

**INCLINE BOOSTERS CLUB
DIRECTORS MEETING MINUTES**

Date: Wednesday, February 12, 2020 Time: 7:45am

Location: Conference Room @ IHS

CALL TO ORDER

ROLL CALL : Tricia Tong, Kevin Reeth, Tom Millhoff, Jill Minkle, Alma Brubaker, Christie Stranzl

APPROVAL OF January 2020 MINUTES (meeting, ad-hoc meeting and email votes)

Motion: Tom

Second: Tricia

In Favor: Unanimous

OLD BUSINESS

- Committee Reports
 - a. Financial (Kevin)
 - i. Budget review

There is just over \$30k in 2019 FAN that has been approved but not spent. i.e. a foreign language translating device was approved last year but hasn't been requested. This balance needs to be spent by the end of the fiscal year or it will roll over into our general budget.

Contact staff to see if they have any requests. Kevin talked with Kari and it was decided that he will send out a version of the budget after every board meeting to the teachers saying here's your budget and they have until May 1st to request. Dr. Yox will receive a broader report. 1.) What's left in budget 2.) FAN budget.

Alma needs money out of the budget for dinner for the 60-80 volunteers (students) at Crab Feed. Budget \$500.

Adult prom money has been disbursed to the high school. Kevin has reclassified it as income and expenses under liabilities on the P & L to see how much we raised.

We have \$3600 in Crab Feed ticket sales (through One Cause) that needs to be deposited. They are not yet on the P & L. The credit card fee is optional for ticket buyers on One Cause.

Discussion about CF budget. CF silent & live auction proceeds go to Boosters operational budget. Ticket sales cover dinner/party. 100% of FAN goes to cause.

Kevin: Discussion about unspent money. We have a \$10,000 technology budget and we haven't seen any requests coming in for that. We have 10k for Naviance which isn't going to happen until next year (it needs to get approved by the district). 15 extra laptops were purchased (around \$10,000) reallocated from 2019 Fund A Need (offline email vote Aug. 30th).

- ii. Purchasing policy

Kevin created the purchasing policy. Tricia; We need to figure out what to do with un-allocated dollars, money that hasn't been spent. We need to be explicit. Kevin; we need to document as much as we can regarding policies. Tricia: have a transition policy; sign Conflict of Interest policy, walk through by-laws and policies with members each year. Go through the above in a transition board meeting to provide clarity and good governance. Calendar the transition meeting. Future business; Post CF- create a transition committee and recruitment committee.

Kevin will combine and create one fiduciary policy including:

1.) Existing resolution that Treasurer or President can spend up to \$500, 2.) residual budget re-allocation and 3.) new purchasing policy.

iii. Football uniform early replacement (Kevin)

Kevin has communicated with Tom Reymer. There are two issues; 1.) our "away" uniforms have been complained about by coaches and referees ...you can't see the numbers on the shirts. Contrasting number issue. 2.) We have a lot more kids signed up for football. The current vendor doesn't provide replacement jerseys. It will be more than 10k moving forward. We have a big freshman class. Soccer has similar issues, kids were keeping jerseys etc. They would like to buy more uniforms earlier. Tricia proposed splitting it up. Break it into; buy "away" uniforms now and fund it this year for next year and buy "home" uniforms which will be less than 10k but not more than 5k.

Reymer has \$6600 left in AD budget. He needs money for the big Fall Ball order. He will take the \$1000 wrestling money (we don't have a wrestling team this year), Boosters will provide \$1500 and the rest will come from his AD budget for "away" jerseys. We have about 40 players. Total \$4500-6000 for "away" jerseys.

Jill has concerns and would like to see a bid & different quotes on the jerseys. We will vote on this later.

Boosters will need to increase this budget because larger classes are coming in. We need to re-do the rotation schedule (every 4 years). Tom M., suggested having an annual Athletic Director budget and the AD has to manage it. It would be between AD and administration to communicate. Future business to discuss.

1. Discuss and potentially vote on funding and revised uniform rotation schedule. (We will vote at a later date).
2. Gator request (Kevin)

Tom Reymer can't find a good used one in the \$10-12k budget allocated. It will probably cost \$17-18,000 minimum. Possible FAN item? This doesn't really meet our mission.

- b. Theatre renovation update (Joy) (not present)
 - i. Project status update

Contractor is on hold due to change orders. The district is the project manager on this.

- ii. Seat dedication sales

We have a couple thousand dollars more.

- c. Beautification (Denise) (not present)
 - i. \$11,000 spent. \$32,000 left in budget. The board would like a report.
- d. Social Media Committee (Tom)
 - i. Boosters linked-in site

Going to create a Linked-In account for boosters. It's a way to reach out to sponsor candidates for CF.

- e. Membership / Banners (Alma / Jill)
 - i. T-shirts (or ???) for 8th grade family sign-ups?

Incentive to sign-up for Boosters membership. Check out our t-shirts for inventory. Alma will be point on Membership for 8th grade family night.

Motion to allocate up to 25 t-shirts from our existing merchandise stock to incentivize new student families & 8th grade parents for signing up for a membership at 8th grade family night.

Motion: Tricia

Second: Tom

In Favor: Unanimous

Use less expensive shirts and inform Lisa Hoopes.

- f. Concessions (Alma (until another volunteer identified))
 - i. Last bball game Friday. Senior night. Tom will pitch-in during girls Varsity.
- g. Hospitality (Holly) (not present)
 - i. March 18th is 8th grade new family night (perhaps Khal can be involved with promoting boosters, she knows a lot of the families) Alma will connect with Khal. Set up a Boosters table in the room with the student clubs.
 - ii. Bilingual general meeting (on hold)

General meetings will continue to be at 5:30 due to better attendance.

- h. Crab Feed (Tom)

Priorities are to get VIP's in the room! Community oriented people that are going to participate in the event, please invite them personally. Aggregating matching funds for Fund A Need. We need noteworthy live auction items. We hope to have 10-12 live auction items. We will package later. Crab costume for Friday's game?

- i. FAN messaging
- ii. Vote on Hyatt AV cost change

This year the Hyatt is charging an additional \$580 for the clean-up of the equipment on Sunday (3rd party labor is required).

Motion to approve a \$580 increase (from \$720 to \$1300) for PSAV equipment contract at Hyatt.

Motion: Tricia

Second: Tom

In Favor: Unanimous

- iii. Discuss and potentially vote on Big Water Grill bill payment from Crab Feed 2018

We owe John Cheney \$850 (\$600 +\$250 tip). Tom will ask John to provide an invoice. One of the two dinner events has occurred.

Tom moves to honor 2018 boosters commitment to pay a consignment fee of \$850 to John Cheney for the Plastiras wine event at BWG and pre-approve another \$850 for the to-be-scheduled Racich event at BWG pending delivery in 2020.

Motion: Tom

Second: Kevin

In Favor: Unanimous

- iv. Consignment items for 2020 CF:
 - 1. Night in the country tickets
 - 2. Swag for college care package boxes

Ideas; possible IHS swag (Boosters donated), students decorate boxes? Someone to bake cookies? Halloween theme.

3. How do we want to handle additional items before CF

Deadline to accept items is March 1st.

Tom; We need a guideline so that we are not delegating powers to people who make decisions with interested parties. (Conflict of Interest)

Kevin motions Boosters authorize the CF committee chair to be able to procure auction items up to \$500 per item without board approval with a maximum budget of \$2500. Tricia seconds. Tom as CF committee chair recuses himself. We may proceed with an email vote.

v. VIP asks and party sponsorships (we have a core committee; Tom, Joy, Tracy).

vi. Volunteering at the event (sign-up genius is linked to Crab Feed webpage)

Put on Facebook. Board members should all participate.

i. Merchandise (Lisa) (new rolling cabinet for spirit wear)

- Fundraising/Development - beyond Crab Feed (Tom/Holly)(nothing to report)
- Jr Boosters under our charter (Tricia) – tabled; no update

j. Colleen Nibler, IMS Jr. Booster Treasurer is working on IMS 501c3 application. Tricia will follow up

- “Mental health week” (Mary) not present but provided the following information:

- Clint Malarchuk (and his wife Joanie) will be at LTS on 3/12 at 6:00 p.m. Free. He will be at IHS on 3/13.

- IEF is hosting a fundraiser for We the People on 3/26 at the Chateau. Unit 3 will also be presenting.

- Mary is collecting professional clothes for “Dress for Success” by 3/24. A donation box will be put in the office. In need of mens pants and shoes, women’s blouses, skirts, pants, jackets, shoes.

NEW BUSINESS

- CF FAN; brainstorming about target needs. Podcast studio request could be FAN. Funding positions, IHS gets more like \$5,000-6,000 a student not the state allocated \$9,000. A bus for sports travel. Sports field concession building. CBL related support. Tutoring possibly bilingual.

ADJOURNMENT 10:37

UPCOMING CALENDAR

April 15th: 7:45 a.m. Board Meeting, 5:30 General Meeting

March 18th: New Family Night