

Athletic Boosters – Board Meeting

Minutes - DRAFT

March 13, 2017 6:30pm



1) Motion Items

- Motion 1 Approve Minutes from 02/13/17 Booster meeting
Initial Motion: Dave Skaff
Second: Marie Long
All in favor

2) Athletic Director's Items

- a. State is pushing for fall sports to start the last week of July. There is not staff at the site so it will be impossible. Staff is against it. There is a possible petition going around to stop this action as games would start before staff begins working.
- b. Athletic Director's job duties are being re-evaluated.

3) Discussion Items

- a. Crab Feed Software and Auction
Crab Feed close out of all incoming payments, including alcohol purchases, is being handled by Gladys
Crab Feed close out of all remaining unsold donations is being handled by Gladys. Is there an expiration date on any unsold items? School is adding 2 sets of grad tickets to be advertised in mid-May and sold for a fixed fee.
Crab Feed close out of pending payments is being handled by Gladys
Someone needs to reserve the O' Club for next year ASAP
New software pros and cons were discussed.
 - i) Pro* - It is much easier to process payments, check-in and check-out, bids, reports, receipts. All documents are IRS compatible. Auction can now also be held online and Kris proposed opening the auction a few days early online, then closing it online at the start of the crab feed to encourage bidders to attend.
 - ii) Con* - Wifi connectivity was a big issue. All computers were using the portable wifi signal and they periodically malfunctioned. Kris proposed going back to bid sheets for the guests to use, while staff/volunteers use the software for close out. How can we address this next year?
- b. Food and Beverages
 - signature drink was not a big seller but was effective. Beer using a hand pump was easy but the keg needs to be tapped by 1pm. Coffee only sold 50 or so. Next year we need 12 cases of water, 12 cases of soda, 200 lbs of ice. O'Club had an ice machine that is contaminated. Each bar station needs 2 bartenders and 1 runner.
 - Food - By all accounts, prep went very well. Nothing new to report.
- c. Cleanup
We need dedicated student crew specifically for cleanup
- d. AV
We need 3 dedicated people for AV prep. Dave Skaff reserved equipment for next year

already.

- e. Tips
Envelopes for tips should be made so as to keep tips separate from other income.
- f. Dessert
We needs more dessert items for the dessert auction
- g. We'd like to sell crab cracker kits - where to we get them and for how much per kit?
What markup?

3) Treasurer's Report

4) Old Business

All old business was relevant to the crab feed

5) New Business

Athletic Banquet plans for food, etc.

Grad Night plans

Recruiting new officers for next year's Booster Board. Ballots for next year's officers needs to go out by mid- May. Submit nominations to Encinal Boosters.