

INCLINE BOOSTERS CLUB DIRECTORS MEETING AGENDA

Date: Wednesday, January 15, 2020 Time: 7:45am

Location: Conference Room @ IHS

CALL TO ORDER & ROLL CALL

Roll Call: Tom Millhoff, Mary Danahey, Sharon Schrage, Jill Minkle, Tia Rancourt, Holly Racich, Alma Brubaker, Nicolle Larsen (representing IHS Admin, Joy Strotz, Kevin Reeth, Christie Stranzl, Denise Menzies (special guest)

APPROVAL OF November 13, 2019 MINUTES & December 11, 2019 MINUTES

A motion was made to approve the November 13th and December 11th 2019 minutes.

Motion: Tom

Second: Kevin

In Favor: Unanimous. Motion Passed.

OLD BUSINESS

- Committee Reports
 - a. **Financial (Kevin)**
 - i. [Budget review](#)

Kevin provided summary financials (copy attached to minutes). He updated the theatre budget with the changes approved by the board. We are \$139,000 over budget. There are about \$15,000 of pending expenses for 2019 FAN purchases. The theater fund account is closed. The Parasol account is also closed because we pulled the funds over for the theater. And we currently have \$165,000 in cash less the \$15,000 that is outstanding. We collected the money for the adult prom which we will disburse to the senior class (via the school which will then give it to the company for the senior class trip). The \$4k annual funding for the Suburban account has not yet been transferred.

- ii. Paypal balance transfer update

Moved all but \$200 from PayPal account to our checking account.

- iii. Membership deposits
- iv. Gator purchase update

The gator is on the budget as an item. Reymer is still researching gator replacement costs.

- v. Football Uniforms purchase update
- vi. Hyatt Crabfeed Payment

b. Theatre renovation update (Joy)

- i. Project status update

We had to slightly revise the seating plan. The original plan was created pre-CAD days. We had to take out a front row in the center. We now have a credit for those seats. We may be able to reach the district deadline of March 31, 2020! We reviewed the design plan (fabrics, colors, style of seats, carpet, curtains, side walls etc.). We aren't covering duct work on ceilings or sound panels on side walls but it can be done at a later date. We will do a dedication ceremony. Have our students perform at it and maybe even students from the other Incline schools. Perhaps Star Follies skits? Hold the dedication ceremony near the beginning of next school year or ideally before the end of this school year. Joy said to stick in any ideas regarding this on google drive. Invitation & performance ideas etc. We will work more on this in April and May after the Crab Feed.

- ii. DCDF Funding update
- iii. [Seat dedication sales](#) update.

c. Naviance (Alma & Kevin)

- i. Project status update

Kevin spoke to a sales rep after he and Alma met with counselors. There is initial data set-up for the students that we can export from Infinite Campus and import to Naviance via CSV. This provides the profile information. He said the profile is entirely up front. If this doesn't work the counselors can input it. There is also a middleman software that the district has. General discussion about Naviance. 3 extra products; 1.) Curriculum (107 lessons, i.e. 30 per class), we are paying for content including SEL, 2.) Test Prep 3.) Course Planner which will need some custom set up (according to IHS courses). Monitoring progress against it will be necessary with follow-up. We can try all the components and see how the usage is... if it's low we can drop it. Ask counselors for reports.

- ii. Path to decision, timing and funding plan

Kevin recommends we roll it out and let the counselors try it. He questions whether we should buy the test prep. The board would want to know what is working and what is not. We have two excited counselors (who have previous experience with Naviance) who will put the necessary time in. Kevin is willing to be involved. Nicolle said that we could start using it as early as Feb. 1. Naviance will also be used for helping students determine what path they want to take including vocational paths. Renewal funding: Tom suggested we fund the set-up of up to \$10,000 (\$9942.00) and review it after the first year. We should talk to admin about how to fund renewal going forward.

A motion was made by Kevin to approve up to \$10,000 for first year implementation of the full Naviance package for the first year only, with required review each semester, and that the counselors report to the board on how the software is being used by the student. Joy seconded the motion. Motion passed with a unanimous vote.

d. Social Media Committee (Tom)

i. [Adult Prom report](#)

The prom was very successful and raised \$5,000. It could be an annual event.

ii. [OneCause report](#)

The prom event was a test run for OneCause before the auction and it went well.

e. Membership / Banners (Debra / Jill)

i. [Member DB status/tracking](#), distribution, reconciliation with Finance

Debra is resigning. Alma is volunteering to finish this year for membership. Alma will meet with Debra and get all info from her and reconcile membership with finances. The membership database spreadsheet needs work. It could be good to recruit someone for Membership from the incoming Freshman class. Holly is interested in promoting Boosters at the incoming Freshman orientation in March.

ii. Leadership/staffing- see [Bylaws](#) article IV Section 6

f. Concessions (Alma - until another volunteer identified)

i. Inventory management

A few things need to be purchased. Alma is handling this.

ii. Sign-ups

Everything is good with the student club volunteer sign-ups.

g. Hospitality (Holly)

Bi-lingual general boosters meeting Feb. 12 at 5:30. Alma & Holly will organize this.

h. Merchandise (Lisa)

i. Beautification (Denise)

j. Crab Feed (Tom)

i. Hyatt update (HollyB) Holly could not attend today due to illness.

ii. Item Donations (KristyW)

Holly B. went over OneCause with regards to inputting donation items. Enter donations in One Cause online via Boosters website. The more information the better. Be sure to put in the value. "priceless" is an option. Tell Kristy who you are soliciting. VIPs & Ticket Sales (Tracy, Joy)

\$100 general admission, \$150 VIP, teachers are considered VIPs.

iii. AV solution (RobG, Tricia)

iv. Video (Joy)

v. Auctioneer contract (Tricia) Has not been signed yet.

NEW BUSINESS

- **CrabFeed Support (Kristy/Tom)**
 - k. [Auction Items](#) – fundraiser goal
 - l. [Auction Items](#) - Category assignment/board member

The board is essentially the Crab Feed committee. The board members need to solicit up to \$5000 worth of donations/auction items each. Tom will send each board member the donation spreadsheet with assignments. We each need to send emails out to past donors.

There will be a separate CF meeting next week.

- **Denise Menzies concerns re: Crab Feed Auctioneer selection process & related**

Denise feels that the engagement of Rob Green's firm, Bixby Benefit Auctioneers for the 2020 Crab Feed is a conflict of interest. She read her letter regarding this issue to the board members. Denise's main concerns are: precedent, ethics and the conflict of interest policy. #1 Is Rob an interested party? #2 Is it fair that one parent gets paid and others don't. Denise believes we should have gone through the policy step by step before making the decision. She suggests looking at alternatives, look at each case individually. Joy also read a letter from Leslie Hermann regarding this issue to the board. A discussion about whether this is a conflict of interest ensued.

- **[Conflict of Interest Policy review](#)**

Tom said that the board will read the conflict of interest policy and run it through the process regarding Rob Green, give it full diligence and that we will all sign the current COI policy. The board will reconvene at an ad hoc meeting to assess and adjust our approach as needed. This meeting will be held Friday, Jan 17th 11:30 at Holly Racich's house.

- Fundraise Concession / [Expense Policy](#) or guidance for Consignment Reimbursement

ADJOURNMENT 10:30

UPCOMING CALENDAR

February 12th: 7:45 a.m. Board Meeting, 5:30 General Meeting

March 7th: Crab Feed

Ad Hoc Interim Meeting
January 17, 2020, Call to Order at: 11:45am
Location: Holly Racich's home

Roll Call: Jill Minkle, Khal Pluckhan, Holly Racich, Tom Millhoff, Christie Stranzl, Nicolle Larsen (non-voting), Alma Brubaker by phone, Joy Strotz

1. Review of Conflict of Interest Policy

The Board reviewed and signed the Conflict of Interest Policy, as directed to do so annually by the policy.

The Board discussed what policies should be followed when making purchasing decisions. Tricia to follow up with Kevin about developing a purchasing policy.

2. Review of Letter to Board from Denise Mensies regarding her concerns with approving the Bixby Benefit Auctioneer contract

The Board discussed the letter sent by Denise Menzies in January, which raised several concerns about the Board's decision to hire parent-owned Bixby Auctioneers for the 2020 Crab Feed.

The Board determined that this contract did not qualify as a conflict of interest, as the interested party was not involved in the discussion or vote on the contract (nor is the interested party a board member).

The Board also determined that precedent does exist for paying members and students for certain services. Tricia made the point that Seniors actually receive a direct benefit in terms of tip money going toward their senior class trip. Kevin made a point that Seniors have mandatory volunteer requirements for this event but parents do not. The Board also identified various instances where parents, students, and teachers have been compensated from time to time by Boosters for their services, and in fact it is often at a steeply discounted rate, like in the case of this contract.

Tom presented auctioneer contracts for other local auction events, auctioneer payments for prior Crab Feed events, and national average non-profit auctioneer costs to the Board. Comparable contracts: DP auctioneer made \$4800 last year; TEA Gala with same auctioneer made \$6400 plus fees for spotters; IHS 2018 auctioneer fees were \$3400. We determined hiring Bixby Benefit Auctioneers is fiducially responsible given the auctioneering services are deeply discounted from alternative vendors. Additionally, the individual lined up to do our auction has a proven track record with our community.

Finally, the Board took under consideration the optics of a percentage based contract and determined that having a flat fee would be preferable, so this could be budgeted as an event cost rather than an auction cost. Tricia was directed to follow-up with Bixby Auctioneers to request a lower fixed price fee option. Tricia, with the input of Khal and Tom, was asked to respond directly to Denise Menzies.

3. Board Changes

Joy announced that she will not be on the board next year. We should start engaging people and focus on families in middle school and the bi-lingual community.

Debra Ornelas sent her resignation to the board in an email to Tricia. She is resigning for personal reasons.

To maintain an odd number of voting members, as is directed by our by-laws, Tricia moved we change Tia Rancourt's board member status from non-voting member to voting member.

Motion: Tricia

Second: Khal

In Favor: Unanimous. Motion approved.

February 3, 2020 Online Vote on the following 4 contracts:

1. **BK Productions: BK did the A/V last year for the event. This year they offered us a quote with a 350%+ cost increase because they acquired new equipment. Rob Greene was able to negotiate with Ben and they've agreed to do the event with the original equipment for only an additional \$100 traveling charge over last year. [\$992]**
2. **AITW: Spin sent us a contract which appears to be \$250 lower than last year's charge; I don't have copy of last year's agreement; so I'm uncertain if this is lower because we incurred contingent charges (e.g. providing spreadsheets late, etc.) last year or if there's another reason. Tom and I have reviewed this contract and feel the terms are fair. [\$2,500]**
3. **Bixby Benefit Auctioneers: we already approved this, but Rob restructured the cost per our request to a flat fee (as well as adjusted some contractual language at my request); so I'd like to get the board to reapprove this with the revised cost structure. [\$2,000]**
4. **Parasol storage space grant agreement: There's an annual charge for our 2020 storage space at Parasol. I'm told it currently contains Star Follies items and Crab Feed decorations. [\$300]**

Tricia motioned to approve all four contracts.

Second: Tom

In Favor: Tom, Holly, Tia, Dawn, Kevin and Tricia

Motion was passed.