



INCLINE BOOSTERS CLUB MEETING OF THE BOARD OF DIRECTORS MINUTES



August 17, 2022 11:00AM

499 Village Blvd., Incline Village, NV 89451, Room 204

1. CALL TO ORDER, ROLL-CALL, WELCOME

Attendees: Alyssa Adams, Holly Beaulac, Alma Brubaker, Tara Cannon, Vicki Cruz (via Zoom), Mary Danahey, Dana Greer, Sara Hillman, Meredith Macdonald, Tracy McKean, Diane Morrison, Khal Pluckhan, Holly Racich (via Zoom), Sharon Schrage, Heather Shook

Absent: Melissa Green, Tom Millhoff

Special Guests: Tierney Cahill, Principal, Dave Murdock, Assistant Principal, Bill Harrison, Dean of Students

2. APPROVAL OF AGENDA AND PRIOR MINUTES

Holly motions to approve the August 17th Agenda. Tara seconds.

OUTCOME: August 17, 2022 Board Agenda is **APPROVED** by Unanimous consent.

Khal motions to Approve the June 14th Minutes; Alyssa seconds the motion.

OUTCOME: June 14, 2022 Board Minutes were **APPROVED** by Unanimous consent.

3. NEW BUSINESS

Tierney introduces the new Administrative members. Dave Murdock, Assistant Principal, behavior, grounds, school safety and athletics. Bill Harrison, Dean of Students, has a significant athletics background including Athletic Director of the Year. He focuses on branding the high school and will assist in planning the field renovation. Diane would like to reorganize the gym and banners. Bill would also like to hear ideas about the gym. Dave taught Spanish, then went into Administration, including behavior/connecting with the kids and athletics. Tierney and Ameer are happy to have the extra support. Last year was challenging to cover all bases.

Upcoming Schedule: This Thursday and Friday students come to get schedules and pay student fees. Friday, 9am-11am for Freshman student schedule pick-up, then 11am is Freshman Orientation. Dress code will be covered. Boosters will be outside from 9am-11am with sign-up tables and snacks. Sophomores pick up schedules between 1pm-3pm.

Discussion around communications, from parent representatives, and Diane's request for weekly information. Many parents don't know about Riseweek. Asking Tierney to send out blurb about Riseweek, including the Sign-up Genius. Tierney will try to post on Facebook and Twitter. Sara shares that the email via ConnectEd and Facebook are the first line of communication. We need to direct readers to the IHS website. Tierney will send a brief summary about Riseweek, but the details are kept quiet to keep it a surprise. Students do not need to bring lunch during Riseweek.

Athlete and Parent meeting schedules for Thursday, August 18th at 5:30pm in the IHS Theater. Athletics will be discussed at the Freshman Orientation.

Alma shares that Bill will be adding all Washoe County and sport events to the IHS Calendar on the IHS website.

- A. Election via **Executive Committee at 10:50am**, by voting Board members: Alyssa Adams, Holly Beaulac, Alma Brubaker, Tara Cannon, Sara Hillman, and Khal Pluckhan.



INCLINE BOOSTERS CLUB MEETING OF THE BOARD OF DIRECTORS MINUTES



August 17, 2022 11:00AM

499 Village Blvd., Incline Village, NV 89451, Room 204

OUTCOME: Holly motions to elect Khal Pluckhan as President for the 2022-2023 school year.
Alyssa seconds.

Approved by Unanimous consent of all present Board members.

Voting Board Members are:

1. President: Khal Pluckhan
2. Second Vice President/Crab Feed Co-Chair: Tara Cannon
3. Secretary: Holly Beaulac
4. Treasurer: Alyssa Adams
5. Hospitality: Vicki Cruz
6. IHS/Spanish liaison: Alma Brubaker
7. Communications: Sara Hillman

The following are Non-Voting Board Members:

IHS Liaison: Make it a non-voting position, and Alma will continue as IHS Liaison.

Non-Voting Past President: Tom Millhoff

Freshman Class Parent: Tara Cannon

Sophomore Class Parent: Heather Shook

Junior Class Parent: Melissa Green

Senior Class Parent: Vicki Cruz

Crabfeed Co-Chair: Tracy McKean

- B. The Board agrees to change the monthly Board Meeting to the third Wednesday at 11am.

ONGOING BUSINESS and COMMITTEE REPORTS

4. TREASURER REPORT (Alyssa): Alyssa emailed on 8/15/22 the FY2023 Budget.

Alyssa has Tierney's wishlist for Rise Week totalling \$60,000 so far. Diane thinks food will be \$10-15,000. The Rise Week budget cannot be reallocated until Rise Week spending is closed out. Alyssa paid the Hyatt deposit for the 2023 Crabfeed. Alyssa passed out the hardcopy of the budget. The IRS audit went well. Alyssa shares items purchased since July 1st. If items are not covered in the budget, then they require a Board vote to approve. Anything over \$5,000 requires three quotes. From the IRS audit, Alyssa learned that the By-Laws should be signed by Board members each year.

5. COMMUNICATIONS (Sara):

Sara said the Chevron sign is updated, and hopes the ROTC Chief will take over updating the sign. Sara works with the President and Principal to determine signage, then Sara sends information to the Chief. The Booster website is updated with Board Bios. Sara would like to add an opening message to the website. She posts to the Facebook page at the same time. Leadership group runs the Instagram account. Other than that, there are no other student communications. Alma shares that Mr. Sombrano is the Leadership teacher, and Heather shares that each class has an Instagram account. Class parent reps can send out information to parents about the class Instagram account. Sara will meet with Tierney to get the weekly communications. Sara recommends sending a link to the IHS



INCLINE BOOSTERS CLUB MEETING OF THE BOARD OF DIRECTORS MINUTES



August 17, 2022 11:00AM

499 Village Blvd., Incline Village, NV 89451, Room 204

website on a weekly basis. Alma suggests using text to send the link. Tierney should be added to email distribution lists very sparingly. Tierney's email is not in the Board@inclineboosters.com email distribution list.

6. MEMBERSHIP (Khal):

OUTCOME: Khal motions to increase the Family banner cost from \$400 to \$500, the Corporate/business banner from \$800 to \$1000, to remove the Highlander Spirit banner and Championship membership options. Sara seconds.

Approved by Unanimous consent of all present Board members.

- Khal to add "Sponsor another Family" line to physical form.
- Sell Membership, Theater Seats, and Banners at upcoming events (Freshman Orientation, first day of school).
- Holly Racich is hosting the IHS staff from 3:30pm-5:00pm today, welcoming 17 people from IHS, last year's staff and this year's staff. All Booster Board members are invited as well.
- September 7, 2022 is Back to School Night.
- Need to fill the Vice President position now that Khal is President. The VP focuses on Membership.

7. Hospitality (Vicki)

- Emmanuelle is picking up items from Raleys on Friday morning.
- Boosters purchased the Student ID Picture machine. Pictures will be taken when schedules are picked up.
- Rise Week: Menu is set. Signup Genius will be sent out. Sara will pick up Raley's food, pay for it, and get reimbursed. Breakfast will be served in the Staff Lounge. Diane will lead lunches.

8. ATHLETICS/SWAG/CONCESSIONS REPORT (Alma):

- Diane wants to start Spirit Packs, which costs between \$150-\$300. Can fundraise to cover costs. Diane setting up for Volleyball and Football as an example. Coaches not on board. Diane wants a parent rep for each sport.
- Diane hasn't focused on Swag, but she'll probably start with Football.
- Alyssa ordered \$5,000 of swag that should be delivered tomorrow.
- One log-in with the free Square; can have simultaneous users. Alyssa will bring Square readers on Friday and Monday.

9. PARENT REPRESENTATIVES (Tara, Heather):

- Tierney sent an email to all the 9th grade parents. Alma will receive any Opt Out requests. Tara wants to add all the email addresses to a distribution list.



INCLINE BOOSTERS CLUB MEETING OF THE BOARD OF DIRECTORS MINUTES



August 17, 2022 11:00AM

499 Village Blvd., Incline Village, NV 89451, Room 204

10. Spanish Liaison (Alma):

- Jasmin no longer works for IHS. She's still a parent with students here.

11. New Business:

- Beautification expenditure requests from Tierney. Alyssa clarifies that any donor can give a directed donation for a specific purchase. Otherwise, donations must follow the Booster process. Sara suggests we add a future agenda discussion about approval for Tierney's purchases during the summer.
- Mary Danahey from IEF provides a summary of the Incline Education Fund's function. Overarching goal will be literacy. Adam Shoda is a new teacher taking over for VoTech. He ran Project Lead The Way at Galena. He has a \$7,000 program he would like to start. Alyssa clarifies there is a current budget for VoTech. IHS is still offering Auto and Welding. IEF would like to share the cost of the \$7,000 program. Mary and Sharon have vetted the program. Boosters can spend \$2,500 toward the program, with Tierney's approval. If Tierney approves and puts it under Academics, then this won't require a Board vote.
- Mary recommends that the IHS tri-fold pamphlet be updated. It's seven years old. Mary points out that the Boosters need to provide input to include in the pamphlet. She requests a point-of-contact.

12. FUNDRAISING REPORT/CRAB FEED (Tara):

- Tracy to meet with Alyssa to retrieve last year's Crab Feed data, like the donor information, etc.
- The Hyatt contract for March 18, 2023 is signed.

NEXT STEPS: Khal to send QR code to Dave Murdoch to add to the website.

NEXT STEPS: Khal to add "Sponsor another Family" line to physical membership form.

NEXT STEPS: Khal to review IHS tri-fold pamphlet and help update Booster section.

NEXT STEPS: Holly to add How the Boosters spends money to the next Board meeting.

NEXT STEPS: Holly to have voting Board members sign the By-Laws/Conflict of Interest form.

NEXT STEPS: Sara to add an opening message to the website.

NEXT STEPS: Tracy and Alyssa to meet regarding Crab Feed data.

ADJOURNMENT 1:20 pm

UPCOMING EVENTS:

- 8/18/22 (9:00am) Senior Schedule Pick-up
- 8/18/22 (5:30pm) Athletics Meeting for Students and Parents (Theater)
- 9/21/22 (11:00am) Boosters Board Meeting (Room 204 & Zoom)
- 8/19/22 (11:00am) New Student Orientation
- 8/22/22-8/26/22: Rise Week