

July 31, 2023 – Booster Club Executive Board Meeting Agenda

Meeting opened at 6pm

Attendees: Christina Mason, Kenneth Mills, Trina Sooy, Leny Tiu, Lee Fitz, Dararith Marith, Hoyt Tonnon

Confirmed best contact cell for board members:

(Omitted)

GOAL:

Review of last year: Membership, budget, revenue, expenses, spirit wear, inventory, website, tailgates, Highlander day, sports nights, open house, conferences, auction, 8th grade night, 8th grade sports night

Annual Club/ Team Participation Fees: Membership year updated July 1st thru June 30th each year. No renewing memberships per Sportsengine policy as of summer 2023.

- \$100.00 per team/club annual fee
- \$30.00, 50.00, 100.00 per family/membership fee
- Half of the membership fee goes directly to Boosters General Fund. Half to (up to 3) teams that the member selects. CC fee is charged to general fund, not clubs. (4.25%)

Meetings:

- General Meetings 3rd Wednesday of each month 7:00-8:15 (Includes PTSA General Meeting and Principal's message)
 - **ACTION:** Trina to reserve Opportunity Center for meetings thru year (done thru admin)
 - No December meeting
- Executive Meetings
 - July 31st
 - August 14th 2pm Booster Exec Board with Craig Cooper and Hazen Administration
 - August 23rd-First General Meeting-Location preferred in Opportunity Center but plan B at Booster Board Member's Home/Yard
 - October – Auction prep, extend general membership meeting
- Team Parent Meeting:
 - Meet and greet to discuss expectations and roles as team parent – **Date needed- Sept/October shortly after Fall Sports Night**
 - **ACTION:** Recruit team parents and notify of need to attend
 - **Include a working session to help parents understand how to build team pages on our website**

Booster Club Event Dates:

- Highlander/ Picture day – **date/time needed**
 - Volunteers needed-Square signups will be distributed to Board
 - Shifts
 - 7:30 – 10:00
 - 10:00 – 11:30
 - 11:30 – 1:00
 - 1:00 – 2:30
- Fall Sports Night–no date yet. Recommended each season sports night to incoming Athletic Director

- Tailgates – Need a chair person-5 home games – minimum 3 staff plus 2 from teams. Inside only spirit wear sales for most games except homecoming tailgate
 - Friday, Sept 1
 - Thursday Sept 7
 - Friday Sept 22-HOMECOMING tentative vs LK WASH-PARKING LOT TAILGATE
 - Thursday, Oct 5
 - Friday, Oct 27
- Open House – not sure if they are doing this-will need to staff
- Parent Teacher conferences –Trimesters
 - Volunteers needed to help sell spirit wear
- Winter Sports Night – not sure doing this
- Spring Sports Night – not sure doing this
- Auction – March Mid-need chairperson
- 8th Grade night – March

Membership – **Actions:** Lee Aug 1st-request Christie ensure Dararith receives updates on new members via Sportsengine

- Update needed on membership at each month's booster meeting: Dararith
- Membership Incentive Drive Reinstated-gift cards- quarterly- October, January, April--\$225 per quarter-\$775 per year total (\$50 for basic membership, \$100 for silver, \$125 for gold)
- Silver and gold memberships-list name and level on webpage-Dararith
- Update membership and promotions info on website-Dararith

Treasurer – Lee

- Update on roles: transition from Christie Lebar underway
 - Checks, Quicken and Quickbooks
 - Bank transition still underway
- Review General Account income/expense-\$290K balance overall. Budget review at monthly meeting: Lee
- Changes - online payment link through SportsEngine
 - Trina has seen overview of how to create forms/payment links
 - Lee will follow up with Christie Aug 1st
 - Cannot pay custom amounts. Must be predetermined dropdown
 - We will be using invoices for drill going forward
- Forms - no changes

VP fundraising – Hoyt

- Updates
 - Spirit wear-initial order placed/will arrive by Aug 15th in time for first of school
 - Duffels-need update from Hoyt next meeting

Grants – Christina and Ken

- No changes to basic grant format for 2023-24
 - \$2000 per quarter, application dates and process need to be announced and explained at team parent night and at each meeting
 - Christina & Ken will facilitate review quarterly with Boosters exec board

- October 15, January 15, April 15 application deadlines
- Will need to discuss in future whether PTSA folds or is picked up-general Booster funds need to move to support. Kandy Schendel is trying to find a new president/board. If no board volunteers by school start, Boosters have committed to determine
 - Who will lead
 - How will funds be supported
 - How will admin/teachers access PTSA funds or grants
 - May need to announce via Peachjar what the new process would be to access supplies
 - Consider principal liason to give input
 - Important to discern between what school and district should pay for vs PTSA & Booster funds
 - Consider including Quan Nguyen from Opportunity Center as PTSA liason if needed

Communications – **Action: Leny** will get access from Jill for:

- Weekly Booster Buzz
- Facebook page
- Instagram
- Hazen Boosters Website
- Link to yearbook representative for photos and social media
- Links to team parents for photos

Bylaws: **Action Christina:** Get bylaws from Stephanie

- Review current bylaws and update changes
 - No changes
 - Review bylaws next meeting

Forms – **Action: review and update if needed:** Leny has contact from Christie and Ken will back up if needed

Patrick from Sportsengine 518 245 6095 patrick.manupella@nbcuni.com

- Membership – **Dararith**
- Sports Duffle – **Hoyt**
- Grant Applications – **Ken**
- Treasurer forms – **Lee**
- Team Parent/coach list – **Ken**
- Fundraising Form – **Hoyt**
- Bylaws - Christina

Chase Bank Account

- New board added to account
- Old board removed except Christie LeBar still has signing access

Executive Board Contacts:

- Verified (omitted personal email addresses)
 - Christina Mason, President
 - Kenneth Mills Co-President
 - Lee Fritz, Treasurer
 - Trina Sooy, Secretary

- Hoyt Tonnon, VP Fundraising and Auction Chair
- Dararith Marith, VP Membership
- Leny Tiu, Communications
- Tailgates-Kenneth Mills
- Auction-Hoyt tbd

Executive Board Expectations

- Attend all General and Board meetings including PTSA
- Attend/assist with all events listed above
- Actively involved with auction planning
- Actively involved with Tailgating events
- Ambassadors for our school and Booster Club

Discussion:

- Goals for 2023-2024
- Focus for year-reengage, stabilize, establish consistent administration communication
 - How do we get more people involved
 - How do we make route of communications to community consistent

Unanimous agreement on decisions and actions above received from all board members

Meeting adjourned at 8:30 pm.