



ANALY HIGH SCHOOL ATHLETIC BOOSTERS
MEETING AGENDA for August 11, 2017
Meeting Location: Jessica Lomanto's Home

BOARD MEMBERS PRESENT: Erica Vogel (president); Sheila Johnson (Vice President); Andrea Pforsich and Amy Fox (Co-Treasurers); Leisa Martinez (Dir. of Spirit Wear); Jessica Lomanto (Dir. of Fundraising); Jackie Richmond (Webmaster) and Lacey Reese (Team Rep/Volunteer Director).

MEMBERS ABSENT: Toby Lucas (Secretary); Michelle Bendyk

APPROVAL OF THE JULY MINUTES:

Andrea made a motion to approve the July Minutes, Leisa seconded. Minutes approved unanimously by members in attendance.

17-18 PLANNING

Review of Board Binders – Each member got their new Board Folder, we quickly reviewed contents and the intent to have Board Members fill in the last section with important docs and tasks related to the Board position

Board Recruitment Meeting at Hopmonk – Agreed to move meeting to Mon. Sept. 18th

Fundraising Plans – Decided to hold a Poker event in November. Preferred dates are in the following order: Nov. 11th or Nov. 8th

Next Steps include:

- Andrea will send Jessica Sample Letters of Request by Sat. AM
- Sheila will send Jessica her list of past donors
- Jessica will send out letters to the top few donors that require 90 days to process requests using the Nov. 11th date.
- Andrea will reach out to Balletto re: potential to use his facilities
- Set initial goal of \$20,000 (may change based on location etc.)
- Jessica will put together a timeline and tasks needed to begin assigning tasks.
- We will hold a Fundraiser Committee meeting 30 minutes prior to each Board Meeting

Review and Update Board Position Job Descriptions – Each Board member to review their Job Description and provide to Erica to update and give back at the next Board meeting. We will update the Bylaws to include all current positions and will vote on updating the Bylaws in the Spring.

Assigning Boosters Cards – Board Members completed a Booster Card form. Each Board member was given a Booster Card in recognition for the volunteer service. We also gave Sheila Johnson a second one to give to Kerr Johnson who is volunteering his

time and talents with electrical updates in the Snack Shed and the Spirit Wear booth. We expressed our sincere gratitude for his valuable contributions.

PUBLIC RELATIONS

The Board discussed the need for better PR regarding what the Boosters does for ALL Athletic Programs. The following decisions were made to help the public understand our mission and value.

1. Board Members will be able to speak to the Block Grant (\$23,000 annually) that is given to the Athletic department
 - a. Erica will ask Joe Ellwood to provide specifics that the money has been used for (i.e. equipment, transportation, uniforms etc.) so we can add that to both printed and verbal talking points.
2. We will add specifics to the Website (Possibly a banner) and on our Social Media sites
3. We will send out 3 e-notifications to membership, the sports participants and through a link sent by the Analy Bulletin
4. We will print Banners for the field, the gym and potentially other locations

NEW BUSINESS

Financials / Tax Filing – We need to reconcile financials very soon in order to get our tax filing completed. Amy is working on reconciling and will need to meet with a few people to determine how to best code the income and expenses for the future. A meeting was set for Aug. 18th at 3:00 PM with Erica, Sheila, Andrea and Amy. If other board members are interested in attending and contributing, they are welcome to discuss with the treasurers.

Resolution – We reviewed a new and updated resolution to add Leisa Martinez and Toby Lucas to the West America account (3 Signers/Card Holders: Erica Vogel; Toby Lucas & Leisa Martinez). Andrea made a motion to pass the resolution; Jackie Seconded. Motion passed unanimously.

Drop Box – Discussed using Drop Box for all Boosters documents. Decided to get an account where some of the files can be hidden for certain users and others are accessible. Using Drop Box allows us to be proactive in succession planning. Erica will look into it further.

OLD BUSINESS

Concessions – We decided to have a limited menu and assign 2-3 Board Members to coordinate each of the home Varsity Football Games. The five games are as follows:

- 9/8/17 (vs. Cardinal Newman)
- 9/22/17 (vs. Petaluma)
- 9/29/17 (vs. Marin Catholic HS)
- 10/13/17 (vs. Piner)
- 10/27/17 (vs. El Molino)

Next Steps:

- Sheila will talk with Kelly Acheson re: a simplified limited menu to get her insight. Initial discussion included: Hamburgers, Hot Dogs, Nacho's, Chili, Popcorn, Soda, Candy, Chips, and hot beverages. We will have a special item for each week. Initial discussions included: Teriyaki Chicken Bowls; Loaded Baked Potatoes; Tri Tip Sandwiches; Chicken Caesar Wraps or Salads; and Tiger Cups
- Sheila agreed to shop (most likely through Costco delivery) / Jessica
- Erica will send out letters to service clubs requesting Volunteer Sponsors
- Lacey will contact team coaches to find reps and work with reps to fill spots
- Sheila to assign or get Boosters Board to Sign up for a night that they will be the lead coordinator for.
- Sheila will set up a Snack Bar Cleaning Day
- Erica will work with Coke to get the Machines ready
- Erica will add Spirit Wear shifts for games (2 people per)
- Andrea agreed to Open/Prep for each home game since she has Fridays off and so she can watch Carson play during Varsity. She will not be assigned a Varsity shift.

Spirit Wear

Leisa provided an update on the moving the Spirit Shed. It is not a feasible option, so we have approval to add another new shack to the location by the home bleachers. We looked at options on line which appear to be about \$2,500 without delivery and installation. Jackie motioned to give Leisa permission to order a new shed, spending up to \$4,500 for purchase and installation. Andrea seconded the motion. The motion passed unanimously.

ANNOUNCEMENTS/UPCOMING EVENTS

Aug. 31, 2017: Back to School Night 6:00 PM

September 11 or 18 for the Boosters Recruitment

PARKING LOT

Gym Snack Bar Cupboards & Cabinet for Spirit Wear

Gently Used Spirit Wear

E-Scrip: Close to \$200