

**INCLINE BOOSTERS CLUB
DIRECTORS MEETING MINUTES**

Date: May 13, 2020

Time: 7:45am

Location: ONLINE CONFERENCE

CALL TO ORDER

ROLL CALL: Tom Millhoff, Tricia Tong, Kevin Reeth, Christie Stranzl, Joy Strotz, Khal Pluckhan, Mary Danahey, Nicolle Larson, Jill Minkle, Dr. Yoxsimer

APPROVAL OF APRIL MINUTES: Motion: Tom, Second: Jill Minkle, In Favor: Unanimous

OLD BUSINESS

• **Committee Reports**

a. Financial (Kevin)

i. Budget review

- \$20k Moore foundation match for Crab feed received. All money from CF has been collected. We came within \$6K of CF FAN goal.
- Notable expenses in April included \$28K to WCSD for Theater project and ~\$10K to Naviance from CF FAN budget, teachers' requests received and paid for ~\$2k more **each** from academics and athletics, track uniforms, and a couple items from last year's CF FAN, and a few more Crab Feed expenses.
- Kevin created a proposed \$90,000 annual operating budget for next year with a \$20,000 rainy day fund which will be presented to next year's board for consideration and approval.

ii. Purchasing policy

iii. 1:1 and teacher Laptop FAN allocations and additional funding

- Dr. Yoxsimer has requested the purchase of new teacher computers and an additional 25 1:1 student computers. The quoted cost is \$44,705. There is a school year-end purchasing deadline for computer equipment this Friday. Once received, the computers will go back to the district to get the software installed and computer imaged. It takes a couple of weeks to a month to receive them back from the district.
- CF FAN included \$25,000 for 1:1 student computers for 20-21 and \$26K for staff computers. Totaling \$51K. In mid-March, Boosters had approved \$15,000 for 1:1 student laptops and \$26,000 for teacher computers, totaling \$41K. Dr. Yoxsimer is requesting an additional \$3706 in funding at this time to make this purchase.
- The school administration should know by July 1, when students have returned their laptops and IHS has inventoried them, if the school will need additional computers beyond this order for next year.
- Jill inquired about the district purchasing some computers. Andrew provided the district with an inventory of IHS computers and he will check with district about the district contributing to IHS' computers. He noted that the district purchases scaled down laptops (Chrome books). Mary noted that we originally wanted to use Chrome Books for our 1:1 program but at that time the district wouldn't approve them. Jill would like to see the district contribute to IHS what they would normally contribute towards our school, rather than rely entirely on Boosters' funding.

Kevin moved to approve an additional \$3705 from 2020 FAN dollars for student and teacher computers.

Motion: Kevin, Second: Jill, In Favor: Unanimous

iv. Football uniform early replacement (Kevin)

- Kevin has proposed a solution and is waiting to hear from Tom Reymer. Bryan Martinez is in the email loop and got the more complete quote. Tom M. Pointed out that this needs to happen soon.

1. Uniform replacement schedule

a. Single bucket uniform budget (Tom/administration)

- v. **Gator request (Kevin)** Will be discussed when going over next year's budget.

b. Beautification (Denise/Tricia)

- Her plan is to spend her budget. She and Dr. Yox have spoken about the items that they plan to purchase into next year. She is willing to stay on as a transition year to finish the beautification work, but would like someone to hand it off to. She's putting together a transition binder. We need to identify someone to step in before the end of next year.

c. Social Media Committee (Tom)

- Google platform is working fine. Tom set up an email and a Google Suite account on our platform for IMS Boosters to conduct virtual meetings. He is documenting the processes of what he's been doing to hand off to the incoming person. He is actively recruiting people to take over the technology role.

d. Concessions (Alma) Transitioning to Leadership class; no update

e. Hospitality (Holly)

i. 8th grade parent virtual meeting (Khal/Tom)

- Khal reported that there is interest from the parents. She suggested having parent to parent first then bring in Administration later. Khal will discuss further at next IMS Boosters meeting and the event will be held later May. Khal and Tom will discuss specific dates offline. Dr. Yox is available to email the incoming freshmen parents about the 8th grade parent virtual meeting. We have 100 families registered for next year (all grades) about 10 more freshmen still need to register. Yox & Jennifer Jango-Cohen put together a video to show the school to the 8th graders.

ii. Teacher appreciation (Alma, Sara Hanson, Mary Collins)

- Staff/Teachers will pick up (school lobby) their package of appreciation end of May. Days to be determined. The package will include sanitizer, TP, fun stuff & local food gift cards. Gift card per package will be \$25. (>50 staff members).
- Need volunteers to help with delivery and donors for local GC's. Asking students to send letters to teachers to include in the baskets. Tricia will bring up these topics at tonight's general meeting.
- Requesting an additional \$300 in budget to cover gift certificates.

Motion to approve allocating \$300 to teacher appreciation.

Motion: Tom, Second: Christie , In Favor: Unanimous

f. Membership / Banners (Alma / Jill)

i. 2020-21 pricing/form (Tom/Nicolle).

- Discussion regarding differentiating membership prices versus gate fees: individual memberships are available to recent alumni (for \$10) and IHS staff (free); children <5 and seniors receive free gate entry. Clarify Non-IHS “student game pass” (K-12) \$10.

ii. 2020-21 outreach plan.

- We do not have an official plan due to COVID and social distancing policies. Keep engaging parents at Boosters meetings. Tom emphasized that it’s very helpful for Dr. Yox to send email blasts to all parents and incoming parents especially. Boosters doesn’t have access to all student family emails only Boosters members. Tom would like Dr. Yox to pitch Boosters membership in an email perhaps before the 8th grade parent virtual meeting. We need the form and pricing finalized first. Yox is happy to put out communications to promote Booster membership. He can also communicate through connect eds. Mention it at tonight’s general meeting.

g. Crab Feed (Tom)

i. Funds on hold in case of cancellations (Tom).

- Kevin: \$20,500 at risk from live auction. Our buffer may go away if we have to refund. Tom: if an event is cancelled, we will refund. Put the restriction in next year’s budget that \$20,500 is at risk and we manage it that way.

ii. Follow-up tasks

1. Plaques and letters to business sponsors; others (Tricia)

- A lot of the vendors are not available at this time.

2. Follow-up on parties.

- Most parties have been postponed except for Mixology. Tom; the party donors/hosts are in charge of their events. The hope is to reschedule them in the future.

iii. \$50K grant status (Nicolle).

- E.L. Cord grant has been written & submitted. Added the idea of increasing WIFI availability out to the parking lot and possibly the field (due to COVID, the hot spot would be a good addition). It is being worked on with IT Dept. and WCSD.
- Dr. Yox and his wife helped to write a grant to NV Energy to help with Graduation/Senior Recognition. It was written for \$5000. Nicole informed us that Parasol Foundation is funding \$2500 to sponsor our seniors in the Tahoe Daily Tribune. Online and hardcopy version. There is an Adopt-a-Senior program on Facebook.
- Grants are IHS endeavors, not Boosters’.

iv. Crab Feedback Survey.

- 100% of people had fun and plan on attending next year; they liked the Western theme; food was better than the past (preferred the Dungeness crab); and 80% liked the silent auction and raffle. Suggestions included a circular stage in the middle of the room and auctioning a puppy. Feedback was very positive!

h. Theatre Renovation update (Joy)

i. Project status update.

- We heard from Kaitlin Davis at the district that there are some delays in receiving lighting for the theater and seats due to slowdown in production due to COVID. Joy has photos, text her if you'd like to see them. They've finished wall changes, stage expansion and wiring.
- Joy has reached out to the Duffield Foundation about recouping some of our theater investment dollars.

ii. Seat dedication sales.

- Grand total from 2017, \$18,450 and we raised just under \$14,000 this school year with a mild drive and some generous donors buying full rows. Finish date is uncertain although they are hopeful for June. There is a contingency plan with Washoe County in place that everyone is happy with. Everything has been ordered. A small leak occurred from the boiler, but Washoe County is covering that. At this moment Joy doesn't anticipate any additional overruns.

i. Merchandise (Lisa)

i. Hand off summer procurement from Joanne to Devine to ???

- Joanne will explain how it works to incoming person. The need will be mentioned at meeting tonight. Tom has some prospective people that could be interested.

- **Fundraising/Development - beyond Crab Feed (Tom/Holly)**

j. Thermometer.

- Tricia has talked to Holly off-line. It will likely be an all school/all community fundraiser instead of a high school specific one. Tom suggested refurbishing the highway sign at Chevron to include the thermometer.

- **College counseling talks from Edplanit (Leslie Hermann/Mary Danahey).**

- All is still in the planning stages due to the fluidity of the situation. Leslie is focused on boot camp preparations, which will happen either in person or on-line. Leslie is also reaching out to colleges to see if they are doing any outreach to students due to COVID.

- **Jr Boosters under our charter (Tricia)**

k. Colleen Nibler, IMS Jr. Booster Treasurer is working on IMS 501c3 application – no update

- **How can Boosters best help in the time of COVID-2019? (Tom).**

- Senior graduation committee (support, recognition and graduation planning) has been created. Tom explained that Max is working on a project under Leslie Hermann's suggestion that creates an informal matching of people who have work needs and people who can deliver on those needs. He is doing this with some oversight from the Rotary. It's a way to get people who have time and need money to deliver services in an informal manner. Perhaps Boosters can promote.

- **20/21 Board Recruitment, Annual Meeting, Elections and Transition Planning (Tricia)**

- List of candidates (Tom).
- Returning board voting positions: Tom, Alma, Kevin, Tia and Khal. New prospective members: Pauline Leoncio, Holly Beaulac and Sara Hillman. Tom is reaching out to Hispanic community (Nohemi Cardiel, Cintia Salazar, Jasmine Gonzales), Athletics and to Rising Freshmen parents too with Khal's help. Also outreaching for committees, Nicole Ellis, Liz Fuller are interested and Colleen Gottlieb may be financially supportive if there is a strong financial need. Melissa Sano has a strong IT background and would like to get her onboard. We have

8 prospective board members. 9 would be good but can go down to 7. Jill is open to continuing if needed which brings it to 9. There will be a vote tonight at the general meeting on how many board members to elect in June.

l. Annual Meeting/Elections planning (Tricia/Kevin).

- It will likely be an online process. Details will be ironed out by June.

m. Board onboarding, transitions, and training (Tricia)

**officer roles, member policies, processes, bylaws, COI, fiduciary responsibility,
“how to be a board member”**

n. Establishment of 2020-21 Vision, Goals and Budget (Tom/Kevin)

- Kevin has some ideas on restructuring a slimmed down budget for next year.
- Tom has been working on proposing some visionary ideas including: 1.) CBL being a core focus that Boosters can support. Yox thinks we're ready for CBL to be a focus. It can dovetail with online learning due to COVID. Learning not the grade is the priority. Students voice and choice and where they learn is an element. Distance Learning would be one piece of the CBL program. Distance education rolls nicely into the CBL messaging. 2.) Finding ways to better engage with underrepresented communities (Hispanic), athletics and new families. 3.) Resilience (mental health, domestic situations (committing to learning outside of the classroom). One approach could be holding an informal meeting with the new prospective board members. Tricia would like to have a proposed set of goals and visions to present and the new board can vote to approve them. Get Staff side of vision goals including; Dr. Yox, Kamara Snearly, Joanne Devine, Assistant Principal Mark Scozzafava (he has worked in the Incline schools before).

- **IEF (Mary/Sharon)**

- Challenge Success from the Bay Area has a webinar about how parents can navigate, cope and help their kids cope with distant learning. It's a 45-minute webinar with a 15-minute Q & A. It costs \$750 to do a K-12 event. IEF is co-sponsoring, and requesting \$250 in funding from our organization to help make it happen. Dr. Yox thinks it's a pretty good program with consistent messaging regarding mental health. He prefers splitting it into two sessions, K-5 and 6-12. Mary will forward a link (You Tube video) which is geared towards K-6 so members can see what it's about. Tricia suggested that Dr. Yox has an Academic budget that perhaps this could come through. Dr. Yox confirmed that there is close to \$1,000 in the “other departments” budget that he could use.
- Mary requested that Tom repost the link to Incline Serves.

NEW BUSINESS

- Graduation. Parents have been meeting on Mondays. There may be a social distanced graduation in June. Boosters has a \$1,000 graduation budget usually for BK Productions and a reception.
- Senior class gift: Leadership is asking if Boosters will help fund a motorized flag for the gym. The total cost is around \$9,000. The Class of 2019 will fund \$2,900 and the Class of 2020 will fund \$5,000. That leaves a balance of around \$1,000. Joanne has to update the quotes received last year so that number could be a little higher. Tracy Cohn is looking for donors to cover the balance but asking if Boosters might consider covering the last \$1,000 if other donors aren't found.

Dr. Yox said there was an anonymous donation for the flag and everything is covered now. Washoe County Safe and Sober is going to hold onto the senior class funds account. When that is over the Senior class asked if boosters would house the funds because they need to shut down the senior account. Tricia told them that is fine as long as whatever they spend meets our mission. They will get back to us on this.

- General meeting topics and format
 - o. June Election
 - i. Motion and vote on number of board members to be elected. 9 is the #.
 - ii. Presentations from candidates. Tom suggested prospective members submit a written statement, paragraph or CV/resume instead of presenting live during a meeting,
 - p. Teacher appreciation help requests (Tom will put on “Welcome Slide”
 - i. GC’s; delivery assistance
 - ii. Letters from students to teachers
 - q. Go Fund Me for Senior recognition
 - r. 2020 Graduation planning / committee
 - s. Need volunteer to help with IHS gear procurement over summer.

Tom will have a slide for meeting tonight mentioning Scazzafava, election and committee positions including Merchandise, IT/Social Media, Hospitality. Scazzafava may attend meeting tonight.

ADJOURNMENT. 9:30

UPCOMING CALENDAR:

Board Meeting June 10 7:45 a.m. General Meeting 6:00