



Stockbridge Athletic Boosters General Meeting

Meeting Minutes | February 10, 2020 | (pg. 1 of 2)

Opening

The General Meeting of the Stockbridge Athletic Boosters was called to order at 6:09 pm on February 10, 2020.

Attendees

Colleen Satkowiak, Monique Coffman, Ralph Schlaff, Amy Schlaff, Val Rochow, and Jaime Knoll.

Approval Minutes

- *Approve minutes January 13, 2020 General Meeting — motion to review and approve at a later date.**

Old Business

- *Draw down 2/29/20, Committee Update:*
 - Caterer confirmed: Smokehouse 52 BBQ
 - Tables confirmed
 - Micah B. is 18 and employed by hall owner, and will work.
 - CS to call on liquor license.
 - Need to push ticket sales as event date is approaching.
- *Status update of hard copy of liquor license from 2019 draw down:*
 - tabled
- *Wizards event Tuesday, Mar 24. Submitted down payment 12/10/19:*
 - Has started advertising on Facebook, tickets available online.
- *Tabled: Request for funds form and instructions:*
 - CS passed around request for reimbursement.
- *Tabled: Cost of goods review/discussion* – Keep tabled.

Officer Reports

- **President**
 - *Small Raffle license active — with one small raffle February 28 (hanging in concession stand).*
 - Submitting updated dates, CS need to true up with LB and decide on getting more for Spring.
 - *Proposals to review By-Laws — feedback due was due 1/13/20 with tentative review meeting on 1/27/20.*
 - Only Kary Gee has responded (other than MC and CS).
 - *PTO babysitting volunteers:*
 - Volunteer sheet for volunteers
 - Flyer went out to young students last week for kids night out (Alexa-Colleen's daughter).
 - *Concessions for 3x3 tournament, Mar 21 event 9am–3pm*
 - Do we need to make a sign-up in 2 hour increments? (not guaranteed the entire assignment, event could conclude as early as 2pm)
 - CS will most likely be there (with kids in tournament).
 - VR/RS mentioned it may conflict with Robotics Worlds Event.
 - VR to create 3x3 sign-up on Sign-up Genius.
- **Vice President**
 - *Concessions updates:* Tabled
 - *50/50 for bowling payment:* See New Business
 - *Touchdown Club reconciliation:* Hold
- **Treasurer** - Not present
 - *State of MI taxes for 2016-2018 incomplete for previous business ID*
 - We are supposed to be filing sales and use tax (have not been done since 2016?)
CS is hopeful from that information we can figure out 2017, 2018, and 2019.
They are due the end of this month. Need to go over.
 - *Other/General:*
 - CS/JS will try to order checks this weekend. Currently have a whole book left.
 - CS made money count sheets for cash boxes.

Continued...

Stockbridge Athletic Boosters General Meeting

Meeting Minutes | February 10, 2020 | Continued (pg. 2 of 2)

- *January 31, 2020 statement:*

Beginning Balance:	\$15,010.21
Deposits	\$4,704.00
Interest	\$1.34
Withdrawals	\$2847.17
Ending Balance	\$16,868.38

• **Secretary**

- *Draw Down Promotions:*

- **Article** - about Draw Down, along with photo of Coach Allison receiving check to run in this month's (February) *Stockbridge Community News*. Also shared online.
- **Posters** - initial posters printed and hung in local businesses and schools last month (January). Also shared online. Additional new posters with full detail distributed at meeting.
- **Facebook Event** - posted last month, plus various updates and photos online. Boosters to like and share!
- **Sponsor Letter/Donation forms** - finalized letter and form were sent out to various businesses and shared with Boosters. *It is requested that all Boosters make an effort to solicit donations and sponsorships if possible.*
- **2020 Draw Down Tickets:** 100 tickets printed and distributed last month (signed out by Boosters 5-10 at a time).
- **Caterer:** MC confirmed with Smokehouse 52 BBQ. Phil would like to give back to Stockbridge Community.
- **By-Laws:** Pushed out after Draw Down Event.

• **Historian**

- *Concessions:*

- Skittles still hard. JK asked someone in stands - still not good. Will not try again. Discontinue?
- Feedback - occasionally too many people working concessions at one time (more than 4). Not cost effective, hinders volunteer benefits at end of year. Keep numbers to a minimum 2-3/JV, 4/Varsity.

- *Draw Down:*

- Tip jar at bar to benefit Tolliver Family. Make sure it is marked so guests know where funds are going. CS will talk with MK for approval.

New Business:

• *Concession Updates:*

- **Volunteers** - LB spoke with Bowling coach to reiterate not too many team members at once.
 - ✓ Sometimes members are showing up early even though they are not signed up to work.
 - ✓ Remind people to wear a hat and secure hair with a hair tie.
 - ✓ Add something to sign-up genius (add a memo). For hat and hair tie reminder.
- **Sign Up Genius** - searchable by email. (Shows all sign-ups).
- **Cash Box - count/include change in deposit total, no need for pennies/nickles/dimes. (Adds up).**
 - We can start doing this in the spring / count change start fresh.
- **Schedule** - Baseball, Softball, Track only one event (otherwise there is a stand over by the baseball diamonds) some soccer will come over. Plus Track — Confirm with LB.
- **Make actual vouchers** for refs that can be collected. Bob Meyers gets stuff for the refs, and even attends many away games.
- **Reimbursement Request:** Submitted by CS.
 - **Count sheets:** to be filled out and signed by 2 counters (1 required to be a Booster) – CS

Roundtable:

- N/A

Meeting motioned to close Monday, 2/10/20 at 6:52 pm by CS, seconded by MC, all in favor, zero opposed.

Special meeting immediately following this one.

Next Special meeting: Monday, February 17, 2020, 6 pm in the Stockbridge Jr/Sr. High School Teacher's Lounge.

Next General meeting: Monday, March 9, 2020, 6 pm in the Stockbridge Jr/Sr High School Teacher's Lounge.

2/10/20 - MC

Amended 5/19/20 to reflect January 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.*