

**Encinal High School Athletic Boosters**

**Board Meeting Minutes - Official**

**July 10, 2017 6:30 pm**

Attendees: David Skaff, Sam Featherstone, Diana Fong, Kris Nelson, Kevin Gorham

**1) Motion Items**

**Motion 1** Approve Minutes from June 19, 2017 Booster meeting. **Initial Motion: Dave Skaff Second: Sam Featherstone All in favor**

**2) Athletic Director’s Report**

* 1. Kevin Gorham and Sam Featherstone drafted a petition letter to parents and would like to send it out via Booster’s Mail Chimp database with a Survey Monkey link .
  2. Kevin Gorham will be out of the office from July 16 until August 16, 2017
  3. Kevin announced EHS home football games on 8/25/17, 9/1/2017, 9/8/2017 . He also had concerns about who will manage and run the Snack Shack during these home games. Some parents may not have a food handler license or commit to running the concession. The shed and facility belongs to the Boosters and it needs repair. Anticipate repairs to be completed in 2 weeks. Unknown who the football team mom will be.
  4. Kevin Gorham stated the coaches meeting will be for ALL coaches on Aug 17, 2017, location TBD either at Otaez or West Café. Boosters will present to the coaches a Boosters Sports Package containing information on Athletic Booster Membership dues, Bonus program, team parents , athlete nominations for the Athletic Banquet, fundraising, Crab Feed support, donations, and stress the importance of recruiting parent volunteers for participation in EHS Booster sponsored and fundraising events
  5. Kevin Gorham will be taking over as Men’s Varsity Basketball Coach for Winter 2017-18 .

**3) Treasurer’s Report - Gladys Kathman, past treasurer and membership chair notes**

Gladys will work with the new treasurer and secretary for transition of membership and financial recordkeeping system. She is available via email and text for consulting and requests 48hr notice for project assistance. Crab Feed Folder, credit card readers, check deposit for ARPD, booster checks and deposit slips were given to Diana Fong for new treasurer. Gladys recommended treasurer, president, and whoever will be doing major Booster purchases for Snack Shack and Booster events to get a debit card. Need to remove Gladys from the Booster account. Unused Crab Feed Auction items were deemed unusable and discarded. Need to decide who will collect Booster donations , memberships dues at EHS during the summer when the banking office is closed . Marie Long and Gladys Kathman used to pickup the money last summer. Currently the Athletic Directors office is holding onto membership dues checks.

**4) Old Business**

1. Crab Feed deposit -need to arrange a meeting with Katherine Sirota to pay deposit and sign paperwork. Ms. Sirota confirmed via email to Diana Fong that 2/24/2018 has been reserved for EHS Crab Feed.
2. Unused Crab Feed Auction items were deemed unusable and discarded.
3. Website calendar- updated new home football games, athletic banquet 2018 date has not been set yet. The calendar will be updated as information is received.
4. Snack Shack Management : VP Sam Featherstone brought up the point that if there is not enough football parent volunteer support, and the Boosters share of the profits did not make it worthwhile for the time spent in purchasing, inventory, and managing the snack shack, the boosters should not continue to actively manage the concession. Kevin Gorham expressed concern over volunteer parents not having experience with food handling and food safety protocols. Currently, boosters get 50% profits from sales and pays for all the food purchases and delivery. Snack Shack provides needed fundraising money to football team. Need to check the profit/loss from Snack Shack operations last year and make a decision at next board meeting.
5. Petition Letter- Diana Fong will create Survey Monkey survey and Gladys Kathman will help finesse and send out via Mail chimp per President Skaff’s request and approval.
6. Board member duties and delegation of tasks- ongoing discussion, tabled for next meeting

**5) New Business**

a) Adding Kristina Nelson to the Website as Historian and since she is a non-voting board member, the bylaws do not have to be modified. President Skaff approved suggestion.

b) The board agreed unanimously to add photos from Booster sponsored events (crab feed, athletic banquet, family sports night) for information and event marketing

1. Collection of booster dues/donations in Summer @ EHS when the banking office is closed. Coaches and parents have been turning in money to Lani Molina and the checks are in her office. Discussion tabled until treasurer returns from vacation to discuss.
2. Kris Nelson is talking to a person who may wish to be on the booster board as membership chair. She suggested we recruit parents who can do graphic design, website updates,

Meeting adjourned by David Skaff at 7:40 PM

 Encinal High School Athletic Boosters

Board Meeting August 14, 2017

Agenda

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| **1) Welcome**     1. **Athletic Director’s Report** 2. **Treasurer’s Report** 3. **Old Business**     1. July meeting minutes – VOTE ITEM    2. Snack Shack Management- VOTE ITEM    3. Appointment of VP 2    4. Board member duties and delegation of tasks- until board/committee vacancies are filled   e) AD Petition Update-over 80 supporters on Survey Monkey, next steps?   1. **New Business**     1. Advertising Revenue: Diana Fong will look into the previous EHS gym banners advertising contract and draft a renewal contract with input from board members. The project to approach advertisers to renew sponsorship can be assigned to the basketball teams as an easy passive fundraiser to sell advertising space in the gym.    2. Membership Dues: What to do when Coaches collected the $50 membership fee already? Reject or accept and what if they state their players cannot afford to pay $75 ?    3. Crab Feed Planning: event chair and acquisitions chair needed and list of volunteer opportunities/assignments (ask Kris about last year’s)    4. New Mail Chimp Booster database: including new graduate student-athletes in our database and keeping them connected to EHS Booster events, especially our scholarship winners. |  |
| **Notes:** |  |

**2017-2018 IMPORTANT DATES**

*(To be updated as schedules are announced)*

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| July 10th – Athletic Booster Meeting 6:30 PM @ 1232 SAINT CHARLES ST, ALAMEDA , CA 94501 |
| August 14th --- Athletic Booster Board Meeting |
| August 17th – All Coaches meeting –location TBD |
| August 21st First Day of School |
| August 25th – Football Home Game – Snack Bar needed |
| August 28th Fall Family Sports Night Meeting  Athletic Boosters Meeting |
| September 1 – Football Home Game – Snack Bar needed |
| September 8 – Football Home Game – Snack Bar needed |
| September 11th – Athletic Booster Meeting |
| October 9th – Athletic Booster Meeting |
| October 13th – Football Home Game – Snack Bar needed |
| October 20th – Football Home Game – Snack Bar needed |
| October 27th – ISLAND BOWL AT THOMPSON FIELD @ Alameda |
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| November 13th Winter Family Sports Night Meeting  Athletic Booster Meeting |
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| December 11th Athletic Booster Meeting |
| **2018** |
| January 8th Athletic Booster Meeting |
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| February 12th Spring Family Sports Night Meeting  Athletic Booster Meeting |
| February 24, 2018 19TH ANNUAL CRAB FEED and AUCTION at the Albert DeWitt O’Club |
| March 12th - Athletic Booster Meeting |
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| April 9th - Athletic Booster Meeting |
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| May 14th - Athletic Booster Meeting |
| May 17th or May 22nd Spring Athletic Banquet?????? |
| June 6th Last Day of School |
| June 11th - Athletic Booster Meeting |

~~\*\*~~Red is not confirmed dates, proposed