

**INCLINE BOOSTERS CLUB
DIRECTORS MEETING MINUTES**

**Date: Wednesday, March 11, 2020 Time: 7:45am
Room @ IHS**

Location: Conference

CALL TO ORDER

ROLL CALL: Nicolle Larson, Mary Danahey, Kevin Reeth, Tom Millhoff, Tricia Tong, Joy Strotz, Alma Brubaker, Christie Stranzl

APPROVAL OF February 2020 MINUTES

Motion: Tom

Second: Kevin

In Favor: Unanimous

OLD BUSINESS

- **Committee Reports**

- a. **Financial (Kevin)**

- i. **Budget review**

Per Kevin's email, none of the Crab Feed funds from Saturday night are included in the balance sheet or P&L.

Kevin uncovered a \$2,300 item that had been ordered from 2018 FAN funds but not yet paid. Because we had allocated all unused 2018 FAN dollars to school beautification, Kevin has gone back to reduce the latest budget for beautification by that amount. That check has not yet cleared.

There's an outstanding check for \$2,500 for the balance of the Clint Malarchuk engagement.

- ii. **Purchasing policy**

- iii. **Football uniform early replacement (Kevin)**

Football team needs away uniforms for this Fall. Kevin would like to allocate fund from this year's budget because the cost will be combined with unallocated athletic budget dollars (wrestling budget and general athletic).

Motion to give \$1500 for football "away" uniforms.

Motion: Nicolle

Second: Kevin

In Favor: Unanimous

- iv. **Uniform replacement schedule**

Suggestion made to alternate football uniform replacement every 2 years (home uniforms / away uniforms) because the cost of football uniforms is so much larger than other sports teams, and it would make the uniform budget more similar year over year.

Discussion about how to get uniforms back from students i.e. they can't play another sport if they don't return uniforms.

Idea was proposed that the Athletic Director (AD) receives a single uniform budget from Boosters for the year instead of a budget by sport, and the AD manages it and makes the decisions.

Kevin will talk to Tom Reymer and Dr. Yoxsimer regarding these ideas and report back to the board with a proposed plan.

v. Gator request (Kevin)

Tom Reymer has not come up with a quote for a Gator within our allocated budget, so this item is still on hold.

b. Beautification (Denise) no report

c. Social Media Committee (Tom)

Update to be provided under Crab Feed.

d. Concessions (Alma (until another volunteer identified))

i. Potential transition to Student Leadership

Joanne Devine proposed that student leadership run Concessions. Boosters does not profit much from concessions, and managing the program requires a large amount of volunteer time and effort.

Motion to give Concessions to student leadership next school year.

Motion: Nicolle

Second: Kevin

In Favor: Unanimous

e. Hospitality (Holly)

i. March 18th 8th grade new family night

We will have a membership table set up in the same room as the student clubs to recruit new families. The board is encouraged to attend and represent Boosters at Family Night. We will use our current membership form and emphasize "last chance to get 2020 prices.. sign up now!". Alma will bring forms and put some in the office. Promote event and membership pricing on social media.

f. Membership / Banners (Alma / Jill)

i. Membership pricing for 2021-2022

Board discussed updating and simplifying membership form and pricing for 2021-2022. Ideas included separating banners & corporate sponsorships from regular membership and not charging Incline middle school students at games. The gate fees are a school athletics / administration decision which requires Reymer or Dr. Yoximer's approval.

Tom and Nicolle will work on revamping 2021-2022 membership and present proposed changes to the board at our April meeting.

Board agreed to allow membership renewals for 2021-2022 under this year's membership plan costs through year end.

ii. T-shirts for 8th grade family sign-ups

Because there is not a large supply to t-shirts, the board agreed to hand out Boosters logo seat cushions with membership sign-ups instead.

iii. Tahoe Forest banner

Tom Reymer has requested we make a gym banner for Tahoe Forest. Tahoe Forest is generous and does a lot of volunteer work by providing medical aides, an athletic trainer etc. We will give them a corporate banner for free (Tahoe Forest will cover the cost of making the banner). Jill Minkle to follow-up with Ryan at Tahoe Forest. (Tricia will alert Jill.)

g. Crab Feed (Tom)

i. Initial financial report of event.

Kevin reported from a cash flow standpoint that there are about \$18,000 in checks and some cash to deposit, and we are waiting for the CF credit card payments to clear our account. We also don't yet have all expenses for consigned items and silent auction entered. Per Tom's prior email, if you have invoices for any of these items, submit them ASAP.

Tom estimated Crab Feed CF **gross** revenue at \$219k. Top line revenue from Spin was: FAN \$94k, raffle \$4.2k, wine \$3.7k, Boosters wine sales \$3.1k, sponsors of silent donations \$14k crab feed, silent \$25k, live \$30k. This does not include revenue from One Cause, notably ticket sales and business sponsorships. Note that Saturday night's event revenue is not included in the financial statements for this meeting.

Including dollars pledged to FAN outside of the event and anticipated matching, we estimated \$124k was raised in FAN exclusive of the potential \$50K matching grant, or about 80% of our \$150K target.

Motion to reimburse Tom M. for Crab Feed expenses and consignment for Night in the Country totaling \$5326

Motion: Tricia

Second: Joy

In Favor: Unanimous

Motion to approve and reimburse all CF consignment expenses submitted to date.

Motion: Tricia

Second: Tom

In Favor: Unanimous

We discussed reallocating some of the leftover wine from Crab Feed for use at sign-up parties, and returning the rest to the distributor, if we are able to do so. Tom Millhoff will make these arrangements.

ii. Availability and allocation of funds

Motion to allocate \$7133 for the podcast studio project to be run by Denise Menzies.

Motion: Tricia

Second: Alma

In Favor: Unanimous

Mary Danahey inquired about the availability of Translation earphones. It was discussed if Tina Pazell requested these and if they were approved in 2018 FAN. It was determined they had not been requested. These headphones are the system the school district uses. Nicolle and Alma roughly estimated that we have a 50% Hispanic student population, and roughly 20% of our Hispanic parents speak fluent English. Nicolle is going to research the need for this technology and pricing and come back to the board with a proposal.

iii. Event debrief meeting [Th 7:30pm @ R. Green's home]

iv. Follow-up tasks

1. Thank-you's / acknowledgements to donors.

The board agreed to collectively write handwritten thank you notes and/or make calls to FAN and live auction donors. Tricia and Joy will write a script for calls, and Tom will design an online survey where we can direct donors who we don't reach or who don't have time to talk. This is a way to engage our supports more in our organization.

We agreed to add Development (community outreach debrief) to our agenda. 90% of development is relationship building and personal outreach. One goal is to get more members to volunteer with ancillary programs (match up with their skills) i.e. WTP coaches, mock interviews etc. What are the National Honor Society projects? The goal is to have our board members actively make connections with the community and engage people. Nicolle will be involved with leading this effort.

Discussion about including a list of donors in future programs and on our website under a donor page.

2. Plaques and letters to business sponsors; others?

There were 8-10 big dollar donors this year. The board brainstormed ways to thank donors. Business donor benefits included a commemorative thank you letter with a photo of class of 2020 (or a plaque for very large donors). We discussed giving swag packages to the large room donors. Tricia will check with CF committee about assembling those.

Joy suggested a “Stars of Incline” walk of fame at the entrance to the Theater to acknowledge big donors (\$10,000+) from the last few years.

3. Party attendee lists to party organizers

Tom will provide party organizers with names and contact information for party attendees.

4. Crab Pot donor lists to club/teams for thank-you’s

Students clubs and teams should acknowledge their individual crab pot donors. Tom will provide lists to the coaches/sponsors of those organizations.

v. \$50K grant status

Nicolle will manage the grant application for IHS. The board asked Nicolle if we need to keep technology FAN dollars in our account until she had applied for and/or received a response regarding the E. L. Cord matching grant. [Nicolle followed up that it is NOT necessary for us to hold funds.]

h. Theatre Renovation update (Joy)

i. Project status update

Tricia and Joy provided a detailed project update via email in advance of our meeting. (Attached to minutes.) In brief, last November we funded the renovation project at a 5% contingency level (~\$35K in contingency dollars.) Currently the project has incurred ~\$52K in change orders. The project team proposed we eliminate the AV alternate from the project, which would reduce the project cost by ~\$32K, in order to move forward with the existing budget.

Saturday’s CF FAN ask included \$32K for the Theater AV technology. We can additionally fund the project, to keep AV in the current work scope, or put together a secondary project after the renovation is finished to add AV. The costs to do the same work as a secondary project are not known.

Funding an additional \$70K would bring the project budget up to the 15% contingency level requested by WCSD back in November. The total funding which will be needed to complete the project is unknown, but it is likely to be considerably less than \$70K.

Kevin noted that we have \$40K in 2019-20 budget allocations that is not going to be spent this year, and suggested we factor in the 15% contingency now so we don’t have to revisit the Theater budget.

Joy noted that she will go back to DCDF as well to see if they will pitch in any additional funding, because they left the door open for us to do so during our earlier meeting about CF sponsorship.

ii. Seat dedication sales

We are at \$12,900 in seat dedication sales. We will continue to market those through OneCause.

iii. Allocation of funds for A/V and future change order needs

Motion to authorize making \$70k available to school district to add back the AV project with full 15% contingency with a stipulation that any unused funds will be returned to us by the district.

Motion: Kevin

Second: Tom

In Favor: All

Follow-up – Joy and Tricia informed the district’s project team of our board’s approval of additional project funding. They do not require cash in hand to move forward and will keep the AV alternate in the project scope. Also of note, change order costs have been reduced to \$48k based on additional negotiation with the contractors and alternative change order solutions. The project will require ~\$13K of the additional \$70K in allocations if no other change order issues are encountered.

i. Merchandise (Lisa) (no update).

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

Tom discussed diversifying giving via OneCause (or other?) for clubs/teams (Crab Pot) or other specific needs.

We discussed allowing our contract with One Cause to renew (It renews unless we cancel the contract). The more events we do, the more value we get out of it. Khal would like to use it for Junior Boosters events, and we can use it for Adult Prom. We need to delegate administration and to have more people to build skills on it.

Joy proposed putting the FAN video online to Boosters website for donations (we will leave FAN, crab pot, party sign-ups open). The video is on You Tube and it has a link to the Boosters website at the end for people to be able to donate. Joy has photos that she can post on her website for purchase and provide revenue back to Boosters.

From an online presence standpoint, we need to consolidate e-commerce. We can lose PayPal. We will keep Square for e-commerce.

• College counseling talks from Ed Planit (Leslie Hermann)

Leslie would like to use the last \$400 of our Ed Planit allocation to give a parent seminar. Many ideas on topics including how to pay for college/scholarships. She would like parent input. Tricia would like to have this talk bilingual and promote it to our Hispanic community. Leslie speaks Spanish. Perhaps we can promote it through AVID students so their parents will attend. Mary is going to spearhead this with Leslie.

Leslie is also planning on doing Bootcamp through the G/B Club again.

Motion to approve remaining \$400 from the college fit program to support Leslie’s presentation to the parents on college finance and scholarship search and we ask that she work with Mary D. to make it a bilingual presentation.

Motion: Tom

Second: Joy

In Favor: Unanimous

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

Colleen Nibler, IMS Jr. Booster Treasurer is working on IMS 501c3 application. She has all the documentation but hasn't submitted it yet.

- **IEF (Mary/Sharon)**

Chuck Malarchuk talk Thursday 6pm at LTS gym

Not too many high school parents signed up yet. His wife Joanie will be there and also Sierra Community House to provide resources. This is more of an uplifting talk. He will speak at IHS the next day.

3/26 IHS mock interview day; need professional clothing donations

Mary is setting up a box today at IHS and LTS lobbies. Students can keep the clothing.

Amanda Mongolo is collecting Prom attire and shoes, accessories & jewelry. She is working with thrift shops.

3/26 6-7:30pm at the Chateau, WTP Fundraiser/Event, "How UPPITY Women Amended the Constitution"

Dr. Amy Pason from UNR is speaking. WTP Unit 3 is presenting.

NEW BUSINESS

BOARD RECRUITMENT

Tricia will coordinate attending the next IMS boosters meeting with Khal, Colleen and Kari.

We all need to do outreach to new parents for members, and board members in particular, for next year.

ADJOURNMENT 11:13

UPCOMING CALENDAR: TBD