

## **INCLINE BOOSTERS BOARD MEETING MINUTES**

**Date: September 18, 2019**

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

**Location: Incline High School**

### **CALL TO ORDER**

**ROLL CALL:** Tricia, Tom, Mary, Dawn, Jill, Kevin, Joy, Christie, Khal, Alma

**APPROVAL OF August 21, 2019 Minutes?? We need to approve.**

## **OLD BUSINESS**

### **Committee Reports**

#### **A. Financial (Kevin)**

##### i. Budget Review

Signed up for Quickbooks online, everything shows up (i.e. PayPal transactions). Budget is in Quickbooks. One change to budget: under expenses beautification is now \$43,809 per our last meeting. Will implement "footnotes" that explain history "this is why this happened" (changes). Creating an audit trail.

Board reviewed the new P & L that is **now posted on Google Docs.**

Discussion about creating a policy for retiring unused/ear marked funds after 2 years. Create a rainy day fund.

##### ii. Square Training

Discussion of different payment options and how to use the Square for Membership sign-ups.

Square Sign-in:

[inclineboosters@gmail.com](mailto:inclineboosters@gmail.com) password: 4incline. Verification Code: 2926

#### **B. Theater (Joy)**

Out for contract. Within a month we will know our contractor. Chris Cohn signed up as a vendor. Required by district to take the lowest bid. New regulations have been passed that has increased costs.

**C. Beautification (Denise)** not present/no report.

#### **D. Social Media Committee (Tom)**

##### i./ ii. Twitter & Facebook

[Inclineboosters.com](http://inclineboosters.com) website is up and running. Home page is up with a blog, postings are pushed instantly to Twitter & Facebook.

- Tom is working on transitioning updates from Kathie Goldberg's old IHS Boosters weekly emails. He's embedding links to the IHS weekly bulletin
  - Facebook is re-designed and receiving blog posts and inputs from select editors. We're using Facebook events for dynamic calendaring.
  - Twitter is up and running.
  - Instagram is TBD.
- iii. GSuite- Google Suite is up and running, VP and President are super-admins.

- Established role-domain emails for [President@inclineboosters.com](mailto:President@inclineboosters.com), VP@..., Treasurer@..., Secretary@... Officers@... Board@... Votingboard@... and [Crabfeed@inclineboosters.com](mailto:Crabfeed@inclineboosters.com) all functioning. Role emails will make annual transitions easier.
- iv. GDrive Storage- Google Suite also has Google Drive folders (established for accessing and archiving content. Users can sync to their desktop.
- v. Logos/Work in progress:
  - updating Boosters logo,
  - integrating e-commerce into website for membership, merchandise/ticket sales, donations and crabfeed support

### **E. Membership/Banners (Debra/Jill)**

Updated list provided. Banners: sold 17 so far. Idea: large FAN donors (\$24,000+ level) give them a banner. Approach these donors and offer to hang a banner. Table the conversation for now. Talk to Jill on the side.

Cost to create banner is \$50. Have Rob Green announce recognition of big donors etc.

### **F. Concessions. (Alma)**

- i. Sign-up genius for clubs. Would like 4 volunteers at each event. Idea: get a Boosters banner for Football & Basketball games. Will wait until we have new logo. Separate concession sign-up genius for Fall sports. Alma: will create concession instruction including opening procedures and how to handle money. Looking for concession head for winter sports. Student clubs volunteer for concessions and get the \$ for their club.
- ii. Soccer game gate coverage: Dawn is team mom and is handling it.
- iii. Basketball season. Reach out to TK regarding basketball parents help.

### **g. Hospitality (Holly)**

1. 1st Day of School and Back to School night were a success.
2. Senior Luncheon. Tricia: Amy Henderson contacted Tricia about it. Probably October
3. Photo of Senior class posed to form the number 2018. Maybe have senior parents help. Table it.

### **h. Crab Feed (lead?)**

- i. Leadership; Plan B. Tom suggests divide up responsibilities/roles and get a volunteer for each. Break it down. Holly suggests meet with Christy Broward? from TEA that has experience. Tom & Tricia will meet with her. Tom will create a Subcommittee for Crab Feed needs.
- ii. Rob Green. Made a proposal. Asking for 3% of silent & live auction proceeds only. Gross amount. He's a trained auctioneer. LTS pays a flat fee of \$4500. Everyone agrees that Rob's proposal is reasonable. Joy: Idea of Rob organizing and overseeing Live auction items.

### **Hire Rob Green to be auctioneer earning 3% of proceeds from Live and Silent Auction**

**Motion: Joy**

**2nd: Tom**

**In Favor: All in favor**

- iii. Fund a Need. Tricia; has an appt. with Dr. Yox to discuss need and target for FAN.

iv. Website/Early Publicity. Put new date on website etc. Otherwise wait until we have a theme before publicizing.

i. **Merchandising (Lisa)** not present. Online store/merchandising (Kevin/Tom) There will be an online store.

- **Class Funds Management**

Students will work with the travel agency. Boosters is out of the loop.

### **TABLED (No Update);**

- Fundraising/Development - beyond Crab Feed (Holly/Tom)
- Jr. Boosters under our charter (Tricia)
  - a. Colleen Nibler, IMS Junior Boosters Treasurer is working on IMS 501c3 application.
- Leslie Hermann College Counseling budget proposal (Tricia).
- Tricia is meeting with IHS counselors regarding Naviance program.

### **NEW BUSINESS;**

- Help Leadership with HOCO (Homecoming) T-shirts fundraiser (Tom)
- Leadership wants t-shirts for all students for school spirit. Leadership set up a Go Fund Me page. They are \$600 short. Tom suggests we support them by matching up to \$300. Ideas; Jill: Leadership could raise money by working concessions. Joy: "mad minute"; Leadership can run up and down the aisles at football game and raise money. Tricia will talk to Kate about the latter.

**Boosters will match up to \$300 for Hoco shirts and take out of budget from leadership/dances**

**Motion; Tom  
2nd; Kevin  
In Favor: all**

Mary: Screenagers screening set for Oct. 16th at high school. The film is 67 minutes long. Short discussion after film. The PSAT is that day also. Parents need to make sure that kids stay at school after PSAT to see film. Encourage kids to be there. Perhaps offer food.

Oct 21st parent showing at SNC. TERC building. 6:00 - 8:00. Courtney Wallpe moderating conversation after.

Incline Education Fund; Needs \$250 to fund showing at both schools (IHS and IMS). Mary proposes to split \$250 between IMS and IHS Boosters. Mary will research food for event. Alma: advertise on school hallway monitors etc. Mary is working on other events/speakers including the subject of Anxiety & Depression. Price Waterhouse Cooper Financial Literacy presentation. The topic is broken down into modules. Need volunteers to teach modules. Date: Feb. 25th. Also developing a mentorship program, need volunteers.

**Boosters to give \$125 out of assemblies budget to Screenagers event.**

**Motion: Tom**

**2nd: Tricia**

**In Favor: all**

- \$ for Swag and rewards for students (Mary/Kari) Need \$/items for school raffles

**Donate \$100 (cost price) of boosters swag merchandise to the raffles**

**Motion: Joy**

**2nd: Tom**

**In favor: all**

### **UPCOMING CALENDAR**

October 7:45 Board Meeting

October 12:00 Membership Meeting

Senior Luncheon: October (date to be confirmed)

**ADJOURNMENT 9:45 a.m.**