



Stockbridge Athletic Boosters Special Meeting

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Opening

The Special Draw Down Meeting of the Stockbridge Athletic Boosters was called to order at 6:05 pm on January 27, 2020 in the teachers' lounge at Stockbridge Jr/Sr High School by Colleen Satkowiak (CS). *(Initials will be used throughout).*

Attendees

Colleen Satkowiak (President), Lynn Beauregard (Vice President), Monique Coffman (Secretary), Ralph Schlaff, Amy Schlaff, and Valerie Rochow (Jr. Board Members).

Goal of meeting

- Boosters called this special meeting to continue planning efforts for the 2020 Panther Draw Down.

2020 Draw Down

Beer and Wine License:

- CS to resubmit request with Board list for past three years and account (will hold request through Feb. 17).

Facility Rental:

- CS to confirm contract with Mike Dalton for Stockbridge Activity Center. We have been confirmed on the calendar by Jo Mayer, and can get in the night before.

Table/Chairs:

- Stockbridge Activity Center has 150 chairs.
- LB reserved tables and chairs with the K of C. Estimating 35 tables.
- Admissions in Lobby.

PTO - Kids' Night Out:

- Babysitting (LB meeting on Friday) – need 20 volunteers. PTO Kids' night out.
RS: find out of if we could shuttle people from Smith? (Due to parking).

Catering: *Public event requires food license and catering license to serve and transport.*

- AA (Tony's BBQ) available for event date.
- LB met with cook at Smith - they do have ovens – have to talk with head cook (they may have movable ovens). (Portable convection oven). Boosters committed to food costs.
- AA needs to confirm licensing by end of week. (Food/catering license).*

Discussed several options:

- Prepare food in Heritage (requires food and catering license).*
- LB: could someone from school help and they use school license?
- Cafeteria (if food leaves school and transported elsewhere catering license required). Commercial kitchen, 3 compartment sink.
- Crossroads? Transporting to another place (Insurance).
RS: Food has to be covered and insured.

**Catering license - serving*

**Food license - preparing*

- Potential back up caterers: Smokehouse 52 BBQ/MC, and Medina's/LB. Caterers book way out in advance, need to confirm ASAP.

Basket Raffles:

- How many baskets (how many prizes). CS will go back and look at the numbers. Lower return on money raised compared to gift items. Limit number of baskets to five. Ideas include: Stockbridge theme, College theme (U-M/MSU), Men's/Hunting, Children/Family, Womens' Basket.

50/50 Raffle:

- Need more help with this.

Continued...

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Emcee: Gordie Kunzelman confirmed (LB)

- 5:30/6pm start –11/11:30pm end.
- Sound System: LB checking on sound system.
MD/SAC was going to check on PA in gymnasium.
LB: also checking with Mrs. Hatch for portable speaker and microphone.

- Script:

- Ask coaches for five facts about their sport. (AS)
- Ask Meghan to supply five facts as well.

Sponsorships:

- Share funding support for Hudl, Bowling, Volleyball basket, (license provided), and concessions dispersment at end of year for volunteer hours.
- LB: have some of the athletes talk about how their sport changed who they were.
- Could have display with stories of how athlete's lives have been positively affected.
- Letter needs feedback/review.
- Banner for recognition? (THP posters use peel and stick vinyl letters) Tracy Graphics (Bargain Dave's) AS/MC.

Volunteers:

- Need instruction sheet (CS), and script for emcee (AS/LB).
- Program/Draw Down description text (CS).

Raffle licenses:

- Raffle this week - lost out on all raffle dates cannot change them once the date is passed.

Meeting called to close at 7:05 pm by CS, MC seconded, all in favor, zero opposed.

Next Special meeting, Monday, February 3, 2020, 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, followed directly afterwards by a Special meeting to review Draw Down updates.