

Dakota Boosters Executive Board Meeting

Minutes

August 10, 2017

Board Members present: Shari Burnham, Debbie Fauer, Maureen LaFleure, Kyle LeFief, Jackie Ribbentrop, Mary Lou Saputo, Kelly Swanson, Kitty Vallee

Board Members absent: Crystal Fedolak

Late arrival: Mary Lou Saputo

Early departure: Kitty Vallee and Kyle LeFief

The meeting was called to order at 6:05 p.m.

Concessions

August - October concessions scheduling

- Maureen had previously sent out the Fall sports events schedule for August through October 19th to all board members with a request for dates available to work. This information was compiled and a calendar prepared for each board member.
- Calendars were distributed and each member reviewed to confirm accuracy as to availability. Additionally, scheduled events per member were tallied and dates reallocated as necessary.
- Maureen requested volunteers to work the Visitors side concession for the first home football game on September 8th. Kyle and Mary Lou volunteered for this assignment. It was suggested that an experienced board member may be needed to assist – Crystal was suggested. ***Need to follow-up / confirm need and if so, who.***
 - Brief commentary/inquiry regarding procedures for operating Visitors concession – anything different than for Home side? ***Need to follow-up – perhaps contact Christina?***

Use of shared calendar for scheduling

- Discussion ensued regarding the use of an application for sharing calendarization of events and scheduling (not sure who initiated this discussion – please confirm)
- The COZI app was suggested but soon dismissed as an option due to limitations on usage.
- Kyle agreed to look into options and report back to the group.
 - Post meeting activity – Kyle identified the app “HUB” for use as a shared calendar/event scheduler. This app was tested by all board members who confirmed its functionality on their phones. Kyle has uploaded all scheduled events into the calendar.

Acceptance of credit/debit cards as payment

- Shari Burnham suggested that we begin accepting credit/debit cards as payment for concessions purchases. Use of the app “SQUARE” was advanced as a possible alternative. Shari has used this app successfully in her Girl Scouts troop (cookie sales).
- Discussion ensued regarding the pros and cons of implementing this payment option and it was ultimately agreed to move forward.
 - Shari agreed to sign us up and order the Square devices – two (2) for Home side and one (1) for Visitors side.
 - Post-meeting activity: Shari has obtained the Square devices and set up an account for us. She will advise all board members on what needs to be done as far as connectivity.

- Discussed use of separate customer lines for “Cash Only” and “Debit/Credit Only” – will need to make signs. ***Need to follow-up as to who volunteered to make the signs.***
- It was agreed that we should try to get this set up as soon as possible to test run at the earlier soccer and volleyball games.

Request for Booster concessions support

- Maureen reported that Mr. Sibley and the Link Crew teaches asked about Boosters selling t-shirts and sweatshirts from concessions to support the Link Crew event. The board discussed the pros and cons of undertaking this task and ultimately it was agreed that we did not want to take this on. Expect that Maureen will report back to Mr. Sibley on this.

Craft Show update

- Jackie distributed the notes from the Craft Show Debrief meeting of 11/15/16 to aid in the discussion of planning for this year’s craft show. The following additional items were discussed:
 - An additional 24 applications were received at the end of the school year.
 - Checks were received and deposited, but the applications were not processed.
 - Last year, there were 200 spaces.
 - This year, we need more signs and directions throughout the building to assist shoppers.
 - Need numbers for tables – many different suggestions were advanced.
 - The possibility of accepting electronic payment from crafters was discussed. Maureen is to look into Payschools as an option for next year.
- It was suggested that we have a 50/50 raffle during the Craft Show this year.
 - Need to check into whether a license will be needed.
 - It was agreed that we will attempt to get this set up.
- Need to figure out how to get/give credits for time spent by Board and other volunteers due to the number of hours worked.
- Need a new food option – pitas did not work well.
 - Passport Pizza was suggested by Kittee. She has used them successfully with her church.
- We need walkie talkies – Kittee suggested using the app “ZELLO”. ***Follow-up with board at next meeting required as to decision on whether to use or not.***
- Need to get more volunteers from NHS – they don’t get Booster credits, they work for hours.
- Placing ads – Mary Lou confirmed with Jackie that she would assist with this as Stacie (Secretary) had handled last year.
 - Stacie provided Mary Lou with prior year contact information for ad placement.
 - Mary Lou also suggested placing posters/advertisements in stores, restaurants, etc. – reference made to how the drama club advertises its performances.
- For 2018 Crafters Application, consider requesting donations from crafters to use for a door prize of some type. This idea needs to be vetted more thoroughly.
- For shoppers, consider providing them a card with all craft areas which are marked off after visit – once completed, they are entered in a drawing. Encourages thorough tour of craft areas and shopping experience. ***(Need to confirm if we will be doing this for current year or next year.)***

Volunteer events - donation credits/sign-in/etc.

Sign-in sheet/credits

- Be sure picture is taken of sign in sheet
 - Shari suggested putting the sign in sheet in the money bag.
 - Post meeting activity – Shari has been placing sign-in sheets in the money bags.
- Tallying of credits – maximum of 13 credits can be earned per individual to support one group per calendar year (just < \$600) – concept is that volunteers are “working” for a group.
 - Any excess credits earned in a calendar year must be allocated to another group.
 - Mary Lou will make new sign-up sheet with language at the bottom.

- Post-meeting activity – new sign up sheet created by MLG and in use for first event on August 18th. Blank sheets have been placed in the Boosters storage room.
- Need to communicate to volunteers who have 6 or more credits worked in calendar 2017
 - Kittee will pull up a report on a per person/per club or event basis
 - Jackie will look up on sign-up genius
- Mary Lou is working up new Boosters informational flyer for website

Board meetings - Maureen

- Dates of meetings are as follows:
 - 9/18
 - 10/16
 - 11/20
 - 12/18
 - 1/22
 - 2/13 (Tues)
 - 3/20 (Tues)
 - 4/16
 - 5/21

Meeting adjourned at 9:00 p.m.

Next meeting is scheduled for Monday, September 18, 2017 at 6:00pm.