

Park High BOOSTER CLUB

07/17/2018

6:15 PM / ERA Landmark Real Estate Conference Room

ATTENDEES

Michele Carter, Jennifer Grandpre, Alana John, Sarah Killorn, Michele Mickelson, Sherri Nohl, Tracy Pelach, Vicki Petry, Wendy Purkett, Lisa Svendsen, and Jessi Tyner

MINUTES

CALL TO ORDER / Welcome / Organizational Overview

Booster President Michele Carter called the meeting to order at 6:17 p.m. and thanked everyone for attending. She gave an overview of our mission and shared that we are revamping the organization a bit and are seeking more input/activity from PHS parents. The PHS Ranger Boosters, Inc. has been established as a 501(c)3 non-profit organization and our by-laws have been registered with the state. This club is organized and operated for the charitable and educational purposes of promoting academics, athletic programs, activities and arts at Park High School. We believe in promoting school spirit, good sportsmanship, inclusion and excellence.

TREASURER'S REPORT

BALANCE \$2,003.10

Booster Treasurer Lisa Svendsen presented the Treasurer's Report and shared with the group the impact that last year's fundraising efforts had on PHS activities and clubs. In 2017-18, the Boosters contributed to the following organizations and activities: student council, cheerleading, jazz festival, TNT club, cross country, boys' basketball, girls' basketball, the angel fund, FFA convention, softball, wrestling, National Honor Society, Ranger Rush, Homecoming, Winter Formal, outdoor field needs for spectators, Lift Life luncheon, divisional softball tournament, trophies, and plaques.

ELECTION OF OFFICERS

Nominations were made and a vote was taken. The following officers will lead the PHS Ranger Boosters Inc. in the 2018-19 academic year:

President - Sherri Nohl
Vice President - Jennifer Grandpre
Treasurer - Lisa Svendsen
Secretary - Michele Mickelson

Discussion was held about the committees that we are implementing this year. Many attendees have agreed to serve on the communications/social media committee and will update our social media followers on the activities that we

attend for our students. Alana John has volunteered to chair that committee. We need to get a list of any students who cannot be visible on the website and social media so that we remain in compliance with the school. Jessi Tyner and Lisa Svendsen have agreed to be on the swag committee and will present options for boosting school spirit through merchandising.

MEMBERSHIP

Jessi Tyner has volunteered to chair the membership committee again this year. We talked about having a fall and winter drive to equip families with season passes, which offer discounted admission. The guidelines for the season pass were discussed and a plan was drafted for presentation to Regina so that we can outline exactly who the season pass can cover and how we can make it easy for the gate to determine who is a Booster member, including identification for children when parents aren't present. The Membership Chair will be responsible for communicating with school staff and the volunteer who will be updating our page on the website **weekly** so that sports programs and other promotional material reflect the most up-to-date list of members. We are ordering a window decal for Boosters to display their support and a special window decal for businesses. Our goal for total membership this year is 200.

Jessi presented a draft for a new membership application and shared the research that she'd done on other schools. It was decided to include our mission and information on who we fund on the application and to make the form more user friendly. Final edits will be made to the form this week and we will then get printed copies ordered so that we have them in time for the PHS Sports Meeting on August 6.

CONCESSIONS

Concessions and Membership are the two primary aspects of our fundraising. The concession stand requires a significant amount of planning and we have decided to hire a Manager to oversee ordering, receiving, set up, breakdown, and training of volunteers. A job description will be drafted and Sherri and Michele C. will oversee the hiring of this seasonal position. We are also seeking a volunteer chair to oversee the scheduling of concession workers. We utilize Sign Up Genius for online scheduling and reminders and will communicate with school personnel to help us share with advisors, coaches, and parents when we have not filled all slots. Each of these positions will be broken down into fall, winter, and spring seasons. Michele Carter has agreed to help us get up and running for the fall season and will also schedule a cleaning day to prepare for the new school year.

FALL SCHEDULING

The schedule has been released for fall sports and we need to create the Sign Up Genius for scheduling. Jennifer is going to work with Michele M. to get all dates on the calendar so that we can get help with concessions.

Major dates of importance in August for the Boosters follow:

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| 8/6 | Sports Meeting |
| 8/8-9 | Central Registration |
| 8/21 | Booster Meeting |
| 8/27-28 | First Day of School |

Boosters are encouraged to help with the membership table during the Sports Meeting and Central Registration, as well as the first several games of the sports season.. Sign-ups will be drafted for volunteering.

BOOSTER CLUB MEETINGS

Booster Club meetings have been scheduled for the school year. We will meet on the third Tuesday of each month. If ½ of the executive committee is not available, an alternate date will be scheduled and communicated to the membership no less than 2 weeks prior to the scheduled meeting date.

GENERAL DISCUSSION

Discussion was held regarding activity / club participation in concessions staffing for funds distribution, and Regina (Activities Director) will be contacted to confirm compliance and a plan for 2018-19 academic year.

A question was presented regarding plaque recognition for achievements in non-sporting activities. We will confirm that the school has not ordered them and find out if the Boosters can purchase or cover expenses.

We also discussed funding requests. In 2017-18, we were presented with several expectations for funding based historical requests, which we were not made aware of for budgeting. A new funding request form has been developed, and will be reviewed by the Activities Director before presenting to the club for a vote. Our goal is to communicate with all school personnel to let them know that we would love for them to submit funding requests and will encourage their groups to work in concessions. Decisions on allocation of funding will be made by vote of the PHS Ranger Booster Club membership at monthly meetings. The meetings are open to the membership, as well as community members and advisors / coaches who submitted the funding application.

ACTION ITEMS

- Membership application created and printed
- Membership cards and concession punch cards created and printed
- Window decals designed and ordered
- Sign Up Genius created for upcoming events including membership table and concessions
- Concessions Manager job description created and shared
- Concessions cleaning day scheduled

ADJOURN

The meeting was adjourned at 8:06 p.m.