



INCLINE BOOSTERS CLUB
BOARD OF DIRECTORS MEETING MINUTES
Monday, July 6 · 7:45 – 9:45am Location: [Google Meet](#)

1. Opening: Call to Order, Roll Call, Welcomes.
Attendees: Kevin Reeth, Tom Millhoff, Sara Hillman, Pauline Leoncio, Alma Brubaker, Khal Pluckhan (Quorum), Tricia Tong, Tracy McKean, Mel Simon (later arrival)

2. Approval of Prior Minutes
OUTCOME: July 10 and July 11 minutes were approved by unanimous consent.

OLD BUSINESS & COMMITTEE REPORTS

3. Board Appointments

- 3.1. 9th Voting Board Member

Tom introduced Tracy McKean as potential 9th Board Member. The Board had reviewed her bio and discussed her background and interests.

OUTCOME: Motion to appoint Tracy as Board Member with full voting rights was approved by unanimous consent.

NEXT STEP: Tom to update Website and have Tracy review and sign Conflict of Interest policy.

- 3.2. IEF Non-Voting Members

Tom moved to appoint an Incline Education Fund representative – typically Mary Danahey or Sharon Schrage – as a non-voting Board Member.

OUTCOME: Motion was seconded and approved by unanimous consent.

NEXT STEP: Tom to notify IEF and share Calendar Appts

- 3.3. Principal's Presentation

Dr. Yox provided an update on 2020 graduation planning and fall school opening under COVID. We'll know more after the July 7 WCSSD School Policy presentation. Discussion of how Boosters can be most helpful in the coming year: Yox expects IHS will need support ensuring access. There is concern about a lack of internet action at home and school. IHS may need help with funding external wifi, in-town hotspots, family wifi, as well as recording and streaming classes (Yox noted most staff feels comfortable returning to IHS). IHS may also need help purchasing Personal Protective Equipment.

4. Financial (Kevin)

- 4.1. Treasurer's Report & 2020-21 Budget approval

Kevin presented the Balance Sheet and Budget. Budget was discussed in-depth; Total Operating Expense budget is ~\$100k plus about \$16k in funds earmarked from 2019-20 Carryover projects as detailed below. For details see "ADDENDUM: TREASURER'S REPORT – JULY 2ND EMAIL" below.

OUTCOME: Motion to approve budget was approved by unanimous vote.

- 4.2. Consolidation of Athletics budget

Board discussed risks & benefits of consolidating the Athletics budget under a single line item to be administered by Athletics Director. Substantial concerns re: allocation disputes, transparency, Title 9 allocation and abdicating allocation of Boosters funds outweighed benefits of simplifying budget and providing more responsive allocations.

OUTCOME: Given lack of support the concept was not brought to vote – no change.



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NEXT STEP: Mel will informally explore how other schools' athletics budgets are managed

4.3. Establishment of Reserve Account

With \$330 in cash and current year Operating Expense and Rainy day needs of ~\$143k, Kevin proposed we invest excess reserves by re-establishing a Parasol account. Kevin has not yet investigated their investment portfolio alternatives and risk profiles, though he and Tom expressed interest in placing funds in low-risk, high liquidity investments. Tricia suggested we consider alternative fund managers. Tom noted that Parasol's non-investment benefits include access to their grant-tracking software, occasional nonprofit training, Boosters storage facility and Development networking. Board agreed to have Kevin research reserve account alternatives before making a decision.

NEXT STEPS: Kevin will assess Parasol & it's investment vehicles vs alternatives and propose reserve fund specifics at the next Board meeting.

5. Membership / Banners (Alma)

5.1. Welcome Letter

Alma requested a Welcome letter to be sent out ~1 week before School starts.

NEXT STEPS: Tom will draft Welcome letter for distribution pending prior exploration of Membership Value Proposition (below)

5.2. Membership Value Proposition

Board discussed need to re-define Boosters' value proposition to membership given likely lack of sporting events. Tracy proposed 4-year memberships as a way to avoid annual renewal headaches; online banner sales and gift cards and drawings were also suggested. Board agreed to convene an ad-hoc Membership Committee to think through our membership value proposition / appeal so we're well positioned to attract strong membership in August.

NEXT STEPS: Tracy will coordinate July Membership Committee meeting(s) with Alma, Tom, Nicole, Mel & Pauline to firm up our value proposition.

5.3. Hispanic outreach plan.

Tom sent current Membership Form to Alma.

NEXT STEPS: Alma will translate form into Spanish... pending input/changes resulting from the coming Membership Committee meetings.

5.4. ID Banners lead

Board agreed that - given COVID's uncertain impact on gym activities - it was too early to put energy into Banner sales. However Website and social media Banners and recognition remains a possibility.

OUTCOME: No action; Membership committee to consider online membership recognition.

6. Development (Nicolle)

Nicolle's Development Committee plans a "Thank You" social on August 30 at Holly Racich's home for ~20 VIP couples. Simple appetizers; Holly will provide the alcohol. Not a fundraiser, this is a relationship-building "Thank You" event, themed around Yox's vision for CBL and school Pandemic



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challenges. The Development Committee needs some funding for invitations. To expedite funding and ensure support for ongoing Development efforts, the Board discussed creating a “Development” line item in the Budget. Tom moved to create a \$1k annual Development budget; Mel seconded.

OUTCOME: Unanimous approval of \$1k “Development” line item in annual Budget

NEXT STEPS: **Nicole** & Development Committee will meet again 7/15 to advance Event Planning. **Kevin** will update Budget.

7. Fundraising / Crab Feed (Pauline)

Pauline set the Board’s expectation what we may not have a Crab Feed fundraiser this year, and must explore alternatives. Tom mentioned that Parasol has an on-demand “Shifting Your Events Online During COVID-19” program available at <https://grantspace.org/training/shifting-your-events-online-during-covid-19/>. Pauline wants to explore fundraising alternatives soon; Tracy, Tom and Mel

NEXT STEP: Pauline will convene a Fundraising Committee meeting.

8. Hospitality (Melanie)

8.1. Board Social / Vision meeting

Mel has offered to host a Board social so we can meet face-to-face, build bonds and informally discuss our vision / objectives for the coming year. Probably simple cocktails and appetizers on her deck.

NEXT STEPS: Mel to coordinate calendars and schedule a meeting for this Thurs 7/9 or week of July 20.

8.2. Freshman Welcome

Last year Boosters bought and hosted lunch for School’s Freshmen Welcome day.

NEXT STEP: Mel to think about how to welcome freshmen during COVID

8.3. Back to School Night

Last year Boosters purchased appetizers and staffed hallways on all 3 floors during Back-To-School night for a big membership push.

NEXT STEP: Mel to enlist Board’s help to think through how to manage BTS night during COVID

9. Communications / IT (Sara)

Sara posted July blog on Website.

NEXT STEP – Tom to help Sara push this out via email.

NEW BUSINESS

10. “How to be a board member”

Our pro-bono Legal advisor and past Boosters President Alan Tiras has offered to conduct a ~90min “How to Be a Nonprofit Board Member” online session... but we have full summer plates to date setting was tabled.



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11. Highway sign renovation

NEXT STEP: Sara & Tom to coordinate renovation, update sign info.

12. Conflict of Interest Policy

OUTCOME: The Board “DocuSigned” the Boosters Conflict of Interest Policy, archived in the Google Drive Policy folder.

NEXT STEP – Tracy must review and sign.

13. Calendars, next meetings

Board confirmed Google Calendaring is working. Next Board meeting is online Friday August 14 7:45AM. Interim Ad-Hoc July meetings include Development (Nicole 7/15), Membership (Tracy, TBD), Fundraising (Pauline, TBD) & Board Social (Mel, TBD).

ADJOURNMENT



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ADDENDUM: TREASURER'S REPORT – JULY 2ND EMAIL

Re: Financial docs for Monday (7/6) board mtg

From: Treasurer Incline Boosters To: Boosters Board

Date: Thu, Jul 2, 1:42 PM (4 days ago)

Hi everyone, and welcome to the 2020-21 fiscal year. Attached are 3 financial files for your review in preparation for Monday's Board Mtg.

A quick summary of 2019-2020 (represented by the Balance Sheet and Budget vs Actual files)

Income:

- While we didn't generate as much money as planned from Crab Feed (we set a pretty aggressive goal,) we still did great and, I believe, raised the second highest amount ever.
- Memberships and banner income came in right where we expected.

Expenses:

- By far the largest expense was the theater renovation, which came in about \$136k over budget. We had used the majority of our rainy day funds earlier in the year to cover theater cost overruns, but thanks to the Duffields, Kathleen Moore and a number of community members who purchased seat sponsorships, those funds have been restored.
- The teachers and administrators underspent relative to their overall budgets, which seems to be a recurring theme.
- While we approved \$12,000 for the school to purchase a Gator utility vehicle to replace the aging golf cart, they were unable to source one within that budget.
- We had allocated the remaining 2018 Fund-a-Need dollars to school beautification, but it appears that most of that money did not get spent.
- The Athletic Director placed an order for \$8,200 worth of away football jerseys and pants, but we didn't receive the final invoice in time to pay before the end of the (fiscal) year.
- We authorized and spent an extra \$5,000 to have Clint Malarchuk come in to speak with the kids about mental health.
- We also authorized and spent the first year's installation and subscription expenses for Naviance, a college and career readiness platform.
- Anticipated smartboard spending came in quite a bit lower than expected.

Balance sheet:

We ended the year with \$458,597 in the bank, with \$32k set aside for replacing the school Suburban in the future.

- \$96,400 of the money in our checking account is earmarked for Fund-a-Need spending (with \$44,700 of that getting spent very soon on laptops for students and teachers.)
- \$27,255 of the money represents 2019 Fund-a-Need money that never got spent. As a policy, we will be rolling those funds over into the 2020-21 general fund.
- With our emergency funds being replenished, I'd recommend re-opening a short-term investment account with Parasol and move at least a full year's operating expenses there. We earn no interest at the bank, so it makes sense to put some of the money to work.

Next, it's time to discuss the proposed budget for 2020-21, as represented in the 2020-21 Budget file.



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When looking at the budget, the biggest thing to recognize is the difference between operating income/expenses and directed income/expenses. We generate our operating income from memberships, banners, profits on merchandise (a small amount) and profit from the Crab Feed event. These funds are used to cover the annual budget amounts for teachers, administrators, coaches, and the running of the Boosters organization.

Separately, we also raise money for specific purchases. Most of these come from the Fund-a-Need raise at Crab Feed, and the proceeds are to be used explicitly for items we asked community members to pay for. For example, laptops for students and teachers, Naviance software renewal, a Podcast studio, etc. The expense lines for these types of items will match the income lines - e.g. we should spend exactly what we raised.

As for operating income and expenses, given everything going on with Covid, it may make sense to be more conservative in our planning for the coming year. As such, I'm submitting a preliminary budget with operating expenses closer to \$100,000 (down more than \$50k from the prior year.) Most of the reduction will come from school beautification, as we've been spending money there for a few years.) This being said, the totals in this budget actually show operating expenses of \$116,450. The explanation for the extra \$16k is as follows:

- \$8,200 is for football expenses that should have been paid in 2019-20. While we don't normally roll money over by department on a year-to-year basis, this was simply a payment timing issue created by Covid supply chain problems
- \$1,500 is for 2020 graduation expenses that also just didn't get paid before 6/30. \$1,259 remained in the graduation and teacher appreciation budgets, so I'm recommending we authorize the extra \$241 out of our general fund.
- \$4,400 comes from Milton Hyams for textbooks based on a substantial increase in enrollment for those classes (multiple AP classes, which is pretty exciting.)
- The remainder for reimbursing teachers for printer ink used during the distance learning part of the year. We had placed a deadline, but one of the teachers was sick and missed it.

I've added notes to a number of lines to provide additional context and will be happy to answer any questions during Monday's board mtg.

I will also be loading these files on Google Drive shortly.

Looking forward to our first board mtg together.

- Kevin