

Frederick High School Booster Club Meeting Minutes

August 13, 2012

Meeting called to order at 7:00 PM

PEOPLE IN ATTENDANCE:

FHS Booster Board:

- Lisa Harrison – President
- Shannon Longan – Vice President
- Alison Vincent – Treasurer
- Erin McCarty – Secretary

Pete Vargas, Lindsay Adams, Becky Champlin, Amy Schiers, Larry Frank, Christina Clark, Rob Whitney, Nathan Harrison, Pat Zietz, Austin Zietz, Karen Gardner

TREASURER'S REPORT:

The Treasurer's Report was detailed as follows:

Valley Bank Checking beginning balance 6/30/2012	8,512.91
Income	0
Expenses	0
Current Checking Balance of 6/30/12	8,512.91
Valley Bank money market beginning balance 4/30/2012	9,980.38
Income	1.93
Ending Valley Bank money market balance 5/31/2012	9,982.31
Adams Bank & Trust checking beginning balance 5/31/2012	12,616.60
Income	20,664.50
Expenses	15,907.20
Ending Balance Adams Bank & Trust checking 6/30/2012	17,373.90
GRAND TOTAL FBC CASH ASSETS AS OF 6/30/2012	35,869.12

Shannon Longan moved to approve; Lisa Harrison seconded the motion; all were in favor

BINGO:

2 nd Quarter Proceeds	7,256.00
Minus 5% Booster Club	<u>363.00</u>

Total to be dispersed 6,893.00 (\$530.00 per session)

Motion for payment to the following groups:

- FHS Music Foundation 3,180.00 check 1969
- FHS Boys Basketball 1,590.00 check 1970
- FHS Dance Team 1,590.00 check 1971
- FHS Cheer Team 530.00 check 1972

Lisa Harrison motioned to approve bingo payouts; Becky Champlin seconded motion; all were in favor

3rd Quarter Results to Date

Average Players per session 108 players

Average profit per session \$777.04

Other Bingo Business:

Shannon Longan has officially taken the duties of Bingo Manager.

NEW BUSINESS:

Concessions:

Inside Concessions stand is completed and ready for business. Pete Vargas stated that it is the best indoor concessions stand he has seen. The Booster Club members in attendance had the opportunity to see inside the concessions stand and were all in agreement that it is indeed a fantastic stand.

Outside Concession stand is not complete as we are waiting for the approval on a three compartment sink from Rick Ring, Assistant Superintendent of Auxiliary Services. Mr. Vargas has been emailing Mr. Ring about the approval and will continue to follow up with him as the sink is of utmost importance. Alison Vincent will also email Mr. Ring explaining the urgency of the situation. Our first football game is August 28th and we need the concessions stand to be up and running at that time. Concessions are a major source of funding for the Booster Club. Per Shelly Allen, the Director of Nutrition Services, without the sink, the outdoor concession stand is not able to sell anything which is not prepackaged. If we are only able to sell prepackaged items, our profits will be slashed dramatically as prepackaged items are expensive coupled with the loss of income from hotdogs, hamburgers, Frito pies, etc.

Christina Clark: what we could sell if the sink was not installed in time of the first football game?

Alison Vincent: only prepackaged items such as candy could be sold, nothing hot could be sold.

Christina Clark offered to speak to a friend who owns a food truck to see if they might be willing to give us a deal on the night of the game for a backup plan. Ron Whitney suggested a portable sink, he could probably obtain a sink to borrow from a local business owner in Niwot. It was discussed but the bottom line remains that we need the sink in order to operate a fully functioning concessions stand and not to lose precious profits.

Concession Volunteers are needed to take over the duties that Alison Vincent has maintained. Alison is willing to continue coordinating the volunteers for games but no longer wishes to maintain the ordering

and the general management of the concessions stands; this would include the opening, closing and oversight of each game.

Alison suggested that rather than having one person take care of the entire concessions project it should be broken up into three jobs:

1. Ordering and Stocking
2. Opening and Closing (or general management as stated in the paragraph above)
3. Coordinator of Volunteers

Pat Zietz volunteered to take over the duties of opening and closing the concessions stands and Christina Clark agreed to help Pat if needed.

Christina Clark volunteered to take over the duties of ordering and stocking the concessions stands and Erin McCarty agreed to help Christina if needed.

Alison Vincent, as stated earlier, will continue the duties of coordinating the FHS groups to work each game.

Payment to the volunteers for working concessions was discussed; the payments to each group for working a session at the old school were as follows:

Football indoor: \$100; Football outdoor: \$100.00; all other sessions were \$100.00

Alison Vincent suggested that we revisit this arrangement as the outdoor concessions stand will be much easier to conduct business. We no longer need to drag BBQ grills from place to place and all concessions can be sold in one area rather than two. Further, perhaps we ought to look at all of the payments for the volunteers.

Shannon Longan agreed with this notion that the smaller games where our profits are low, the groups should be paid based on a percentage of sales.

The percentage of sales was discussed the benefits of this approach would be: profits might be higher for smaller games, students would be more willing to up sale product and finally, the students might be more diligent in making correct change. However, it was agreed that while this approach does have benefits it would not be the best choice for the Booster Club at this time.

The variables for each game are so varied that figuring a fair percentage would be near impossible. Some teams might walk away only making \$25.00. Nobody would want to volunteer for those smaller games.

It was decided that the payouts for each session will be as follows:

- Football Games: \$150.00
- Basketball and Volleyball: \$100.00
- Wrestling, Softball, Baseball and Soccer: \$50.00

Lisa Harrison moved to approve; Shannon Longan seconded the motion; all were in favor

Final Discussions of Concessions included concessions prices will be changing, Alison Vincent will take care of the price changes.

We will order a recycling container for the canned soda; Pat Zietz volunteered to take the cans to a recycle center.

The Schedule for Booster Club Meetings 2012-2013 School Year

- September 10th
- October 1
- November 5
- December 3
- January 7
- February 4
- March 4
- April 8
- May 6

Coach Larry Frank Request for Money for Boy Basketball Uniforms

Coach Frank requested \$2,500.00 for lower level uniforms. The current uniforms are 7+ years old and in dire need of replacement. The total cost for the uniforms will be \$4132.00. Hillcock Sports is offering a discount but the order needs to be placed in the next month or the price rises from \$99.00 per uniform to \$120.00 per uniform; further, the uniforms take two months to print and they are needed before the season begins in November.

Discussion of Grant Request (all comments are taken from shorthand notes and are not direct quotes from each member, merely a synopsis of what was discussed and by whom)

Alison Vincent: remembered that the end of last year it was agreed that all groups coming forward in the 2012/2013 school year would be subject to a \$750.00 limit on all grants and we would limit these grants to four that school year. This was decided because we do not know how much money it will cost to get the new concessions stands up and running; and we do not know what our profits will look like for the 2012/2013 school year as we are in a new building.

Coach Frank: The District gives us little money and Boys Basketball has worked bingo for three years bring money to the Booster Club and has supported the Booster Club.

General Discussion Summary: While it was agreed that the Boys Basketball team has indeed made great contributions to the school and to the Booster Club, the Boosters Club does not know how much money we will have to operate with this year as we are in a new building. We do not receive any money from the district. Building the concessions stands are our responsibility. We do not know how much the operation of the concessions stands will recover from the initial investment. Further, we do not know what other expenses will arise during the year.

Nathan Harrison: We have worked hard at bingo and do bring in money to the Booster Club, we are only asking for half of the money needed.

Rob Whitney: How much money has the Booster Club given to Boys Basketball?

Alison Vincent: (She did not have the exact dollar amount in front of her as she was not aware that the grant request was going to be made at this meeting until the night of the meeting) bingo money that has been dispersed is \$15,842.40.

Shannon Longan: We can't penalize them for working bingo. Coach Frank has worked hard, we do a disservice to them by not giving money after they have contributed so much to the Booster Club.

Christina Clark: We need to draw a line with all programs on money given; all programs should have the same limit.

General Discussion Summary: A policy needs to be addressed and written detailing the procedures in which grants are requested and awarded so that everyone is on the same page.

Coach Frank and Rob Whitney both brought up the point that if a team is bringing money in from local business owners shouldn't that team be awarded for those efforts?

Alison Vincent: If a local business owner would like funds to go to a specific program that business owner should donate funds directly to the program. The Booster Club is school wide, supporting everyone including non-athletic clubs. We can't funnel funds from individual donors directly to the program in which the donor wishes to support.

Alison Vincent: The grant request was not on the agenda so we can't make a decision until a policy is in place.

Lisa Harrison: Coach Frank submitted the request with due diligence and followed policy. It was my mistake that it was not on the agenda and I take responsibility for that mistake.

Rob Whitney: Is it in your bylaws that the grant must be on the agenda to be considered?

Shannon Longan: Larry did his due diligence can we punish the basketball team for the mistake? If we can't give you the full amount requested can we give a lesser amount and revisit the request at a later date? Do we have any wiggle room?

Coach Frank: Yes, but we have a deadline we must order by August to get the discount and to be assured we will have the uniforms before the season begins.

General Discussion about awarding a portion of the grant: The point was raised by several members, including the Coach, that the Boys Basketball does their own fundraising on top of bingo. If they had requested the money last year the funds may have been available that the timing is unfortunate. The bottom line is that the Booster Club does not know how much money concessions will cost and what costs will arise this school year as we are in a new building and this is a transitional year. While we are confident that concessions will make a profit we just don't know and do not want to run out of money at the very beginning of the year. Boosters are all in charge of After Prom and Scholarships; we do not want to take money away from those programs.

Final Motion:

Boys Basketball Team will be awarded \$1,500.00 now on the contingency that Coach Frank will come back on October 1st for the additional \$1,000.00.

Becky Champlin moved to approve; Christina Clark seconded the motion; all were in favor

Corporate Sponsorship

Rob Whitney volunteered to head that committee. Erin McCarty volunteered to be on the committee, details will be discussed in September's meeting.

Grant Writer Proposal System

Pat Zietz is a grant writer and would like to volunteer her services.

Back to School Night:

Is on August 21st we need a table. Lisa will email Lucy to obtain said table.

Shannon Longan suggested that the Booster members wear Booster t-shirts in order to recruit new members and get people signed up. Alison Vincent has lots of t-shirts in her garage and will print them up for Back to School Night for anyone who would like one.

Next Meeting: September 10th 7:00 PM at the Frederick High School Library

Officer Work Session August 27th 7:00 PM at Frederick High School

Meeting was adjourned at 8:08 PM