



INCLINE BOOSTERS CLUB

BOARD OF DIRECTORS MEETING MINUTES

October 19, 2020, 7:45AM - 9:35AM

Location: Google Meet meet.google.com/irf-pkdx-xwj

1. Opening: Call to Order, Roll Call, Welcomes

Attendees: Holly Beaulac, Alma Brubaker, Sara Hillman, Nicolle Larson, Pauline Leoncio, Tracy McKean, Tom Millhoff, Khal Pluckhan, Kevin Reeth, Mel Simon, Tricia Tong, Dr. Andrew Yoxsimer

2. Approval of Prior Minutes – Mel motioned to Approve, Kevin seconded.

OUTCOME: September 14, 2020 minutes were **Approved** by Unanimous consent

3. **Principle's Report, Dr. Yoxsimer's Update:**

Still working on pricing equipment for \$25k Tech Grant. We are waiting on a quote for extending the Wi-Fi. We are waiting on a quote for the portable Promethean board. I'm not sure what the hold up is. For some reason, it had to go through Capital Projects. The desktop computers will run \$599 per computer, without monitors. We have plenty of monitors so we can just get the CPUs.

So far, we've had zero positive cases of COVID. Several people have isolated with symptoms.

We're planning for the Athletic season. We need to resolve who are the audiences. Will it be just parents? The full Winter Sports Season starts January 22, 2021.

Teachers are struggling to keep up with the workload. They are managing at least 3 different groups of students: in-person, distance learning, and quarantining students. Keeping Teachers engaged is challenging. We may change the weekly schedule and have every Wednesday as a Virtual Day, except for the students who are struggling. We're waiting for approval from the District, and then we'll reach out for community support. The organized kids are doing fine with at-home days, but 80% of the other students find time management difficult, especially at home on Distance Learning days. The strong message to students is that they have to be present everyday, both in-school and at home.

IVGID gave us picnic tables. They'll be placed on the South grass, the football field by the snack shack, and maybe by the ROTC Building. Tom requested ideas for a Fund-a-Need theme.

OLD BUSINESS & COMMITTEE REPORTS

4. **Financial (Kevin)**

Deposited \$25,000 from Moore Foundation. Received check from Big Ceramic Store, so the FAN balance went down. Tom shared that Denise Menzies, who previously led Beautification efforts, may ask for additional funds this year. We put Beautification funds back into the General Fund last year, so any new expenses need Board approval.

4.1. Recent budget expenditures: We paid for last years football jerseys, Boosters merchandise, IMAC for the podcast studio, and reimbursed IES for COVID-related expenditures.

4.2. \$25k Directed Tech donation – Tom proposed to create a breakout committee to authorize and audit Tech Grant Donation expenditures. This includes Wi-Fi, portable Smart Boards, Webcams, and desktops for teachers. This committee is authorized to spend the money up to the \$25,000 total.

OUTCOME: Tom motioned to expand the COVID committee to include authority to approve and audit the Tech Grant purchases. Pauline will join the committee, along with Tom, Kevin, and Sara. Kevin seconded the motion. **APPROVED** by unanimous consent.

4.3. \$10k COVID Emergency Fund has \$3,000 remaining budget. Dr. Yoxsimer will look at other COVID needs to spend the \$3,000.

4.4. Kevin collected \$14,148 at the 2020 Crab Feed, which supports IHS sports and clubs. Kevin thought this was Boosters Income, and recorded it that way. The money is supposed to be transferred to the school Clubs & Sports Teams, so he'll write a check and give it to Barbara.



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Because of the timing of the money being recorded last fiscal year, but transferred this year, there will be a reduction in the Boosters Bank Balance. Kevin will record the transaction as “Crab Pot Purchases Prior Year”. Kevin has added notes and documented that the money collected for teams/clubs should be transferred to them immediately after the fundraiser.

5. Fundraising / Crab Feed (Pauline)

5.1. 3/13 Virtual “Video-athon” Fundraiser: research process: orgs < service providers

Tom and Pauline spoke to other organizations, including TEA school, Boys and Girls Club, Spin, and Monterey, about their virtual event experiences. Tom and Pauline will interview auctioneers this week. The event will be March 13, 2021. We will use the OneCause application and hold the Silent Auction the week before. The event will be about 2 hours, and include Seniors helping with the event, a Virtual Live Auction, and some entertainment. The event is planned to be held in the Gym. Pauline requested help with naming the event, other than Crab Feed.

NEXT STEP: Board members to send event name ideas to Pauline.

5.2. Donation items help

Pauline printed about 20 pages of Donation information from last year. She’d like volunteers to take 4 or 5 pages and call back previous donors. Pauline requested help finding new donors. Tricia will help. TEA raised \$500,000 through Sponsorships and Fund-A-Need, aided by Chad Carvey at OneCause and their virtual fundraising. Nicolle thinks the Champion Circle could help with Sponsorships, since this is their focus anyways.

NEXT STEP: Pauline will scan & electronically send copies to Khal, Alma, and Tracy, including the complete list to Tracy. Nicolle and Tricia will work together on sponsorship. Pauline will provide the donor letter to auction helpers.

5.3. Subcommittee + kickoff?

Pauline needs help with the event Food/Wine, Auction Item Procurement, Marketing, and Technical support.

Pauline wants to hold an on-line Wine Raffle. Pauline will talk to Sue Rock who helped with the Wine Raffle last year, along with Jen Noble and Kristy Watrud. Pauline needs someone to talk with local caterers and help sell the event meals. Pauline would like to involve the Seniors, maybe to deliver meals to participants. Pauline prefers caterers over local restaurants to provide different food options. Tracy suggested picking up meals early, before the event. Alma offered to help with the Seniors and researching in-town caterers. By the end of the meeting, Alma spoke with several caterers and found they have a 50-person maximum right now due to lack of help. Hopefully, that will change by March. Pauline noted we’ve had up to 300 participants in the past. Local buildings that have caterer-ready kitchens include Parasol, Cornerstone Community Church, and the Chateau. Nicolle mentioned an Alaskan company that delivers boxes of crabs. Pauline liked the idea of picking up meals, and that would be easy for wine sales, and selling ingredients for Highlander Mules, aka Moscow Mules. Pauline needs help with the technical aspect of the event, to ensure high quality streaming. Tom suggested the Audio Visual production may need to be done by a paid professional during the live event. Pauline wants to send out notifications and communications about the event soon. Sara will help with communications. Quick discussion about costumes and themes for the event, like Mad Hatter or Mardi Gras. Nicolle shared that a Colorado fundraiser had participants Buy-a-Share to pay for entrance to party and food, etc. They hosted 5 parties at different times and raised \$25,000. Pauline suggested these kind of parties as part of the auction items, and we’ll need party hosts. Tricia mentioned the Diamond Peak Fast



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Tracks parties, and Tom said he'll talk to Indra Winqest, General Manager, at IVGID. Pauline suggested a Winter Sports Kick-off event.

NEXT STEP: Pauline will contact Sue Rock about the Wine Raffle. Alma will gather caterers, prices, and menus. Mel will look into logistics around selling alcohol for the event, especially if it's done on school grounds. Pauline and Sara will talk soon about the event marketing and communications. Tom to discuss DP Fast Tracks parties with Indra at IVGID.

6. Merchandise (Pauline)

6.1. Procurement, sales update, promotion plan

Pauline has a check for Kevin from the Merchandise sales. The facemasks arrived; we have 100 of them. Pauline will give Nicole 20 facemasks for the Drip Campaign. Pauline asked for ideas on how to sell the masks.

6.2. Who hasn't downloaded Square app? Who needs reporting login?

Tom asked everyone to download the Square App.

NEXT STEP: All Board members to relay to Pauline ideas for selling facemasks. All Board members to download the Square App.

7. Hospitality (Melanie)

7.1. New Parents Orientation – lessons? Zero turnout for the New Parent Meet & Greet. We'll wait until Athletics start-up again to revisit get-togethers.

7.2. Academic Achievement Luncheon? The Academic Achievement Luncheon was very successful, serving 200 students over two days, which is double the number from last year. All were grateful.

7.3. Teacher Appreciation. Mel suggested showing some Teacher Appreciation within the next couple weeks, and not wait until the regularly scheduled May event. This doesn't have to be a luncheon or food-related. Since we're close to Thanksgiving, someone mentioned the theme of "Give Thanks To Teachers". Alma offered to ask students for Thank You notes. Sara can shoot out a Blog Post Message. Alma liked scattered times for appreciation, instead of one weeklong activity. Mel will coordinate dates with Alma. Holly, Mel, Alma, and Nicolle will work on the Teacher Appreciation activities. Alma offered to pick up decorations in Reno, if needed. Kevin noted we have \$1,500 budgeted for Teacher Appreciation, and \$750 (\$1,450 budgeted - \$700 spent) remaining in the Hospitality budget.

NEXT STEP: Holly, Mel, Alma, and Nicolle will work on the Teacher Appreciation activities to occur within the next few weeks.

8. Communications / IT (Sara)

8.1. Tom asked Sara to develop a policy to guide us through 3rd party communication requests.

Boosters communications go out once a month, but we receive advertisement/notifications requests at different times of the month. When do we share this information outside of the normal schedule? Sara provided an email with a suggested policy. The list of criteria, in order of priority, include: 1) Washoe Families, Incline Village families, and Fundraisers impacting Incline schools, 2) Local families, 3) Non-local entities. Plan once a month communications, and if something is time sensitive, look at the top 3 criteria to determine if it warrants sending the communication separately. Or, just update the website posts. Nicolle thinks it's our duty to communicate information that may be of interest to students, families, etc. She'd like to be informed, as it's her job to share information. Pauline stated that we're not an advertising venue. Nicolle thinks notifications should be a Facebook post. Tom would unsubscribe if receiving



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information unrelated to IHS. Tom wants a policy to be judicious. Khal sees value at the County level and Community level for interests like IHS, and Cymbals, etc. Sara will highlight “Please Check Website” for more information.

NEXT STEP: All to respond to Sara’s email about the policy. Sara will post the written policy to the Policy Page.

8.2. Highlander sign update

Sara will update the Highlander sign with Boosters Meeting information. Joanne doesn’t want the kids to manage the sign; they have enough to do. Tom suggests Nicolle has the information and may be the right person. Nicole declined the job. Sara questioned how often to update the sign. Sports schedules, once they start, are an obvious sign update. Pauline suggested Robyn Hugar to manage the sign. Tom will check with Robyn and cc: Sara and Robyn and Sara can work together to manage the sign.

NEXT STEP: Tom to discuss Highlander sign updates with Robyn Hugar and include Sara.

9. Advancement (Nicolle)

Nicolle discussed two procurements. 1) Digital School Sign. Tom asked who’s the audience, what are the permits needed, where does the sign go? Dr. Yoxsimer wants the sign on school property. The sign is for parents and students. Pauline said TRPA might have issues with the sign placement and noted that Amy Smith previously researched the issues about the sign. Tom asked if this is a Fund-a-Need cause. 2) Field House for Fund-a-Need. The Field House project is the rejuvenation of the football field; there are no bathrooms by the field. Tom will reach out to Erin Moore, Brian Martinez, and Rob to discuss running this project. Khal recommended Mr. Ross McMann. Tom feels a parent needs to own this effort, similar to Joy and the Theatre Renovation, as the school staff has their hands full.

NEXT STEP: Khal and Nicolle will discuss the Digital School Sign. Tom will talk with Erin, Brian, Rob, and Ross McMann, about the Field House. Nicolle will talk with Amy Smith who previously researched Digital Sign logistics.

9.1. Drip Campaign – plan and execution, spending to date

Now that the facemasks have arrived, Nicolle will gather the sub-committee together and make a plan for distribution as part of the Drip Campaign.

NEXT STEP: Nicolle will regroup with Mel and Tricia and plan for facemasks distribution.

Nicolle is currently writing a grant that is due the end of October. She is waiting for Dr. Yoxsimer to get a quote from IT, so she can include the amount as the budget for the grant.

10. Membership / Banners (Khal w/Alma/Tracy)

10.1. New member report + Contact DB update: Khal reported 25 members to date.

10.2. Membership vs Contacts/Connection... plan for increasing either/both?

Tom feels were not in a call to action for Membership. We’re past the school start, and we have no sporting events. Let’s focus our time on Fundraising.

10.3. Need a plan for Gym Banner sales/outreach/tracking & online logo/banner sales.



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Khal will work to put together a Banner program that's ready when sports starts, i.e., push to January. Nicolle suggested having a Banner program ready by Basketball Opening Night, January 2, 2021.

NEXT STEP: Khal, Alma, and Tracy will work on a Banner program for January.

- 11. College/Career Prep (Leslie Hermann/Tom)** College applications are happening now. Leslie held a college prep event last weekend.
- 12. Theatre Renovation update (Joy)** Dr. Yoxsimer relayed that the Theatre Renovation is done. Nicolle noted the theater is being used for Staff Meetings, using the theater screen for Zoom meetings. Nicolle would like to have a Theater Grand Opening. She'll coordinate with Joy.
NEXT STEP: Nicolle to contact Joy and discuss Theater Grand Opening.

NEW BUSINESS

All members agreed to change the next Board meeting to November 16th at 7:45AM, and the monthly Boosters Members Meeting to Wednesday, November 18th at 5:30PM.

Tom invited Joanne to this Wednesday's Parents Meeting. Tom suggested that Mel could ask for Teacher Appreciation support in the meeting.

Wed 10/21 5:30PM – Oct Parents mtg

Wed Nov 18 – Nov Parents mtg

Mon 11/16 7:45AM – Nov Board mtg

ADJOURNMENT



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ADDENDUM

On Friday October 23 the Board conducted an Ad-Hoc vote as described in the email excerpt below:

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On Oct 23, 2020, at 1:04 PM, President Incline Boosters <president@inclineboosters.com> wrote:

1. DELEGATION OF FUNDRAISING AUTHORITY: As with prior years, we should delegate Crab Feed / Fundraising powers to ensure focused, fast and competent decision making.

- MOTION: Tom proposes we create a Fundraising Executive Committee comprised of Pauline (Chair), Tom (prior year exper) and Kevin (contract/financial skills), and delegate to that committee the authority to manage and oversee all aspects of Fundraising, including authority to evaluate and execute Fundraising-related contracts up to \$1,000; larger contracts would require Board approval. All decisions will be subject to our standing Conflict of Interest policy
- SECOND - Alma
- VOTE
 - Alma - Yes
 - Holly - Yes
 - Kevin - Yes
 - Khal - Yes
 - Melanie - Yes
 - Pauline - Yes
 - Sara - Yes
 - Tom - Yes
 - Tracy – Yes
- Motion carries by unanimous consent

2. REALLOCATION OF UP TO \$1500 OF THEATER RENOVATION TO NEW CLASSROOM WIRING: Joy Strotz anticipates ~\$15,500 will be returned to Boosters after the theater project is closed out with finals stamps in Nov; the School will benefit if we use some of those funds to provide power and communications to the new classroom/office space that was developed as part of the larger Theater project; details below.

- MOTION: Tom proposes that we allocate up to \$1500 in excess Theater funds for use in upgrading the power and communications infrastructure for the new classroom/office space, consistent with Dr. Yoxsimers " remodel of office wall" email dated 10/21/2020.
- SECOND - Alma
- VOTE
 - Alma - Yes
 - Holly - Yes
 - Kevin - Yes
 - Melanie - Yes
 - Pauline - Yes
 - Sara - Yes
 - Tom - Yes
 - Tracy – Yes
 - Khal – No vote
- Motion carries by majority of quorum