

## **Incline Boosters Board Meeting Minutes**

**Date: Wednesday August 21, 2019**

**Time: 7:45 a.m.**

**Location: Incline High School**

### **CALL TO ORDER**

**ROLL CALL:** Tom, Mary, Tricia, Mary, Khal, Tia, Holly, Jill, Alma, Denise, Kevin, Joy, Christie

### **APPROVAL of July 17, 2019 minutes**

Motion: Tom

Second: Trica

All in favor

### **OLD BUSINESS**

- Appointment of additional board members and assignment of officer and committee roles (Tricia)

Tia will be a non-voting member. Kevin is a voting member.

### **COMMITTEE REPORTS**

#### **a. FINANCIAL (Kevin)**

##### **i. Reporting for FYE18**

Kevin met with Ludmila the new bookkeeper. He does not have end of year statement yet.

##### **ii. Current Budget to date**

We intend to move to Quickbooks online in order to share data. Will track operating budget separately from FAN. We need a non-member to audit the books according to administration. Single annual audit once books close. Fiduciary responsibility. Does not need to be a CPA etc.

We have remaining FAN funds that are ear tagged. Athletics is spending money well, academics more slowly.

### **We voted and approved (off-line) new jerseys for boys soccer.**

In Favor: Tricia, Tom, Kevin, Dawn, Christie, Jill, Holly, Khal, Alma and Joy  
(Soccer team is borrowing their uniform allocation one year early (up to \$2,500) and will make due with the uniforms for 5 years. Tom Reymer (AD) has approved the requested purchase.)

b. **THEATER** Renovation (Joy)

Using district's vendors. We need to review numbers before sending out to bid for project. i.e. Greenwood Homes, Alpine Interiors. Looking for local contractors and vendors. Bid of \$550,000.

c. **BEAUTIFICATION** (Denise)

i. Review revised proposal

Beautification project has been ongoing for 3 years. The idea is to make a collaborative environment for learning. This is her last year on this project. Denise inquired about rules & regulations. She is in direct contact with vendor. She would like some leeway for a slush fund so she doesn't have to get approval each time. Use or lose the budgeted money at her discretion with administration approval. Has a proposed budget today. She is planning to re-do conference room and would like to increase her budget.

Vote to allocate: \$23,809 from 2018 FAN for beautification

Motion: Tom

Second: Khal

In favor: all

d. **SOCIAL MEDIA** - Tom

i. Updated website and membership form submission process

Website up and running fine. You can submit a membership form and pay online (via Paypal).

Membership chair and treasurer need to reconcile membership submission and payments. Tom has a membership spreadsheet.

He is working on a school calendar. School uses RST calendar. He would like more pictures as they capture school spirit. Joy suggested asking Val if the student is "model released" (or get a list who is NOT model released). Amy Henderson will have photos from yearbook committee.

Revamped Facebook page. We just have content up right now. Could use help with aesthetics of website.

Tom will put breaking news on home page. Push it out to Facebook and Twitter. After we have board meeting Tom would like to post a paragraph about the meeting and mention what will be discussed at the next meeting. He will post the minutes (after they are approved).

e. **MEMBERSHIP/BANNERS** (Debra) Debra not present at meeting. NO UPDATE

f. **CONCESSIONS** (Alma (until another volunteer is identified))

i. Fall sports teams schedules; sign-up genius

We don't have sign-up genius yet. Working with Denise to set it up.

ii. Friday's football game

For the first football game the soccer team is going to help clean up snack shack. Needs to purchase concessions for the first game. Boosters credit card is not ready yet. First shopping will cost \$300-400 at least to restock. Alma will purchase and get reimbursed. Tricia would like Alma to type up an information sheet about how concessions works and set up the sign-up genius.

g. **HOSPITALITY** (Holly)

i. New Student Welcome and BBQ

1. Goody bags/water bottles. Ideas; Green & gold beads, candy bags.
2. Lunch: Tricia will order sandwiches for lunch. She also ordered IHS water bottles.
3. Parent meet and greet: 2 foot balloons and a pretty table set up. Donuts & coffee. Have someone there to talk about signing up for boosters. She would like the board info sheet and other appropriate forms available.

Holly purchased 15 tablecloths to donate to school for tables.

4. Volunteers to help with lunch and meet and greet.

ii. First Day of School

1. Student meet and greet 8:00 a.m. - 2:00 p.m.
  - a. Volunteers to man table. Need!
  - b. Merchandise to sell and raffle. Joanne has ordered more spirit wear merchandise.
  - c. Water bottles (Tricia ordered)
  - d. Concessions sign-up how-to. Tricia will have a concessions sign-up sheet. Have kids meet the Boosters. Alma will check if student clubs will be set up. Get a list of clubs to put on Boosters website.

iii. Back to school night

1. Volunteers - Needed!
2. Swag table

3. Food - We will provide finger food not a big dinner this time. We need someone to help with that. Tom "will run point".

h. **CRAB FEED** (lead?)

i. Date & outreach

March 7, 2020 5:30 p.m. We do not have anyone to lead. Tricia met with Tracy Cohn and there is some interest. Tracy's biggest concern...not enough time to deal with Silent Auction. She would possibly take on leadership/chair. Kristy Fisher is a possibility, Tricia will contact her.

i. **MERCHANDISE** (Lisa)

i. Joanne Devine placed order for new merchandise

- Fundraising/Development-beyond crab feed (Tom/Holly)
- Class Funds Management (Tricia) Tricia has to talked to Dr. Yox and students are working on this topic.
- Jr. Boosters under our charter (Tricia)
  - a. NO UPDATE - Colleen Nibler, IMS Jr. Booster Treasurer is working on IMS 501c3 application.

**NEW BUSINESS**

- Leslie Hermann College Counseling budget proposal (Tricia) Leslie has not talked to new counselors yet. We want their opinion. Priority for boosters that our HS College Counseling is improved. Budget around \$12,000.

Mary- College fair tomorrow at IHS.14 colleges representing. BBQ, need side dishes. Contact TEA to invite to college fair. Has her foundation brochures to pass out. Chris Plastiras donated cost to print them.

- Sports Uniform shrinkage/return policy (Jill) - Only ordering Boys soccer jerseys this year. Jill suggested going to administration to have them set rules for returning uniforms (return policy). Students need some accountability.
- Reallocation of FAN dollars ear-tagged for anti-vaping equipment (Tricia) Once we close our books, put together a proposal on how to reallocate. (No action at this time)

- Volunteer to manage highway sign at Chevron station (Tricia). Holly volunteered Melanie to help with sign while Tricia is out of town.

Mary announced:

October 16th Screenager movie at IHS

October 21 public showing of it. Trying to get it at the local cinema

Looking for other parent topics.

## **UPCOMING CALENDAR**

- Alan Tiras talk: “How to be an Effective Non-Profit Board Member” TBD  
Rescheduling
- **9/18/19 7:45 a.m. Board Meeting**
- **9/18/19 12:00 Membership Meeting**

**Board voted offline to allocate \$11,000 to fund + 15 student laptops, warranties and cases**

**Motion - Kevin**

**Second - Tom**

**In Favor - Tricia, Jill, Khal, Alma, Holly, Joy, Christie, Dawn**

**ADJOURNMENT**