

Dakota Boosters
Executive Board Meeting Minutes
September 17, 2018
Term Year 2018/2019

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

Board Members Absent: Linda Price

Staff Members Present: Mr. Demorest (Athletic Director), Mr. Sibley (Principal)

Meeting called to order at 6:05pm.

Topic coverage for this meeting:

Old Business (in order of appearance on 8/15 meeting agenda):

Follow-up items completed:

- Updated price lists for indoor and outdoor concessions – price lists updated by Kyle. Suggested removing chips and cheese from menu until we have chance to research cost, individual cheese containers, etc. Also, facilities/custodial staff needs to be included in the conversation with regards to the cleanup of the cheese. Confirm who will take care of this.
- The popcorn machines were finally cleaned to our satisfaction and delivered in time for Friday, 9/7 game.
- All drinks and CO2 were replaced. Kitty handled all items with Pepsi.
- Shari handled obtaining signage for home and visitors side outdoor concessions and sign for indoor concessions.
- Kitty worked with Mary Lou to assign positions for the Varsity Football game on 9/7. Will not add position assignments to sign-up genius.
- Final planning for August and September events
 - Booster assignments for volleyball tourneys
 - Booster assignments for soccer and football games
 - Shopping for upcoming events
- Linda Price – new board member – Service Trustee – WELCOME!!

Follow-up items in process/not completed:

- MLS update to Boosters By-Laws **Still in process**
- Kyle working on getting check from Al Deeby Dodge **Still in process**
- Concessions-related – MLS to assemble list of procedures for opening and closing concessions both indoor and outdoor events **Still in process**

New Business:

New items added:

- Per request of Kyle – item for discussion brought to his attention by Adam Demorest (volleyball related) **Is there a possibility for work credit to be considered instead of concession sales (i.e. running score board)? Maybe a smaller financial amount, volunteer hours for the service groups, etc? Discussion will continue.**
- Event scheduling completed – using Google docs – please review and confirm all dates are acceptable.
 - Removed two events – Swim meets on 10/4 and 10/16 – swim meets only.

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- Seneca vs. Iroquois football games 10/30 - need to discuss protocol for Boosters donation and working concessions. **The Boosters executive board will work concessions and donate their time.**
- Mary Lou to contact Jackie Ribbentrop to have all October events added to Signup Genius – will include board on that email so that you all can alert your groups that new sign-ups will open up.
- Fine Arts and Service Trustee positions
 - Recap of meeting between Mary Lou, Kimberly and Linda and suggested revision to Trustee position descriptions
 - Band Boosters - Dakota Boosters working relationship
- Student Trustee position - **Application has been received from Taylor Burnham, Mr. Sibley stated there is one more student that has expressed interest.**
- Concessions related:
 - Health department matters:
 - Mr. Sibley is looking into the home concessions area being updated.**
 - All two-week temporary licenses filed with MCHD – takes us through end of October.
 - Joe DeCaussin of MCHD will be at stadium concession to inspect on 9/19.
 - Need to get update on outcome of meeting held on 9/14 regarding stadium renovations.
 - Chippewa Game update
 - Shopping / list and who to handle shopping (need coffee and hot cocoa?)
 - Pots for coffee and hot cocoa - do we have enough for both sides?
 - Kitty suggested adding instant creamer to hot cocoa - need to check on pricing
 - Confirm all syrups and CO2 full and ready to go - both home and visitors side
 - Grills cleaned and ready? Tuesday evening if anyone is available to work with Mary Lou
 - Mary Lou to follow-up with Mr. Sibley regarding use of golf cart **Mr. Sibley approved**
 - Cougar Fest Update
 - Food trucks
 - Beverages - will Boosters handle again? if so, we need to buy canned pop - what else? **Yes, Boosters will have a drink stand, need to look at inventory.**
 - Other vendors?

Carryover of agenda items from 7/23 and 8/15 meetings:

1. 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
 - Position descriptions with list of responsibilities – need to do this
 - Involvement of students in Booster activities
 - Marketing
 - NHS

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- Other
- 2. 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
 - Fall Craft Show (Nov. 2nd – set up, Nov. 3rd – Craft show)
 - Cougar Days
 - Other?
- 3. Marketing/Promotion/Fundraising (carryover of agenda item from 7/23 and 8/15 meeting)
 - Sponsorships – pick up on activity started last year, Kyle will send out emails to numerous companies inquiring about sponsorships.
 - Summary of accomplishments and anything in process
 - Update to fundraising letter and mass mailing
 - Booth / promotional flyer distribution
 - Cougar Days
 - Curriculum Night
 - Parent Meetings for clubs/athletics
 - Dining Nights Out
 - Promotion Campaign/ Social Media Update
 - Website revisions – discuss what, how, etc.
 - Display case
 - Other?

Booster Meeting dates for 2018-2019

- **Confirmed meeting date for October is Tuesday, October 16th.**

Meeting adjourned at 7:01pm.