



## Stockbridge Athletic Boosters Special Meeting

### Meeting Minutes | February 3, 2020 | (pg. 1 of 1)

#### Opening

The Special Draw Down Meeting of the Stockbridge Athletic Boosters was called to order at 6:05 pm on February 3, 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, and Amy Schlaff.

#### Goal of meeting

- Boosters called this special meeting to review status updates (combined info from 1/27 and 2/3/20).

#### Updates/Actions:

- **Facility/Venue**
  - tables secured will need to coordinate delivery (We used 33 at Legion).
  - 200 chairs available (Target 250)
  - LB to contact MD regarding agreement/contract and insurance for event
  - LB, RS & AS to draft floor plans (check-in, food, seating, big board, baskets, bar, 1st # drawn/last # drawn board)
  - LB working on sound system (DJ Phatboy?) Need microphone or wireless for Gordie.
  - LB is looking into potential stage for main focus with the big board
- **Catering**
  - Need a licensed caterer due to public event
  - MC working with 52 BBQ to determine donation in order to finalize, meeting to be completed by next week (2/10) Confirm details. Business cards and menus on table.
- **Licensing**
  - CS submitted the annual reports for 2017-2019 expect to receive review feedback in 3-5 business days then she will report back to the commission
- **Ticket Status**
  - MC to check with Deanna for central location for people to pick up tickets
  - Estimate we have sold 10 tickets
  - SELL, SELL, SELL
- **Sponsorship/donation status**
  - MC sent draft out for comment (2/3/20), feedback by tomorrow to finalize for distribution.
- **Emcee script**
  - Meghan is soliciting for fun facts, highlights over the years of Stockbridge Athletics to compliment sponsor thanks for Gordie's queues/commentary
  - AS also contacting Mr. Demint, and JK regarding slideshow he created for online.
- **Baskets**
  - Streamline to 5 themes (Stockbridge, Collegiate, Hunting/Men's, Movie/Candy/Popcorn/Family, Women's)

#### Decisions:

- **50/50 Ticket price/s (pre-tear)**
  - Agreed to 1 ticket for \$1.00, 10 tickets for \$5.00, arm length for \$20.00
  - Plan to pre-tear
- **Basket Ticket price/s (pre-tear)**
  - Proposal of 6 tickets for \$5.00
  - Plan to pre-tear

#### Completed:

- Raffle License, Posters, In house rules drafted, Volunteer instructions drafted

Meeting concluded at 7:10 pm.

**Next General 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.**