

Dakota Boosters
Executive Board Meeting Minutes
October 16, 2018
Term Year 2018/2019

Board Members Present: Shari Burnham, Kimberly Didia, Kyle Lefief, Linda Price, Mary Lou Saputo, Dawn Schlitt, Kitty Vallee

Board Members Absent: n/a

Staff Members Present: Mr. Sibley

Meeting called to order at 6:05pm.

Topic coverage for this meeting:

Old Business (in order of appearance on 9/17 meeting agenda):

Follow-up items completed:

- Event scheduling completed for all Fall events. Using Google Drive going forward for schedule sharing.
- Concessions related:
 - Health department matters – all temporary food licenses files to take us through end of October. Inspection performed on 10/4/18 (Shari facilitated). All went well.
 - Obtained an update from Mr. Sibley on outcome of 9/14 meeting regarding stadium renovations.
- Committees formed by Shari Burnham, Chair to steer Fall Craft Show; Kyle had oversight of Booster involvement with Cougarfest.
- Booth/promotional flyer distribution – Mary Lou prepared flyers and set up table in 10-12 Atrium for curriculum night; no booth for Cougarfest except for beverage sales.

Follow-up items in process/not completed:

- Per request of Kyle – item for discussion brought to his attention by Adam Demorest (volleyball) – discussion to be continued **at a later time**
 - Possible work credit to be considered instead of concession sales (i.e. running score board)?
 - Perhaps a smaller amount, volunteer hours for the service groups, etc?
- Fine Arts and Service Trustee positions
 - Recap of meeting between Mary Lou, Kimberly and Linda and suggested revision to Trustee position descriptions (possibly impacts By-Laws) **Mary Lou will change the titles. Linda's position will be titled Service and Scholastic Leadership Trustee**
 - Band/Fine Arts representation
- Student Trustee position – discussion of appointment of Taylor Burnham to the Boosters Board as Student Trustee **Board members unanimously agreed in the appointment of Taylor. Discussion continued as to what role she would have, potentially taking over the Booster's social media efforts.**
- MLS update to Boosters By-Laws (see preliminary draft provided)
- Kyle working on getting check from Al Deeby Dodge
- Concessions related – MLS to assemble list of procedures for opening and closing concessions both indoor and outdoor events (see preliminary draft for outdoors opening procedures provided)

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- Sponsorships – pick up on activity started last year, Kyle will send out emails to numerous companies inquiring about sponsorships.

New Business:

Discussion with Mr. Sibley:

- Some groups are trying to get trips funded by Boosters – suggestion from Sibley is to have donate to a general fund for the group and let the group/advisor figure out how to disperse the money.
- Do not send out detailed list of credits to everyone, only send it to the coach.
- Question was posed, can non-funded sports be given Booster money? Sibley said yes, the Boosters are there for the entire school.

Concessions related:

- Debrief on concession events:
 - 9/21 Chip vs. Dakota game
 - 9/28 Homecoming and Cougarfest **weather really impacted concession sales**
- Planning for 10/19 Football game
 - There are still 2 open slots for volunteers
 - Health department inspection at 4:00 p.m. – who to handle? **Shari will handle**
 - Shopping list complete?
 - Any interest in purchasing hand warmers for resale? Can purchase in bulk on Amazon.com **Yes, we will move forward with purchasing and selling for \$1.50/pair.**
- Concessions items: Costco has candy on sale – full size items – package of 30 for \$12.99 (\$1.43/item cost) – any interest? **Board members agreed to purchasing a few more boxes.**
- **Do not pick up any more caramel apple suckers for this year.**
- **We should look into licensing home, away and inside concessions – will need to discuss.**

Booster donations related:

- Student Activity Account Guidelines (see attached from Laurie Stevenson)
- Tennis program request for assistance/donation (email sent to Kyle and Mr. Demorest)
- Suggested “Volunteer Expectations” (Linda)
- Donations to non-funded programs (Mary Lou)
- Credits for Boosters board and volunteers for multiple shifts (Mary Lou)
- List of volunteers from Kitty’s donation spreadsheet – any issues?
- Boosters Donation Flyer – the version on the web is outdated – see attached revision.
- Mid-season credit payout – discussion

Craft show discussion:

- Review/discussion on any open items from Shari Burnham email of 10/9/18 – “Craft Show Update and Help Requested”.

Carryover of agenda items from past meetings:

- Conducting Board business (continued - carryover of agenda item from 8/15 meeting)
 - Meetings
 - Conducting board business using Robert’s Rules of Order
 - Agenda distribution
 - All members prepared to report

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- Position descriptions with list of responsibilities – need to do this
- Involvement of students in Booster activities
 - Marketing
 - NHS
 - Other

Goal setting (carryover of agenda item from 8/15 meeting)

- Booster Board goals for the year
- Mr. Sibley/administration goals for the year
 - Committee formation to focus on agreed goals
 - Recruitment from outside of immediate board for committees
- Other committees to be formed to steer certain activities/events
 - Other?

Marketing/Promotion/Fundraising (carryover of agenda item from 8/15 meeting)

- Sponsorships – pick up on activity started last year
 - Summary of accomplishments and anything in process
 - Update to fundraising letter and mass mailing
- Booth / promotional flyer distribution
 - Parent Meetings for clubs/athletics
- Dining Nights Out
- Promotion Campaign/ Social Media Update
 - Website revisions – discuss what, how, etc.
 - Display case
- Other?

Meeting adjourned at 7:00pm.