



Stockbridge Athletic Boosters General Meeting Meeting Minutes | June 10, 2019 | (pg. 1 of 3)

Opening

The General Meeting of the Stockbridge Athletic Boosters was called to order at 6:09 PM on June 10, 2019 in the Teacher's Lounge in Stockbridge High School by Chris Miller (CM). (*Initials will be used throughout.*)

Attendees

Colleen Satkowiak, Monique Coffman, Chris Miller, Ralph Schlaff, Jaime Knoll, and Betty Phillips *LB arrived at 6:30 pm
Meghan Kunzelman stopped in briefly.

Approval Minutes

- 5/13/19 General Meeting and 6/3/19 Special Meeting minutes were emailed on June 9, 2019 for review prior to or at beginning of meeting.
- CM made a motion to approve 5/13/19 General Meeting minutes, BP seconded.
- CM made a motion to approve 6/3/19 Special Meeting minutes, RS seconded.

Old Business

Decision on Draw Down 2020

- MC - moving event back to February as in previous years was suggested.
- MC - Survey Monkey results post event were in favor of repeating the event this year. (Survey included Executive and Junior Board members that helped with the event).
- Decision tabled until next General Meeting. Add to next agenda: *Date selection for Draw Down 2020.*

Decision on additional 2019/2020 fundraising event

- CS - brought up discussion about an additional event.
- MC - observed that guests really enjoyed this year's Draw Down and were already looking forward to next year stating the event should grow. We may want to build on this momentum vs. rotating our large event every three years. Supplementing with a second smaller, family friendly fundraiser was also suggested.
- Secondary family friendly event suggestions included:
 - Bus trip to a sporting event.
 - Holiday inspired trips – Potter Park Zoo (Holiday lights festival), Toledo Zoo, Greenfield Village, Frankenmuth/Bronners.
 - BP - mentioned the success of donkey basketball (no longer a viable option/PETA).

Pay to Play

- CS has a total of \$1,075.00 (from MK) + \$150.00 for CM daughter who was missing from the list. Board will wait to make a motion until we have final total.

Track meet vouchers

- 39 vouchers used - MK balance out at around \$3.50 (pizza/hot dog/chips and a drink - mostly Gatorade). CS - \$4.50 suggested by Boosters which would make \$175.50 the total amount due.

Referee items

- CM - did get referee list for JS.

Other

- **Liquor License Hard Copy:** CM - still waiting for hard copy of liquor license to come from MLLC via USPS.
- **Confirmation on power to Concessions?** (for High Frequency repellent). LB - No, but she will follow up. **Action item:** LB to check again. Add to next month's agenda: *Power to Concessions.*
- **Touchdown Club:** Status of payment receipt from Touchdown Club. LB - agreed to talk with Jeremy Killinger after our meeting. Add to next month's agenda: *Reimbursement from Touchdown Club.*
- **Hot dog cart manual:** missing manual has been found in baseball concessions.
- **Draw Down Sponsorships:** MC gave two sponsorship checks to CS to give to Treasurer, JS for deposit (two-checks in the amount of \$50.00 each).
- **By-Laws:** RS requested a copy of the by-laws. **Action item:** CS to bring by-laws to next meeting.

President's Report (CM)

Raffle licenses

- CM - max without a license is \$150 net. (ie: 50/50 could sell up to \$300 creating a \$150.00 profit for the Boosters when split).
- LB - how many 50/50 licenses do we need for Football Season? Schedule needs to be reviewed in order to plan for 50/50.
 - August 29 Football Season starts.
 - Only three home Varsity games this fall. Decision tabled until our next General Meeting in July.

Continued...

Stockbridge Athletic Boosters General Meeting

Meeting Minutes | June 10, 2019 | Continued (pg. 2 of 3)

Meeting Agenda

- CS will send out agenda to keep meetings on track. MC requested digital copy to help with meeting minutes.

Vice President Report

Scheduling/Inspections/Concessions/Food/Hot dog cart/School entry badge:

- Sports schedule to come out in July.
- Plan to schedule hot dog cart inspection.
 - Football/Volleyball inspection are generally a surprise visit, be ready.
- LB will revisit food items for concessions last year.
 - Went through candy and will serve near expiration items at Maison's candy bar for his graduation.
 - Two boxes of hot dogs (one was located in football concessions refrigerator freezer).
 - We have plenty of paper plates, etc., LB will make a donation in July for use of pre-packaged silverware packages left over from Draw Down event.
- LB purchased a hitch for the hot dog cart, and zip ties to put plate on.
 - Manual and registration needs to be with cart at all times.
- LB requested swipe badge for CS to get into school from MK. She will look into getting one.
- MK notified us that the end of the school's fiscal year is June 30, 2019.

Treasurers Report

No bank statement at this time.

- Starting balance: 3/30/19 = \$19,578.93
5 deposits: (\$6,424.34)
14 withdrawals: (\$5,895.21)
Closing April balance: \$20,108.10
\$500 + (CS to confirm the information).
- Bond - it has been brought to our attention that taxes have not been filed since 2016. (Prior to this board's existence). Due to this SAB is at risk of losing its 501c3 status if taxes are not filed within three years.
CS - of prior members, who can help us with this issue?
 - CM listed previous treasurers: Nikki Spadafore (2 years), Sherri (1 year), and JS this year.
Nikki's contact info was shared to look into 2016 & 2017 tax years.
 - RS stated that we should have a CPA/Book keeper to help with financial items and an attorney for legal documents.

Draw Down event

- Net profits should now be: \$5,109.22 with the inclusion of our most recent sponsorship checks.
- *MC made a motion to approve Treasurer's Report presented by CS. CM seconded, all in favor, zero opposed.*

Secretary Report

Minutes

- MC would like to send minutes out sooner. (**Goal:** complete draft by the following Monday/or as close to, unless otherwise specified).

Draw Down

- Final sponsorship checks were given to CS from Draw Down - this closes out the Draw Down.
- **Action Item:** Plan to announce total net proceeds and share on Facebook as well as submit to *Stockbridge Community News*.

Concessions/Volunteers

- At the XC parent meeting, Coach Allison recommended volunteering for concessions.
 - RS mentioned that we need additional "other" volunteers, how can we get more?
- Some coaches really step up and promote this:
 - Mr. Hanel usually takes two home games, (baseball athletes), Mr. Allison takes one as well
 - There are only four (three?) Varsity home games.
 - JK suggested a nice letter explaining benefits: fundraising, we supply concessions for their games, etc.
- We need to get sports representing other sports and have athletes helping!
CS - discussion tabled until July when we can find out who coaches will be and invite them to our meetings.
 - Encouraged by Athletic Director to attend, we can then share what we can do
 - BP suggested putting info out at (A Day in the Village) next year.
 - Also, concessions sign up should be at all sports parent meetings.
 - LB mentioned doing this with Soccer and XC. We really need coach support.

Stockbridge Athletic Boosters General Meeting

Meeting Minutes | June 10, 2019 | Continued (pg. 3 of 3)

Historian Report

Potential Tasks

- Reporting on By-Laws and what was previously done.
- Keeping photos for posterity. JK can add photos to Facebook as well. (eg: photos of hot dog cart at a community event, etc.).
- Fundraising History - RS mentioned that the Dexter Boosters has a large sign that shows where raised funds have gone.
 - A nice sign by each concession stand could work. MC suggested signage where vinyl lettering can be added.
 - Everything DAB does, they have a photo opportunity and it's shared in the paper.
 - MC suggested scheduling a photo shoot with Mr. Allison with Boosters presenting the check for the Track timing system and sending to the paper. **Action Item:** MC to follow up with Mr. Allison.

New Business

Hot Dog Cart at Community Events

- LB stated that A Day in the Village is not a good option due to the number of food vendors there.
 - Fall Harvest Festival, and Holiday Light Parade are potential opportunities.
Action Item: LB to contact Erin Clifton regarding both events.
- LB also suggested a tailgate party for Fall.
CS inquired as to what the goal of the event would be.
 - Membership drive? Fundraiser?
Usually a special food option is available (\$5.00 plate), plus music to bring people in back behind concession stands. It would be a Fundraiser. MC noted we could offer sandwiches alone, vs plate only at concessions once the game starts. (originally suggested by Anthony A.)

By-laws

- RS stated that the By-laws are not quite right.
For example:
 - Treasurer should be audited ever two months.
 - Elections should be open to ALL Boosters (parents included).
- Financial needs better tracking and transparency. (Table discussion until July meeting). Add to agenda: *Financial*.
- Review of the By-laws need to take place.
 - **Action Item:** CS to scan and send out a copy to everyone.
 - RS suggested breaking down segment by segment.
 - JK/MC suggested a special meeting for By-laws.
 - MC suggested we look further into why uniforms are not included in Booster supported items. (So as to have a clear explanation to coaches when the request is made).
 - CS requested an older copy of By-laws from KG, changes most likely occurred at the time of the 501c3 application (3 yrs).

Concessions

- CS - It's okay to run out of things, patrons will buy something else.
- MC - we need to get a strong inventory system in place - building upon what CS and JK started.
- CS did order the Square App - **Action Item:** LB to get iPads back.

Junior Board Nominations

- CM - when do we vote in Junior Board?
 - We need to notify everyone that is a past member to find out if they would like to continue, and advertise openings.
- RS shared that other Jr. Boards have one, two, and three year commitments.
We currently have (no terms) all is a one year commitment.
We should have consistency with longer commitments, this way there is greater longevity and understanding passed down to new members (vs. always starting over when a new board comes on).
Follow "The Rules of Roberts"
- CS suggested we table the Jr. Board nominations until a later date.

#1 priority should be 501c3 status and Taxes BEFORE NEXT MEETING.

Other

- Turn in keys: CM turned in keys (cash box turned in a while ago). Match locks that say the number.
 - LB needs to turn hers in.
- Park by cafeteria back door entrance for Summer meetings.

Next regular meeting: Monday, July 8, 2019, 6 pm in the Stockbridge Jr/Sr High School Teacher's Lounge.

- JK motioned to close meeting at 7:46 pm, LB seconded, all in favor, zero opposed.

