



# INCLINE BOOSTERS CLUB MEETING OF THE BOARD OF DIRECTORS MINUTES

October 19, 2022 11:00AM  
499 Village Blvd., Incline Village, NV 89451, Room 204



## CALL TO ORDER, ROLL-CALL, WELCOME: 11:00am

Attendees: Alyssa Adams, Holly Beaulac, Tara Cannon, Melissa Green, Sara Hillman (via Zoom), Meredith MacDonald, Tom Millhoff, Diane Morrison, Khal Pluckhan, Heather Shook

Absent: Vicki Cruz, Mary Danahey, Dana Greer, Emmanuelle McDonald, Tracy McKean, Holly Racich, Sharon Schrage

Special Guests: None

## APPROVAL OF AGENDA AND PRIOR MINUTES

Khal motions to approve the October 19th Agenda. Diane seconds the motion.

**OUTCOME:** October 19, 2022 Board Agenda is **APPROVED** by Unanimous consent.

Khal motions to Approve the September 21, 2022 Minutes; Diane seconds the motion.

**OUTCOME:** September 21, 2022 Executive Board Minutes were **APPROVED** by Unanimous consent.

## ONGOING BUSINESS and COMMITTEE REPORTS

### PRESIDENT REPORT (Khal):

- Completed Rise Week Grant input to the Dave and Cheryl Duffield Foundation (DCDF), and they received it and said it's all good. DCDF agreed to use the money for the Smartboards. Khal to condense the Grant report to use as a brochure talking point, for historical purposes. Do not include financials.
- Need to get total Engineering requirements from Ameer, with WCSD, IEF, and Boosters all providing funding. Khal to communicate with Tierney and Ameer and get more details.
- Khal thinks we have remaining FAN to cover Engineering costs. Discussion around using funds to cover Engineering expenses which may be too limited a focus for Boosters funds.
- Khal to share Homecoming feedback to the school Administration as they are not familiar with IHS traditions and how clubs participate in events.
- Khal to meet with Tierney about 2023 Graduation, when, where, etc. Tom is willing to provide the history of graduation. District feels they need to be at Graduation, and we end up working the calendar around their schedule. Holly to help Khal with Graduation details.
- Khal to meet with Erin K, Jeff Lager, and Tierney about Development and strategic vision for Boosters and FAN.
- Tom recommends looking at WCSD website and Capital budgets for each school. Khal relays the District is having Capital budget meetings. Meredith mentions how the new tennis courts don't have electricity, water, and lights.

### TREASURER REPORT (Alyssa): Alyssa emailed on 10/17/22 the FY2023 Budget vs. Actuals.

- Alyssa needs a vote on the number of Smartboards. \$6,000 per, DCDF agrees to purchase 7 Smartboards with the leftover FAN funds. Alyssa recommends purchasing 10 Smartboards now, and hopes that WCSD will provide 8 over the next two years. Approximately \$70,000, \$150,000 allocated, any overage can rollover to budget.



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**OUTCOME:** Alyssa motions to purchase 10 Smartboards up to \$70,000 out of remaining Rise Week budget inclusive of DCDF grant. Diane seconds.

**Approved** by Unanimous consent of all present Board members.

- Alyssa has concerns that the request from Tierney is for a past due invoice that we saw during the summer. This sets a precedent of Boosters paying for items after the fact, which subverts our planning process. The total amount over the budget is \$1,090. Tom recommends sending a notice with the payment saying Boosters has a problem with the process. Diane talks about Admin (Bill Harrison) picking the wrong colors for the Banners. Bill Harrison wants to make the gym more beautiful. Diane doesn't want to set a precedent giving the coming purchases the school will make for the gyms.

**OUTCOME:** Alyssa motions that of the \$2,590 invoice for beautification, Boosters will reimburse Tierney for the budget up to \$1,500, and no more than that. Diane seconds.

**Approved** by Unanimous consent of all present Board members.

- Soccer uniforms are pending.
- Tom asks about the deposits. They are for the crab feed Event coordinator and the Hyatt deposit.

### COMMUNICATIONS (Sara):

- Sara to post Smartboard purchases on social media.
- Working w/Admin to get emails out weekly and put them on the website. Sara is working with Ameer to get Sharon approved to update the website. Ameer is not updating the website. Sara hopes we can post weekly updates to the website and take this job off Admin's hands.
- Work with Mary D. on the Board of IVCBA to elevate discussion communication around Incline schools. Relay into Education Corner for IVCBA newsletter.
- Promote Boosters on social media and what we do for Academics. It's on the website, Facebook. Can be sent via email also. Holly gives kudos to Sara.
- Chevron sign taken over by JROTC and Chief. Sara suggests items to Tierney. Khal said Rotary did move their sign, and we need to move the sign towards Village Ave. Khal will move it.

### MEMBERSHIP (Diane):

- Sent Membership report. 87 Members. Tom is impressed with the increase in membership and banners.
  - Banners highlight should be on the family name and not the 'H'. New ones are sharp. All banners will be new. Colors are closer to colors of all the sports winning banners.
  - Non-profits like the hospital and IEF are reciprocal donations. Young Life is struggling with the cost of the banner. Diane thinks we should keep the price at \$900. They can decide to pay or not. Khal says the hospital never ordered a banner, but they provide a PT person. DCDF is included in the reciprocal relationship.



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**OUTCOME:** Diane motions to make non-profit and for-profit banners the same price at \$1,000 for a banner and \$900 for renewals. Tara seconds.

**Approved** by Unanimous consent of all present Board members.

- Khal asks Diane to add the new members to the email distribution list.
- For the Booster Member meeting, Khal talked to Tierney to review construction for the next meeting. Diane to ask Tierney about the November 30th date. Holly to reserve the theater, put on Tierney's calendar, and ask about content. Holly to create an invite and send it to Diane to email to the Booster membership.

**Hospitality (Diane) - No Report**

### **ATHLETICS/SWAG/CONCESSIONS REPORT (Alyssa):**

- Use up current inventory. Tom suggests purchasing towels. Alyssa to order.
- CONCESSIONS: Emanuelle is helping. Everything has been removed from the outside shack and moved to the indoor concessions. Next concessions will be at Basketball. Leadership will manage sign-ups for who will manage concessions. The outdoor shack will be torn down.

### **PARENT REPRESENTATIVES (Tara, Heather, Melissa):**

- Heather said a teacher has issues with turning left when coming out of parking to Village Ave. Who does Heather send an email to? Send to Admin.
- Heather has a parent who is interested in the HVAC system; it's too hot & too smokey. WCSD has HVAC on a list, but it's ongoing.
- Melissa has issues getting emails out. Tara has 60 email addresses. Heather uses her own list, also. Tara will ask Tierney to send out a parent email. Melissa asks whether to regurgitate the weekly email from the school. Tara and Heather highlight class items in their class emails.

### **SPANISH LIAISON (?):**

- What does the job entail? Parent rep. Help with other committees. Holly asserts that the liaison has to attend meetings as a Voting Board member. Holly to send Lourdes a role description.
- Tom suggests the candidate be Spanish speaking, provide proactive outreach, foster relationships with hispanic community, engagement, membership, and recommend to the Board how we can better serve that community.
- Khal would like Lourdes to come to the next Board meeting.

### **FUNDRAISING REPORT/CRAB FEED (Tara):**

- Great Zoom meeting w/Atypical. Branding for review next week. Once Tara reviews, she'll distribute the marketing materials to the Board.
- Concept draft: turning things into reality. Campaign out to the community to get feedback. We are bringing the Village back to us. We want everyone to be heard. All ideas are welcome. Looking for ideas for Fund-A-Need (FAN). Go to Students during Advisory with video, and ask them what they want/need. Collect data. Look at the top three to mention to Crab Feed guests. Fit into the Booster Mission and the budget. Turn ideas into Reality. Bring it to DCDF and get



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buy-in as the Title Sponsor and matching program. Go to other Donors. Get input. Atypical has seen reduction in funds raised.

- FAN video would be around the process on how we developed the needs for FAN.
- Tom asks what we will get out of reaching out to the community. Tara says to make donors know that we are listening to everyone. Tom asks why would this be FAN? Tara suggests getting away from one focus, show we care what kids think, spread the funds instead of funding one project. Tom mentions the FAN 4 years ago, it covered a long list of purchases for academics, etc. Tom thinks that works. His experience is that 80% of input will be from teachers, 10% from students, 10% from the community. Tom thinks it could create a lot of work. Tom likes the idea of objectively getting input. Tom suggests looking at results of the Climate Survey (Tara to do). Tara wants parents to feel they have input & are heard. Be inclusive and be accountable and regain credibility. Tom says emotional goals are wishy washy & hard to track. Khal likes reaching out to the community and connecting with them. Parent communications are up with Parent Reps. Diane is concerned about lack of pride in school & feels school beautification is important.
- Auctioneer: two quotes. Purchasing policy says we don't have to pick the lowest bid. Keith is popular in the community. He's done several Incline events. The con is his fee of \$5,250 plus hotel, so it is \$2,000 more than Rob Green. We paid Rob \$2,600 last year. Rob will go with a flat fee or percentage. Rob is familiar to the community. He typically donates two auction items. Diane questions if Rob would make the donations even if he's not the auctioneer. Rob is still active in the community. Con for Rob is he's challenging to work with because he doesn't do the prep work via meetings, etc. which leaves money on the table. Rob is between \$3000-\$5000. Diane has worked with both auctioneers. She thinks Keith is very professional, keeps everything moving, and he knows our community & donors. He can get a little lost around personal relationships. Rob left a lot of money on the table at another fundraiser because he couldn't get control of the room. Diane thinks Keith is one of the best auctioneers, having worked with 10 different auctioneers. Tom suggests giving consideration to Rob with feedback and how we want to try something new like we did with Atypical.

**OUTCOME:** Khal motions to hire Keith as the Crab Feed auctioneer based on professionalism and past experience. Melissa seconds.

**Approved** by Unanimous consent of all present Board members.

- Prior events had a number of problems with student servers. The Hyatt will serve this time. Spending went up because the Hyatt charges a service fee. Students are not organized enough, not enough students showed up, and they didn't know what they were doing. Concerns that tips of \$1,500 would be lost. Khal asks how much the Hyatt spending goes up. It's considerable. Tara is concerned about kids taking alcohol from the party and seeing drunk parents. Then students left, and we needed Hyatt servers. The students weren't managed well by us. Hyatt said it was horrific. We need to brainstorm how to involve students, if not serving. Tom asks if we take kids out of a professional serving role, then what role do we put them in? Ideas include entertainment, Crab Pot fundraising, water service, and then have them out by the time dinner is served. Tara to discuss with Atypical and bring back ideas.

### NEW BUSINESS



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- Holly shares the update for the Nevada Business filing. Natalie Tiras has the information, but she's checking with Alan to see if all Board members, voting and non-voting, need to be included. The deadline is November 30th.
- Quick discussion about the staff holiday gift. We're not doing it.

**ADJOURNED at 1:03PM**

**NEXT STEPS:** Khal to condense the Grant report without financials, to use as a brochure talking point.

**NEXT STEPS:** Khal to communicate with Tierney and Ameer and get more details about the Engineering requirements.

**NEXT STEPS:** Khal to share Homecoming feedback to the school Administration as they are not familiar with IHS traditions and how clubs participate in events.

**NEXT STEPS:** Khal to get help moving the Chevron sign.

**NEXT STEPS:** Sara to post Smartboard purchases on social media.

**NEXT STEPS:** Sara to do a PR outreach with "Did You Know", and will include something about Rise Week with pictures.

**NEXT STEPS:** Diane to add the new members to the email distribution list.

**NEXT STEPS:** Holly to reserve the theater, put on Tierney's calendar, and ask about content. Holly to create an invite and send it to Diane to email membership.

**NEXT STEPS:** Holly to send Lourdes a Spanish Liaison role description.

**NEXT STEPS:** Alyssa to order swag towels.

**NEXT STEPS:** Tara to ask Tierney to send out a parent email.

**NEXT STEPS:** Tara to distribute the Crab Feed marketing materials to the Board.

**NEXT STEPS:** Tara to distribute the Crab Feed marketing materials to the Board.

**NEXT STEPS:** Tara to look at results of the Climate Survey.

**NEXT STEPS:** Tara to brainstorm ideas with Atypical for student participation in Crab Feed..

### UPCOMING EVENTS:

- 11/09/22 (8:45am) Graduation 2023 Meeting with Tierney (her office)
- 11/09/22 (9:10am) Development Meeting with Tierney (her office)
- 11/16/22 (11:00am) Boosters Board Meeting (Room 204 & Zoom)
- 11/19/22 (9am-1pm) JROTC Rifle Tournament
- 11/29/22 (5:30pm) Booster Member Meeting (Duffield Theater & Zoom)



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## COMMITTEE REPORTS

### A few things to note:

1. Orders for Spanish, Anatomy, and English textbooks are in process and have not hit the budget @ \$7582.69
2. Tierney has requested \$2590 for the graphics on the front windows of the school. We will need to vote on additional spending as we only have \$1500 in the budget for School Beautification.
3. Membership -- Excellent and income over budget
4. Donation incoming for Boys' Soccer Uniforms pending -- just waiting on checks to arrive
5. Duffields have approved the remaining \$44,698.06 from their FAN match grant to be used for smart boards. We have around \$50k left in our FAN budget if we'd like to allocate those funds towards smart boards also. Smart Boards are ~\$6k each. I propose we purchase 10 total. We need to vote on this reallocation of our funds also.

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### Communications (Sara)

1. Completed Rise Week Grant Report for Dave and Cheryl Duffield Foundation
2. Continuing to work with Tierney/Amee/Sara (counselor) to get information out to the parents weekly via emails
3. Updating our website with weekly updates as well
4. Working with Amee and WCSD to see if we can get Sharon Schrage approved to update the IHS Website with weekly parent updates
5. Chevron sign changeout has been transferred to JROTC – I send Chief and Tierney weekly emails with suggestions for sign content
6. Started promoting Boosters Academic spending on Facebook and our website. Will refresh with a new one regularly:
  1. Anatomy Class – posted this week
  2. Laptop Program
  3. Library support
  4. Engineering Program
  5. Smart Boards
  6. Text Books
7. Working with Mary D from IEF to highlight events/programs for IVCBA

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### Membership (Diane)

We have a total of 87 family and corporate memberships. See attached.  
Membership income (minus checks) \$4050.00



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**Additionally, we've sold a total of 34 Family Banners and 14 Corporate banners (awaiting hearing from last 2 Corporate.)**

**ALL banners will be redone this year to match. I will bring a color sample to the meeting to show colors picked.**

**Family Banners will be 36x48**

**Corporate 36x78**

**Banner Income (Minus Checks) Corporate: \$10,400; Family \$13,000 (see attached)**

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