

IHS Boosters Meeting Minutes  
Date: Wednesday, July 17, 2019  
Time: 12:00 pm  
Location: Incline High School

**I. CALL TO ORDER**

II. **ROLL CALL:** Tricia Tong (President), Tom Milhoff (Vice President), Christie Stranzl (Secretary), Kevin Reeth (incoming Treasurer) by conference call, Holly Racich, Alma Brubaker, Debra Ornelas, Anne Schrage, Mary Danahey, Jill Minkle, Khal Pluckhan

III. **APPROVAL** of June 5, 2019 minutes. Motion passed to approve.

**IV. OLD BUSINESS**

- Appointment of board member Kevin Reeth as incoming Treasurer.
- Junior Boosters under our charter (Tricia)

Colleen Nibler, IMS Jr. Boosters Treasurer sitting in on meeting.

Discussion: According to Alan Tiras, A boosters board can only govern one school. Recommended Jr. boosters create their own 501c3 org. IHS boosters is already a 501c3. We have an insurance policy as does Cymbal. Currently, all 3 schools are under IHS' insurance policy. Insurance due 8/5/19 \$1285 for period 8/5/19-8/5/20.

Colleen will start process of Jr. Boosters becoming a 501c3. Goal is to have it finished by Dec. 31st but will stay under our umbrella for now.

Discussion; Mary Danahey and Anne Schrage suggested some cost effective programs that guide you through the process of becoming a 501c3.

**COMMITTEE REPORTS**

a. **Financial** (Jill/Kevin)

i. Review and approve draft of 2019-2020 Budget. Approved with WTP increase of \$1000 in the draft budget. Jill is working with Debbie the bookkeeper on the final budget which will be completed within the next month.

Motion: Tom Milhoff

Second: Jill Minkle  
In Favor: all

- ii. \$6,000 Deposit due to Hyatt for CrabFeed 2020. Approved to pay.

Motion: Tom or Tricia  
Second: ?

In Favor: Everyone in favor except Jill who opposed.

- iii. SWIPE invoice of \$2298. Fund-a-Need (FAN) approved purchase last year and invoice needs to be paid. Approved to pay.

Invoices are being paid for Beautification through the 2018 FAN, the 2019 FAN and the 2018/19 operating budget.

Jill will continue acting as Treasurer until Kevin Reeth is back in town to change the signer on the Umpqua bank account.

Tricia suggested that Kevin meet with potential new bookkeepers such as Ludmila. Board voted to authorize Kevin to select the bookkeeper.

Jill is working on 2018/19 year end financials with current bookkeeper, Debbie. Discussion about year end invoices and text books that were requested for AP Human not able to be purchased last fiscal year (prior to June 30th). Tricia stated it should be carried over on the balance sheet and purchased this year. Not to exceed \$500.

Discussion regarding the two new smartboards that boosters is funding. We are purchasing the boards with box light projectors. Purchase and Install of board running \$2764 per room. We are purchasing two.

The WCSD Capital Improvements employee Daniel will provide final quote. Already approved in budget.

#### **b. Theater Renovation (Joy)**

The architect is working on current & updated estimated costs for the project and will create a base bid with along with alternates so that Boosters has the option to stay within their current budget for the theatre project or to add alternate options for the theatre if additional donations become available or if the final costs are less than just a made it by the architect Paul Cavin. All design plans from the architect and subcontractors will be in order by the end of

August for final approvals by Washoe County school District. And then the job will go out for bid from multiple contractors. It is still hoped that the groundbreaking for the theater project will take place in December 2019 during Christmas break, but could possibly take place as early as October break. Any contractors who would like to be eligible to bid on the project should contact [jstrotz@gmail.com](mailto:jstrotz@gmail.com)

c. **Beautification** (Denise) No update besides Denise's email dated June 13.

d. **Social Media Committee** (Tom)

We are choosing the platform Microsoft 365 (free for nonprofits) for our website. We have a GoDaddy website domain. Will use Wordpress. We have a Voiceover IP number for voice mailbox. Will recreate website with new photos. Reconcile Boosters website with FB page. May have Blog post with minutes for transparency. We need a developers help for website. We want to establish it soon for new and incoming parents. We will SEO (Search Engine Optimize) the website and market it. We will not post board member's personal email addresses & phone numbers. Board Bios will be on website.

Our communication will transition from Kathie Goldberg.  
We currently have 5 methods of communication;

1. Boosters News & Information (currently Kathie G. But will transition to Boosters)
2. Facebook Page. (currently Kathie Goldberg & Pauline Leoncio but will transition to Boosters) Tricia also has access to post.
3. Inlineschools.org ("pan school role" that Boosters will not use).
4. IHS Weekly Bulletin. Primarily school schedule related. Val will now send it out, not Kathie
5. Community Info Email. (currently Kathie but will migrate to IVGID).

e. **Membership/Banners** (Debra)

i. Reviewed and approved new Membership Form and Welcome/ Information Letter (Board contact info, Boosters general meeting schedule etc). IHS Faculty & Staff will have complimentary membership.

ii. Debra will write an additional welcome letter as an attachment to the email that Kari will send out to parents on our behalf. Emphasizing how parents can connect with other parents that can help with questions they may

have. We want to create parent to parent connection. Joining Boosters is your link to what is going on at IHS. She will include ways to volunteer, i.e. Concessions, New Student BBQ, Back to School Night, CrabFeed, Teacher Appreciation etc.

iii. Jill may be interested in helping with Banners.

f. **Concessions**– Alma will head up in the beginning of year. Set up Sign-Up Genius for volunteers. Student Clubs/Sports Teams will continue to volunteer to raise \$ for their clubs/teams. To man the concessions, 3 students and at least 1 adult required. We need to figure out how to better track the food & purchasing, inventory. Food trucks not allowed on school property? Pop-up food tents? i.e. Brewforia? Alma will ask Indra about IVGID. Holly will check with her sister about ideas for tracking food. Analyze next years food purchases. Perhaps set up orders online. Jill– Boosters have their own Amazon Prime account. Shopping Costco online is a possibility too. We are getting a cash-back credit card.

#### g. **Hospitality**

Holly Racich will help with hospitality. Interested in connection b/w incoming Freshmen, new families and IHS.

Aug. 23, 11:00 Back to school BBQ (just for kids). Food ideas; BBQ, sandwiches or T's. Need a chairperson. Having students in Leadership help is an option. Holly will contact Sami G. regarding the latter. Giving out IHS Water bottles is an idea. Alma will contact Denise re; ordering bottles. 110–120 incoming freshmen!

September 11, 5:00 pm Back to School Night– Lower key. Snack bag stands. Infuse some school colors into them.

Discussion: Holly will help organize a “rally party” before a football game. Similar to what Holly has organized before with Mariachi, cheerleaders, food, bbq etc., some clubs present, Pep band etc. Showcase all the great things our school has to offer. Community building. Date TBD

Holly will revisit Hospitality plans and propose event and budget changes if any.

#### h. **Crab Feed**

i. Tentative date of March 7, 2020 at Hyatt. Terms with Hyatt are the same as last year. March is the best month. Spin is available.

ii. Rob Green; requesting 3% net of Fund-a-Need. Tabling for later.  
Discussion: We need a Chairperson. Reach out to past volunteers; Tracy, Pauline etc. See if past people will volunteer again in their positions. New possibilities which board members will personally contact: Gordon & Mimi Meyer (Alma), Karen Laurie (Christie), Stacy & Doug Bodel (Holly), Charla Baker (Holly), Katherine Markwell (Holly), Bruce & Sandy Soli (Tom), Jeff & Liz Harrell (Tom), Heather Bacon (Tom), Tracy & Chris Cohn (Tricia), Dawn Bursell (Tricia) .  
Discussion of scaling down if there is no chairperson, i.e. less silent auction items. Perhaps different food. Joy will do video again this year.  
Grace Davidson pulled data and we have Auction management info.

### **i. Merchandise**

Lisa Hoopes will head again. The goal is to break even. Merchandise is more for school spirit. Joanne Devine involved with ordering.

- Class Funds management (Tricia). Waiting for an answer from Kari and Andrew whether the district will allow using funds for an education travel agency for class trips.
- Reviewed and approved 2019–2020 meeting and event calendar. Motion

### **NEW BUSINESS**

– District Administration Manual Guidelines for Boosters Groups (Tricia)  
To be discussed at next meeting.

– Leslie Hermann requested Boosters pay postage for College Camp/ College Night mailing. We decided to go with social media. A student will post the flyer and info on Instagram etc.

### **UPCOMING CALENDAR**

Wednesday August 21, 7:45 @ IHS – Board Meeting  
Wednesday August 21, noon @IHS – General Meeting  
Friday August 23, 11:00 am @IHS – New Student BBQ  
Wednesday September 11, 5:00 pm @ IHS – Back to School Night

Alan Tiras talk: “How to be an Effective Non-Profit Board Member” – TBD

## ADJOURNMENT