website Master		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
Jim Christy	Member at Large		x
Cami Hendersen	Member at Large		x
Taneal Vargas	Member at Large		x
Chad Vargas	Member at Large	x	
Katie Carl	Member at Large (photography)		x

Agenda

1. Meeting Called to order at 5:05pm
2. Coaches request - no request this evening
3. Introduction of guests - no guest
4. Disbursements and financial update - Tryna
 - a. June 15th cruise-in - Tryna will check in on when we sign up for this event - Tryna will need help with treasure duties - credit card only would be last result - possible option Dave can help but will check to make sure his calendar is open
 - b. July 19-20th Robin Hood - paid deposit for the space - Tryna will need help with treasure duties

	4/12/2024
Chase bank balance	\$103,504.19
QB Chase balance	\$95,335.57
VISA balance	\$5,157.89
Outstanding Commitments	
Track (partially paid)	\$2,217.06
Girls golf	\$4,896.00
Football black jerseys	\$12,600.00
Football headsets (\$4,985.34 due 4/30/2025)	\$4,985.34
Available Operating Balance	\$65,479.28

c.

d. Giving Tuesday (available)

- i. Boys Basketball \$450
- ii. Boys Lacrosse \$25
- iii. 2023
- iv. Equestrian Team \$50
- v. Cheer \$100

Booster Club Bylaws Treasurer description

Section 8. Treasurer: The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities of the Club; (b) receive and give receipts for moneys due and payable to the Club from any source whatsoever, and deposit all such moneys in the name of the Club in such banks, trust company or other depositories as shall be selected in accordance with the provisions of Article V of these Bylaws; (c) be responsible for assuring that an annual audit is conducted by the Trustees prior to the annual meeting; and (d) in general perform all duties of the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Job Duties

- Withdraw and prepare all change for events which includes tally sheet, deposit slip and deposit bag for night deposit
- Notify bank weekly of cash needs
- Drop off change for each event with opening concessions board member
- Help close concessions if no board members are available
- Check booster mailbox twice weekly and deposit any incoming checks

- Reconcile and pay monthly Booster club credit card statement (accounting for all receipts)
 - Maintain and be available for all Square or WePay card reader issues
 - Categorize income for annual Auction
 - Categorize income from Benevity donations
 - Provide receipts for donations not provided by Auctria
 - Pay any approved team expenses and scan receipts into QuickBooks online
 - Provide copies of monthly financial reports to board members at meetings and copy to Booster Google drive
 - Maintain Concessions income google sheet for cash and credit card payments
 - Pay out Fall, Winter and Spring concessions team earnings to high school
 - Daily check and categorize QuickBooks online transactions
 - Work with Sherwood Accounting and Tax to prepare taxes each spring
5. Board discussions
- a. Review Golf Tournament Fundraiser request
 - i. Boys and girls golf tournament
 1. Asked us to promote the event on social media - all in favor
6. Concessions
- a. Lockbox is here - dave has and will get to concessions team
 - b. Tent and logo are ordered- should be here about the 19th
 - i. We will need weights
 - ii. Chad showed picture of the track field tent - possible sponsor to help with the cost
 1. Instant promotion (full digital package) to logo
 - c. Baseball concessions
 1. Trailer is there and has help ease set up and take down
 2. Baseball is not staffing shifts so we have been limited on opening for their events - discussed time it takes to set up and the food waste booster club loses when there are no parents to staff.
 3. Dave has emailed Nate
 - a. If we have no volunteers for another event we will not offer concessions for the rest of the season (trailer will be moved to softball - all board agrees
 4. We need to be updated if there are no parent staffing concessions so we do not open - can we ask for the sports to have a team parent and a shared form for us to see who is staffed.
 - d. Last minute changes to sports have been hard on the concessions team
 - i. We need insight on the volunteer schedules for sports
 1. Google drive
 2. Sign-up genius - reminders would be helpful
 - e. End of year coaches BBQ/meeting to thank them and review our needs
 1. Elks or our concessions stand for the event?
 2. Dave motioned to have event
 3. possible have a sponsor for the event- John to ask about sponsor
 - a. Langers ?
 - b. Or other companies in the area

- f. Softball
 - i. storage and having to haul product to the field
 - ii. Can we build a shed for concessions ?
 - 1. We need to discuss with school district to build on school property
 - iii. Can we use the trailer that Jon offered at the last meeting?
 - iv. Goal to build concession shed for baseball and softball - poss goal for next auction
 - g. Can we get more gate passes - we need gate passes for all the sets of keys we have assigned - Dave or Jon to ask the school
 - h. Can the booster club have a battery powered card that we use and store at the school
 - i. Per Jon we have gotten permission from Katie H to have cart
 - ii. Lewis has access to a Taylor Done cart
 - iii. Where is it stored? and can we get a key that will just start only this cart
 - i. Graduation concessions - board ran - 5:30-6:45 - Joline to send signup sheet
 - j. We have been having light issues at the indoor concessions - Jon to talk to school to see if we can get the issue looked at
 - k. Can we have outside groups run concessions - as long as we offer to sports program to work events first
7. Auction - Chehalem
- a. We have the deposit paid
 - b. Taneal is at an event tonight and will get info on food and vendors
 - c. We can look to reserve 2025 18 months out
8. Scholarships
- a. Larissa motioned to have Joy step into Scholarship position if Katie Norris declines, Katie N 2nd motion
 - i. Jon will reach out to Katie Norris
 - b. Gavin, Cammie and Teneal have been reviewing the application
 - c. Application needs to be posted to the school website asap
 - d. Jon would like to review and change score sheet for the coming years
9. Social media - Matt offered to help if Jenny needs help with Social media position
- a. Dave and John to check in with Jenny
 - b. Matt offered to post for new positions - board agreed
10. Stadium seats
- a. In June we will need to start selling and get information out
11. Presence in outside spots
- a. SBC - 8th grade sport
 - b. 6/12 for 8th grade promotion - poss have apparel to sell?
 - c. We have a script for event to talk about the booster club - Tryna to send out and make sure it is on the drive - tryna to send out
12. Recruitment of new positions **Need volunteers**
- a. Can coaches put the video out for possible new members
 - b. We need to add something to high school newsletter - Dave to write
 - c. Open seats
 - i. Treasure (Job description above) Chad is open to look at treasure position - to schedule a time to meet with Tryna

- ii. Auction -
 - iii. 4 concessions -
 - iv. Social media - Matt is open to stepping into position
 - v. Stadium seats -
 - vi. Apparel 2nd seat -
 - vii. Sponsorship - would be in charge of sign committee
 - viii. Scholarships - Joy would be interested to take over position
- d. All people who are stepping back need to send in job description
- i. Dave to check in with Ethan that he still is interested in doing Webmaster position

Meeting adjourned at 6:42 pm

NEXT Booster meeting will be: May 5th 2024, 5:00pm at Elks

Upcoming Meetings: HAS BEEN MOVED TO June 10th - Annual Meeting 6:00-8:00pm