



Stockbridge Athletic Boosters General Meeting Meeting Minutes | September 10, 2018

Opening

The General Meeting of the Stockbridge Athletic Boosters meeting was called to order at 6:00 PM on September 10, 2018 in the Teacher's Lounge in Stockbridge High School by Chris Miller.

Attendees

Chris Miller, Lynn Beauregard, Jason Satkowiak, Monique Coffman, Colleen Satkowiak, Betty Phillips, Jaime Knoll, Amy Jo Hurd, Mary Hall, and Amy Schlaff.

Approval of Agenda

Review concession coverage and volunteer volume needed for Varsity and JV Football, Volleyball, Softball, and Cross Country. Discuss standard opening and closing procedures, as well as voting on equipment purchases and new Junior Board Members.

Approval Minutes

No minutes to review. Chris Miller will distribute both August 6 and September 10 minutes for approval at next board meeting.

Treasurers Report

4 Deposits - \$1280.00

10 Debits - \$3400.00

Total: \$10,176

- Wednesday 9/19/18 1–4 pm Jason to attend Raffle Ticket Training in Brighton.
- Lynn or Chris to file for homecoming 50/50 raffle (Basketball too).

Also working on:

- Final Notice on Financial Statement from Harlem Wizards.
(Chris to email Amy regarding this — Sherry may have).

Cash box:

- By-laws will be reviewed and brought to next meeting regarding cash box regulations. (Chris or Lynn)
- Laminated sheet with required amount (\$200) will be created with breakdowns. (Jason)
- ALL cash boxes to be brought to next meeting for implementation.
- Guidelines to be sent to Jason by Chris.
 - Money counted by two adults.
 - Document profit from event in or on cash box. (Total minus the \$200) and then get to Jason.
 - Money collected to be deposited the next day or following Monday by authorized members (Chris, Lynn, Jason, or Cindy).

Secretary Report

Previous report sent out by Colleen.

Vice President Report:

- Athletic Passes
 - Booster passes distributed.
 - Researching passes for away games.* (Lynn)
 - * League games only
- Receipts and deposits submitted to treasurer.
- Concessions
 - Amazing turnout for help.
 - Limiting volunteer numbers to required minimums to maintain profit.
 - Discussed organizing volunteers with sign-up genius, Lynn working on calendar image to send out 2 months at a time.
 - Upcoming sporting events: Friday 9/14 Varsity Football game vs. Maple Valley, Homecoming 10/5 against Perry (very big), Senior Night Parchment High School - may be a little bit bigger. Volleyball 9/22 - Gee Farm Donuts, Softball 9/21 vs. Leslie (Need two staff Chris will be there), XC Home Invitational 9/29 (need two staff). Colleen creating blocks of time in a sign-up sheet, Gee Farm Donuts. Jaime suggested splitting up Volleyball. (9am - 6:30 pm).
 - Make sure everything is unplugged before we leave (except for refrigerator).
 - In-school concessions (basketball/volleyball) wipe everything down in school, unplug and mop floor.
 - Last Board/Jr. board person at concessions to make an inventory list.
 - Other food items? Bosco sticks, pulled pork.
 - Homecoming concessions: Items ruled out: Cotton candy, slush machines, baked potatoes, burgers.
Offer meal deal. Run outdoor grill: must be manned at all times.

Continued...

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- Hot dog stand:
 - Needs to be inspected 2x's per year. Once in the Spring and once in the Fall.
 - License for hotdog stand provided to Lynn by Jason.
- Middle school games:
 - Volleyball 4 or 5 games (7th signed up for 8th, 8th for 7th) (HA said parents signed up their kids) Jaime to work 8th grade. Chris will work too.
- Pizza:
 - Bring warmers when picking up the pizza.
 - Purchase of new warmer bags discussed. Chris inquired on cost.
 - Quantities: standard season game (10) ham, pepperoni, cheese. Homecoming (20) recommended by Chris.

President's Report

- Concessions (In school)
 - Broom and dustpan are missing.
 - Shelves need to be painted prior to inspection. Looking for volunteers.
- Vote on Hot Chocolate maker
 - Constant temp and stirs, 4 minutes to heat water, (5 liter capacity) 30-40 6-8 oz cups \$199
 - 10 liter (Commercial) \$500
 - Jaime suggested two makers. \$398 for both
 - Sarah made the motion to purchase two 5 liter hot chocolate makers, Lynn seconded, all in favor.
- Tax ID
 - Chris and/or Lynn to look up tax exempt number.
- Coffee Maker:
 - Need interior for current coffee maker. Lynn to look into make and model.
 - New Hamilton Beach (45 cup) coffee maker \$39.89
 - Jason made motion to purchase new coffee maker, Monique seconded, all in favor.

Historian report:

Nothing at this time.

Old business:

- By-laws:
 - Who needs copies
 - Chris to make copies
 - Are they public
- Member appreciation
 - Make sure to express appreciation to members and parents. Keep things fun and family oriented.
 - Although kids also help, please keep one adult working cash box. Board and Jr. Board members are to open and close cash box with keys.
 - Lynn expressed open door policy with any concerns, and always open for suggestions.
 - Ask people if they want to take a break (concessions).
Volunteers allowed one item. (1 drink, 1 food item), waters are fine (for volunteers). Need to check By-laws.
- REFS, COACHES, CHAIN GANG, PRESS BOX:
 - Write down what they order and school reimburses us.
 - Suggestion for formal sign-in sheet for refs and coaches.
- Softball - waiting to hear from them, Jason to get back with them regarding check to be cut. \$80 for 50/50 (Softball)

New business:

- Vote Amy in as Junior Board member, Chris made motion to have Amy Schlaff added to Jr. Board, Sarah seconded. Amy accepted, all in favor.
- Requirements for hair when working concessions: Baseball cap or a hair net.
- Amy Jo inquired on what constitutes a sport (athletics). Band/Robotics not included.
- Vote Ralph in as Junior Board member, Lynn made motion to have Ralph Schlaff added to Jr. Board, Monique seconded. Ralph accepted, all in favor.

Closing:

- Chris motioned to close Stockbridge Athletic Boosters meeting at 7:20 pm, Jason seconded, all in favor.

Next meeting: Monday, October 8, 2018 in the Stockbridge Jr/Sr High School Teacher's Lounge.