



## Stockbridge Athletic Boosters General Meeting

### Meeting Minutes | November 12, 2018

#### Opening

The General Meeting of the Stockbridge Athletic Boosters meeting was called to order at 6:08 PM on October 8, 2018 in the Teacher's Lounge in Stockbridge High School by Chris Miller.

#### Attendees

Chris Miller, Lynn Beauregard, Jason Satkowiak, Monique Coffman (6:15 pm), Colleen Satkowiak, Betty Phillips, Amy Jo Hurd, Ralph Schlaff, and Amy Schlaff.

#### Approval Minutes

Minutes to be emailed.

#### President's Report

- Chris collected board members edits to by-laws.

#### Treasurers Report

Need filler notes from CS, as MC was not in attendance until 6:15 pm

#### Secretary Report

Email meeting minutes, to Chris Miller

- MC now has access to SHS Athletics web page will post minutes once all are distributed and approved.
- MC inquired on creating a Boosters thank you card.

#### Vice President Report:

##### Inventory:

- CS inventory ended up taking 6 hours.
- We have a lot of inventory, CS created a spreadsheet for all items in Excel and recommend the following:
  - Colleen, Jaime, and Sarah discussed proposals for the board (ie: limiting colors of Gatorade, red, yellow, orange, purple).
  - 4 or 5 chip selections (CS checked Sam's website).
  - 2 sides of cooler, replicate them. (Colleen made laminated signs to ziptie in cooler) for replenishing, use only one side at a time.
  - Outdoor concessions need deep cleaning. We need a sweep on the bottom of the door to deter pests.
  - This Wednesday will be a good time to try tracking inventory (laminated sheets to mark as you sell or count at the end).
  - CS will manually update inventory as it is reported to her.
  - Hot dogs and pretzels are the few items that will need replenishing.
  - Will help with FIFO process. (We are not a store). Use an app at some point (to check inventory) and designate reordering point.
  - Sugar containers: use pouring containers instead of packets.

##### Sign-in/Sign-out Sheets:

- Add what is allowed for number of hours worked (snacks, etc.)
- CS has sign-up sheets, CM needs charges for refs, etc.
- CM suggested Junior Board member in charge of a sport, also turn in information on sign-up, etc.

##### Documentation:

- What is the statute of time needed to keep documentation

#### Historian report:

Nothing at this time.

*Continued...*

# Stockbridge Athletic Boosters General Meeting

## Meeting Minutes | November 12, 2018 | Continued

### Open Issues/Old Business:

#### Meet the Team Night:

- Serve between 5 and 5:30 pm, presentation at 6 pm.
- Pizza, salad, lemonade.
- Lynn arriving around 4 pm, Amy, Monique to volunteer as well.

#### Huddle:

- Meghan does use Hudl, Chris expressed coaches participation to attend meetings and make their own requests.
- Betty mentioned coaches needing to do more fundraising.
- MC suggested letter to coaches, check documents pull section of By-laws with rules for requests.

#### Reverse raffle: February 23, 2019

- Security Deposit \$175 due Wednesday, November 14 (Bingo starts @ 6:30 pm).  
Chris Miller to go, 6:30 pm, supply check, review and sign contract.
- Find out about licensing for alcohol, Ralph inquired would Legion cover the license and collect profit for alcohol purchase?  
Would like to avoid liability issues.

### New Business:

- Baseball concessions improvements.
  - Need to get water out to concession stand.
  - Holes in building
  - Hot dog cart is getting us by right now. (We own hotdog stand) current inspection good through May.
  - Basketball concession is done through the school? We need to be inspected. Chris Miller to check on this.
  - Ralph inquired on profit (\$300). Is it worth it? Would people travel to Football concessions?
  - We must have water, etc. to run hot dog stand.
  - Lynn to check with Meghan — work with hotdog stand (no funds for other improvements).

### Closing:

- Ralph motioned to close Stockbridge Athletic Boosters meeting at 7:19 pm, Amy seconded, all in favor.

*Next special meeting: Monday, November 26, 2018, 6 pm in the Stockbridge Jr/Sr High School Teacher's Lounge.*

*Next regular meeting: Monday, December 10, 2018, 6 pm in the Stockbridge Jr/Sr High School Teacher's Lounge.*

11/15/18 MC