



Stockbridge Athletic Boosters General Meeting Meeting Minutes | January 13, 2020 | (pg. 1 of 3)

Opening

The General Meeting of the Stockbridge Athletic Boosters was called to order at 6:09 PM on January 13, 2020.

Attendees

Colleen Satkowiak, Lynn Beauregard, Monique Coffman, Mary Beth Hall, Ralph Schlaff, Kary Gee, Chris Miller, Connie Varner (Bowling Coach) Jill Agden (President PTO, and School Board Trustee), Tracy Lentz (VP PTO Smith Elementary).
(Initials to be used throughout).

Approval Minutes

- **Approve minutes 11/19/19 General Meeting, 11/25/19 Special Meeting & 12/9/19 General Meeting**

Motion to approve made by CM to approve 11/19/19 minutes, LB seconded, all in favor, 0 opposed.

Motion to approve made by LB to approve 11/25/19 minutes, CM seconded, all in favor, 0 opposed.

Motion to approve made by CM to approve 12/9/19 minutes, LB seconded, all in favor, 0 opposed.

- **Introductions:** Round of introductions meeting guests from PTO, and SHS Bowling Team.

- **Guest Discussions/Requests:**

- PTO would like to combine efforts with Boosters to hold a Parents' Night Out concept on the night of the Draw Down.

- TL: Boosters would help promote Parents' Night Out (athletes volunteer time for babysitting service?)

- Start 30 min prior, pick-up 30 min post event. (Need help getting volunteers, promote).

- Initiative (they would advertise our event to possibly bring in younger demographic).

- Detail: Movie/games/pizza provided, etc., popcorn for snacks.

- **Benefits:**

- ✓ Fundraiser collaboration — hope parents would use the parent night out services.

- ✓ Counts as volunteer hours for students.

- ✓ Percentage to Boosters (eg.: \$20 per child/\$5 to Boosters) multiple child family cap.

- **Questions:**

- Have not come up with firm numbers for the event. How many volunteers are needed 1per/15 kids?

- Estimating 20 volunteers mix of parents/adults (coaching - points vs. money).

- **Other comments:**

- RS: it will most likely be Boosters' kids volunteering.

- PTO to meet with SAB Board (SAB needs to take a vote).

- Boosters need to know how many kids (NHS – JNHS) has not responded.

- TL: incentivised it (ice skating passes, and pizza).

- KG: talk with Mr. Trapp (Replace RTR time with volunteering instead).

- RS/MC: Guidelines/regulations around youth sitters, insurance? CPR certified staff must be present. (Goal: 20 athletes).

- **Motion:** CM made a motion to accept partnership with PTO for childcare (Parents Night Out) on 2/29/20.

- LB seconded, all in favor, zero opposed. LB and CV offered to meet with PTO to finalize details.

- Time 5:30 pm – 11 pm (babysitting).

- LB/CV to provide update at February meeting.

- **Bowling CV:** Bowling interested in raising funds through Booster volunteer hours.

- Bowling is expensive for youth as club sport.

- Each members **expenses include:** Bowling alley fee (\$100), shirt, bowling shoes (\$30) ball (\$80) drilled (\$30) etc., This adds up to a lot for each member.

- They started candy bar sales at the beginning of the year, did not go as well as hoped.

- Meets are Tuesdays and Thursdays starting next week.

- **Opportunities:**

- CV: Team could work 50/50 during a game, has access to slushy machine free supplies (connection with DART).

- **Concessions:** Sign-up genius lists all available concession volunteer slots (2-2 1/2 hr each) for events.

- We try to recruit parents, (9-12 grade students should be okay).

- **Explanation on earning funds:** All year long Boosters keeps a running tally of concessions — funds are dispersed at the end of the year are based on gross intake divided across those hours worked.

- \$ earned goes back to the particular sports fund designated by the volunteer.

- **Other:** Fundraising events such as the Draw Down go into our general fund for coach/team requests.

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Stockbridge Athletic Boosters General Meeting

Meeting Minutes | January 13, 2020 | Continued (pg. 2 of 3)

(eg: collaboration with Athletic Department (Wizards) and Hudl.
Per our By-laws (**Boosters cannot fund uniforms**).

- **What are specific needs of Bowling team?**
 - ✓CV: Initial need is to raise \$250 to get bowling alley fees paid.
Funding goal - needed by end of February 2020.
 - CS idea: Boosters needs concession and raffle volunteers.
- **Motion:**
 - RS motioned to donate \$250 to Bowling team, and if team volunteers at game, they can also earn 50/50 raffle money.
LB seconded. All in favor. Zero opposed.
 - Have team wear their bowling shirts.
 - LB will provide aprons for raffle sellers, need some volunteers for girls JV.
4/24/20 (Wizards) could run slush machine.
 - Arrange to announce the Bowling team center court\ at Varsity Boys BB halftime.

Old Business

- **Draw down 2/29/20, location Stockbridge Activity Center, Raffle license secured.**
 - **Determine # of tickets:** Stick to 100 tickets
 - **Motion:**
 - LB motioned to stay with 100 tickets for Draw Down event, RS seconded. All in favor. Zero opposed.
 - Motion passes. Tickets in hand by Friday for game (MC). Set up table to sell at games.
 - **Awaiting special event license:** submitted on December 10.
 - **Assignments/planning teams:**
 - Proposed team include: Emcee (LB), emcee script (AS), catering (MC), sponsorship/s (MC), ticket sales (VR/MC).
- **Status update of hard copy of liquor license from 2019 draw down:**
Chris Miller has from Joshua Tuttle the license from last year.
- **Wizards event Tuesday, March 24, 2020. Submitted down payment 12/10/19:** \$1440.00 deposit cost.
Boosters obligation is limited to concessions. (Athletes are doing everything else).
Concession planning discussion to happen post Draw Down.
- **Tabled: Request for funds form and instructions**
- **Tabled: Cost of goods review/discussion**

Officer Reports

- **President**
 - **Small Raffle license active — need accountability information**
 - Submitting updated dates trying to finalize four spring time dates (checking on Grant Whitaker event).
LB has raffle license in her possession.
 - **Proposals to review By-Laws — feedback due 1/13 with tentative review meeting on 1/27.**
 - MC requested moving this out due to illness.
 - **Large Raffle license secured for 2/29 and 3/24. (Draw Down and Raffle)**
- **Vice President**
 - **Concessions updates:**
 - VR/JK doing a great job with Sign-up Genius and securing volunteers.
 - CM/LB need to get together on shopping —
 - **Health regulations:**
 - ✓Food items cannot be on the floor (unless on wheels or on crates).
 - ✓Thermometer must be cleaned with alcohol wipe between every hot dog temperature check.
 - ✓Hair must be up and/or tied back and a hat should be worn.
 - Other reminders:
 - Clean well at end of night, and stock better for next person coming in.
 - Not enough room to store our freezer items.
 - Careful with pretzels out of the box (they break).
 - **Touchdown Club reconciliation:** Hold
- **Treasurer**
 - **State of MI taxes for 2016-2018 incomplete for previous business ID**
 - **December 31, 2019 statement**

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Stockbridge Athletic Boosters General Meeting

Meeting Minutes | January 13, 2020 | Continued (pg. 3 of 3)

Beginning Balance:	\$15,888.63
Deposits	\$1,519.00
Interest	\$1.31
Withdrawals	\$2,398.73
Ending Balance	\$15,010.21

• Secretary

- **Draw Down Liquor License:**
 - MC: acquired signatures of local law enforcement and school board for application.
 - MC/CS: met for signing of application with notary at Eaton Federal Savings Bank.** Assessed event location, discussed venue size with Mike Dalton (SAC), and inquired about their liability insurance for events. (Legion had this covered).
 - CS: time to get contract in place (for SAC to get insurance).
- **Tables and chairs:** (LB: talk to with George at KofC) don't wait until next meeting.
- **Planning:** Need mini-planning sessions
 - Week and a half to two weeks another small planning meeting for assignments. Weekly meetings after that.
- **Emcee:** LB: GK? DP? Boosters to supply a script with sponsor/donor thank yous, etc.
- **Draw Down Promotion:** MC: In contact with Diane Rockall regarding article about Draw Down, along with photo of Coach Allison receiving check. She suggested an article to be shared online and printed in the February edition of *Stockbridge Community News*. (Deadline coming up). Patrice Johnson stated this may qualify as a paid announcement. Cost information requested.
- **Community Guide:** Diane recommended this copy only include annual items that do not change, last year's entry to run but can be adjusted if needed.
- **Ticket Order:** Final tickets will be ordered upon quantity confirmation.
 - Motion was approved: Q100, MC to submit artwork to Main Street Printing.
- **Draw Down Save the Date:** Proceed with general save the date information to post online.
- **Poster Art:** Previous year poster art brought for discussion.
- **Catering:** MC: Check with Tony's BBQ (Adkins), Smokehouse 52, and St. C&C contact - change to Mexican fair? Requirements: Safe Serve certification and catering license.
LB: to talk with George about tables and chairs.
- **Sponsorship/Donation forms: email out for review with respond by, check for Colleen's signature (MC).**
 - Update letter
 - Adjust Sponsor Levels? (Should we do a banner this year?)
 - All Board members should pursue donations and/or sponsorships (starting as soon as forms are finalized).
- **By-Laws:** Due to illness, requesting this get pushed out a few weeks, possibly after event.

• Historian

Not present

New Business

- Booster Members secure a certain amount of tickets - each sell 5?
- DJ music during event (music).
- MD/SAC: (checking sound system in gym). (Music / iPod).
- RS: Beer same place. (need liquor license) may proceed with keg order (can be canceled if needed).
- Letters from State sent to Main Street address, in history of Boosters name change (2016 501c3). (Stockbridge Community Athletic Boosters) old name... need to check if tax papers are referencing the old account name.
File by 1/24 of this year. (Back taxes owed from previous boards not filing).
Previous Boards may not have registered 501c3 and closed out previous account. - **NO ROUNDTABLE.**

Next Special Meeting: Monday, 1/27/20 actions due 6 pm in the Stockbridge Jr/Sr High School Teacher's Lounge.

Next Regular meeting: Monday, February 10, 2020, 6 pm in the Stockbridge Jr/Sr High School Teacher's Lounge.

- Meeting called to close at 7:42 pm CS motioned. MC seconded. All in favor. Zero opposed.

1/13/20 - MC

Amended 5/18/20* to reflect December 2019 banking information provided by CS on 3/7/20. - MC

*Due to COVID-19 response, Boosters activities were limited during the months of March and April.

**Amended 5/20/20 to reflect correct bank name "Eaton Federal Savings Bank".