



INCLINE BOOSTERS CLUB BOARD OF DIRECTORS MEETING MINUTES

August 18, 2020, 2:00PM-3:40PM

Location: Google Meet

meet.google.com/irf-pkdx-xwj

1. Opening at 2:00pm: Call to Order, Roll Call, Welcomes
Attendees: Tom Millhoff, Khal Pluckhan, Pauline Leoncio, Holly Beaulac, Kevin Reeth, Sara Hillman, Mel Simon, Tricia Tong (Quorum), Dr. Andrew Yoxsimer, Tracy McKean, Mary Danahey, Alma Brubaker (later arrival)
2. Approval of Prior Minutes – Corrections, Comments,
OUTCOME: July 6, 2020 Minutes Approved by Unanimous Consent
3. Principal's Presentation, Dr. Yoxsimer's Update on School Opening. Three Procurement requests to support opening during COVID-19 pandemic:



3.1. Eight HEPA Air Purifiers for Interior Rooms that lack air ventilation. Sara provided consumer report information. These HEPA filters are effective against COVID-19. Purifies 500 sq. ft. space every hour. Some purifiers are extremely noisy, so balance noise vs. effectiveness. Costs range from \$300-\$800 per unit. Order lower cost purifier to evaluate. Elementary school is okay, but Middle School will need them. IEF looking at local Ace Hardware to receive a discount. Note that Dr. Yoxsimer later said the exterior windows cannot provide airflow because once opened, they cannot be closed without major effort, and exterior rooms have air exchangers that vent to the outdoors. Also, fans are not recommended because they just move COVID air around the building.



3.2. Hand Sanitizers, either wall-mounted or on stands at classroom entrances.



3.3. Canopies for outdoor classrooms, at least 4 but up to 10-15 canopies, some side-by-side. Need to secure them from wind & theft. Mary receiving one today, cost \$200, to test. Mary is providing stumps for seats, and IHS provides portable chairs that are easy to wipe down. IEF take lead on marketing out-reach, and scoping what the urgent needs are & their specifications. Then Boosters can order more quantities for IHS.

3.4. Discussion of procurement requests. Need a process to expedite and qualify procurement. Defer to Incline Education Fund (IEF) to determine the right items. Don't let this process stop us from moving quickly. We have a process for canopies by purchasing one and evaluating effectiveness. Dr. Yox proposed an air purifier that's under \$300. Tom & Sara to procure one to evaluate noise level. Defer to IEF for hand sanitizers. Discussion re: allocating a line item budget to expedite procurement given the exceptional situation around COVID; authorize Tom and/or Kevin to purchase. Budget \$500/purifier x 8 = \$4,000, \$300/canopy x 10 = \$3,000, \$50/hand sanitizer x 30 = \$1,500, so Boosters provides a total of \$10,000 out of rainy day funds for COVID-related procurements. Current budget covers 2 years of rainy day funds at \$100,000/year = \$200,000 total. **OUTCOME:** Tom motions to approve \$10,000 to expedite COVID-related school opening funding, primarily for purifiers, hand sanitizers, and canopies, and includes a motion to have a COVID Procurement Committee, a sub-committee to make sure we purchase the right quantities & items. Kevin, Sara, and Tom as committee members. Kahl seconds the motion. APPROVED by unanimous consent.

NEXT STEP: Kevin, Sara, and Tom to meet.



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OLD BUSINESS & COMMITTEE REPORTS

4. Financial (Kevin): Spent money on increased textbooks requests and reimbursing graduation expenses. No money coming in. See below the Treasurer's Financial email dated August 18th. Kevin spoke with the Parasol representative and they earned 2.6% with their most conservative fund, then paid a 1% management fee, so net 1.6% return. Since the return is so low, we could even lose money. Our philosophy is to be conservative and preserve our money. **OUTCOME:** No Action Required. Keep cash in Umpqua checking and keep it safe. **NEXT STEP:** Alma relayed that Bryan Thornton has an order that wasn't paid yet. He said it was a large amount. Alma will send an invoice once she has it.
5. Membership / Banners (Alma/Tracy)
 - 5.1. Membership form, pricing and tier approvals; Spanish translation: Discussion about sending welcome packets to new families. Usually provided in person, but this year there will be no in-person meetings. Alma recommends sending opt-in membership information via Email. **OUTCOME:** Membership form is final. **NEXT STEP:** Alma will translate the membership form into Spanish. Alma will create a list of new family contacts and send it to Tom and Mel. Tom, Sara, or Holly can add contact information to one consolidated contact list in Admin Google Suite.
 - 5.2. Plan for updating website/Square to match form: **NEXT STEP:** Sara & Kevin will update Square page with added button. Keep Square access limited to Tom, Sara, and Kevin. Sara will also add an extra button to the website to keep the website and Square consistent before the New Family meeting on 8/19. Kevin will add Sara's phone number to the account.
 - 5.3. Membership Appeal, Welcome letter, and evangelization for 8/19 New Family call: Mel and Khal & Tracy to work together around welcoming New Families, and advertising Membership. Discussion around Dr. Yoxsimer getting introductions to new families, and providing a list of new families. Dr. Yoxsimer will provide a list once he gets the family's authorization to share contact information. **NEXT STEP:** Khal & Mel take a day or two to provide messaging for Dr. Yoxsimer around engagement for new families with Boosters and how we integrate with the community.
6. Advancement (Nicolle)
 - 6.1. Aug 30 Advancement Social update: Nicolle is absent. Khal provided an update. Social is postponed because of mixed messages around high school starting, and lack of a consistent message around school opening. Tom likes the idea of a Drip campaign, a slow trickle for relationship building.
7. Fundraising / Crab Feed (Pauline)
 - 7.1. See IEF GoFundMe in New Business below
8. Hospitality (Melanie)
 - 8.1. Athletics budget comparable. New Student Orientation 8/28 + BTS Night planning. Mel emailed details of other school's process to provide athletic funding. See Mel's August 18th email below. Currently, Boosters determine and fund the budget, and if we deviate from it, we have to negotiate. Boosters funding of uniforms is rotational each year, so an allocation across all sports would not work for us. It's difficult to budget based on each participant because we don't know how many students will join. Athletics budget will be limited this year, especially with sports being delayed or shortened. **OUTCOME:** No action taken for athletics budget. **NEXT STEP:** Mel is meeting with Dr. Yoxsimer on 8/19 to discuss new family social events.



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9. Communications / IT (Sara)
 - 9.1. New Family Welcome EdConnect promo? Members Meeting promo? Orientation promo?: Nothing has been done with the Appeal Powerpoint document separate from the Membership form. **NEXT STEP: Sara** to resend Dr. Yoxsimer verbiage for the EdConnect message and he will send out shortly after this meeting. Alma will translate the message.
 - 9.2. August Blog / Email blast: Sara updated Facebook with Boosters meetings. **NEXT STEP: Sara's** action list: creating a Calendar page on the website that ports information from the Facebook page, so calendars will stay in sync; posting an August Blog and sending an email push after this meeting; adding a page highlighting the new theater; taking down the CrabFeed advertisement; adding a way for families to subscribe to the website, and providing their email address to add to our Contact list.
 - 9.3. Highlander sign update: Chevron helped inflate tires, Sara & Larry working on sign at their house. Discussion around fixing lettering on the sign using Sara's master woodworker friend, and IHS's Bryan Thornton along with workshop tools. Need to repaint "HIGHLANDERS" on the sign. Robin Hugar has a Cricket machine that could cut letter stencil for sign. Pauline will send Sara Robin Hugar's phone number. **NEXT STEP: Sara** to work with her friend to resolve fixing lettering on the sign. If Sara's friend can't resolve, then Sara will contact Dr. Yoxsimer to schedule time with Bryan Thornton.
10. Theatre Renovation update (Joy): Tom reported that the theater is almost complete. The theater has already been used for teacher training.
11. Jr Boosters under our charter (Tracy/Khal): Tracy reported that the Jr Boosters charter is up and running, and they almost have insurance.

NEW BUSINESS

12. IEF COVID GoFundMe; procurement collaboration principles: Mary left the meeting early. Tom reported that IEF has shown strong initiative with COVID issues, working with all Incline schools, including Lake Tahoe School. IEF will run a centralized campaign for funding across all schools and identifying common needs, their scope and their specifications, then Boosters will leverage IEF work and procure what we need at the high school level above and beyond IEF funding. **NEXT STEPS: Mary** is working on a GoFundMe account. We will concentrate fund raising in one place, specifically for COVID-related procurements.
13. IHS-specific Covid funding requests: see Principal Presentation and discussion above.
14. 2020+ theme: *"Engagement": No discussion.*
15. Communications check + Upcoming dates: 8/19 – New Family Welcome; 8/26 Members meeting at 5:30pm; 8/28 New Student Orientation, 9/14 – Board Meeting **NEXT STEP: All Board** members to block out Friday 8/28 from 8:30am - 11:30am for New Student Orientation. Have Square available at orientation for new member payments.

ADJOURNMENT at 3:40pm



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Tue, Aug 18, 10:52 AM (2
days ago)

Treasurer Incline Boosters
<treasurer@inclineboosters.c
om>

to board

Hey all, hope you're having a great summer. Attached are current Boosters financials along with a revised Budget document. Important notes:

1. I noticed that the Fund-a-Need budget for the prior year (aka Mar 2020 funds raised) was \$104,000, but we only had \$96,400 of unspent money left from those funds at the end of July. I think I just missed using the final actuals to set the budget for the coming year. Any way, it's been updated, so now the P&L will match the balance sheet properly.
2. Not much financial activity since the July board meeting. The only material changes are the anticipated (and approved) expenditures on textbooks and reimbursing graduation costs.
3. I spoke with Cari Gutheil at Parasol about investing rainy day funds there. The net/net is that their most conservative fund returned a gross rate of return of 2.6% in Q2 of this year, but they have a 1% management fee. As such, the net rate of return over that period was 1.6%. Given the low interest rate environment, and the possibility of returns dropping (including going negative after factoring in their 1% fee,) I question whether the potential upside (e.g. \$3,200 if we earned 1.6% on \$200k) is worth risking any loss of principal. Let's chat about it in the meeting.



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Tue, Aug 18, 1:39 PM (2
days ago)

Melanie Simon

<melaniemsimon@mac.com>

to admin, Tom, President,
Pauline, me, Sara, Khal,
Kevin, Tricia, susandroch,
sharon.e.schrage, Mary,
Nicolle, Alma, Tracy,
jstrotz, Andrew,
mscozzafava, jdevine

I've been researching how other Booster groups support athletics/clubs at their schools. Here are some considerations.

Considerations for Allocating Athletics Budget

- 1. Boosters offer a certain small \$ amount per student (say \$25) per athletic team/club for coaches to do with as they please. These dollars might be used to purchase Team T-shirts, host a party, etc. This assures Boosters are equally supporting ALL Athletes & club participants.**
- 2. Allocated Booster Athletics Budget amount given to AD. AD is in charge of collecting requests for these funds from coaches.**



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- 3. Coaches request funds through a form & submit to the AD at the end of every school year for the following year (or whenever normal budgeting requests are made). AD will also take requests as unforeseen needs arise or as gaps in the school's budgets are found. But coaches should get in the habit of planning ahead for requesting funds.**

- 4. Requests for athletics funds signed off on by AD & Principal, as they know best the needs of the school, the rhythm in which supplies are needed & how to appropriately allocate funds.**

- 5. Once AD & Principal sign off, Boosters have final discussion, approve & write checks to appropriate parties.**