

Booster Club Agenda
Sunday, October 21, 2018 @ 6pm
ADM Middle School Media Center

Attendees:

Reece Satre, Athletic Director	x	Jeff Flora (<i>Wrestling</i>)	
Ryan Case, President (<i>Girls Basketball</i>)	x	Jeff Harsh (<i>Wrestling</i>)	
Vice – President (<i>Vacant</i>)		Sam Bertman (<i>Girls Soccer</i>)	x
Lannie Montag, Treasurer	x	Michaela Freiermuth (<i>Boys Soccer</i>)	x
Marissa Conrad, Secretary (<i>Boys Basketball</i>)	x	Jeanne & Judd O'Connor (<i>Golf</i>)	
Nick Stucker (<i>Cheer Rep</i>)	x	Eric & Ann Heitz (<i>Boys Track</i>)(<i>Football</i>)	X
Wendy Marckmann, Apparel Rep (<i>Cross Country</i>)	x	Matt Juergens (<i>Girls Track</i>)	
Vacant (<i>Cross Country</i>)		Craig Lonneman (<i>Girls Track</i>)	
Vacant (<i>Football</i>)		Jennifer Wyant (<i>Softball</i>)	
Mike Crow (<i>Volleyball</i>)		Chris Garton (<i>Golf</i>)	
Lisa Meyer (<i>Volleyball</i>) (<i>Softball</i>)		Vacant (<i>Baseball</i>)	
Jodi Hook, (<i>Girls Soccer</i>)		Vacant (<i>Dance</i>)	

Guests: Coach Zwank

- 1.) Call To Order (Ryan Case called to order at 6:02pm)
 - a. Previous meeting minutes have already been approved (via email)

- 2.) Committee Reports
 - a. *Athletics Report* (Reece Satre)
 - Fall is complete except for JV/Freshman football game on Thursday (vs Abe Lincoln HS)
 - 3 cross country state qualifiers (State Meet is in Fort Dodge)
 - Middle school girls basketball starts Monday
 - Wrestling senior night on 12/13
 - Booster club funding requests email to coaches will go out this week so at our next mtg we can discuss and review items
 - Need to find out from Coach Book how he wants to use his fundraising dollars. Ryan will reach out to Bryan Goos to see if he can communicate with Coach.

 - b. *Treasurer's Report* (Lannie Montag)
 - Checking account \$2,597
 - Money market \$100,901
 - Paypal a little over \$6,000
 - In the past we have tried to keep the balance around \$35,000

Expenses of Note

 - \$1,900 for sports programs
 - \$1,029 for tents
 - \$284 for middle school cross country fees for state meet
 - Other signage and business membership (pins, frames etc.)

- c. *Business Memberships* (Ryan Case)
 - All clings, packets, pins, frames etc have been delivered; a few extra that we can hang onto for future new members or for next year
 - Banner with businesses will be displayed in the gym, Wendy ordering that

- d. *Apparel* (Wendy Marckmann)
 - Wendy reviewed what she is doing with apparel, started with a Decker order in July (170 orders) and did a Graphic Edge in August (109 orders), another order in September from Decker (154 orders) made almost \$4,000 this year so far for the Booster Club
 - Restoration Harmony wants to stock some items at their store with some of the proceeds to support Booster Club (sample items will be stocked so people can see them and try on, will also have more apparel and accessories such as hats, pop sockets etc). People will mostly order online but pick up in the store (increases traffic to their store). Booster Club will receive proceeds from our ordered items only (the additional ADM branded items she stocks will not be included). Better customer service/returns/etc.
 - Restoration Harmony is interested in doing a store etc on site during games at some point in the future
 - They are going to set up a website for people to purchase items that they are stocking (the sample items) will be separate from Restoration Harmony website
 - Decker order will also be available before Christmas, this time a \$7 direct ship (no option for shipping for school for pick up)

3.) Agenda Items

- a. *Logo Guidelines and Expectations*
 - Ensure we are following brand guidelines when using the logo, specifically that we use correct font for the word "Tigers" etc. Make sure it is identifiable as ADM brand, if there are questions be sure to run it through Travis Wilkins(Communications Director). Best to err on the side of caution and confirm with him.

- b. *Review and potentially amend by-laws (by-laws can be found on the ADM Booster Club website under the "About" tab)*
 - Should we add a requirement that sports reps attend at least two minimum meetings a year? Discussion around that, would like to encourage more involvement from sports reps. Should we incentivize it as if your reps show up for 2 meetings + help with fundraiser, per year, rather than as a punitive thing? It was suggested to deposit \$250-500 into coaches' accounts if they meet the requirements that we outline. Or assign a pot of money and all sports who have reps that meet requirements will split it. Will table until January.

- c. *Discuss if donations should be allowed to be "earmarked" for certain sports or activities*
 - Golf tournament proceeds should be earmarked for green fees only?
 - A parent specifically wanted to donate and support cross country with their gift only (check would be written to Booster Club).

- Discussion around gifts that want to be earmarked specifically by donors will be told that it will go into a general fund and we cannot guarantee that it will be used for a specific support.
- If a group (such as baseball team) fundraises on their own, we can hold that for them so they can use (would have to come through coach)?
- Maybe we put a minimum amount (\$2,500, \$5,000?) on amounts that we would earmark if it was given by donors for a specific sport?
- Also need to get clarification from Business Office on their policy
- Will table this discussion until January and vote on it then

d. *Coach Cleveland's request to purchase practice jerseys for the girls basketball team*

- Coach wants to purchase new practice jerseys for varsity would be \$525 or whole squad at \$875 (will order from Decker)
- Reece clarified that normally this would have come in for a coaches request
- Ann asked the question was asked why doesn't the school purchase them? Also made a point that it's a good time to educate coaches on opportunities for ask
- Reece Satre motion to approve the full \$875 request
- Lannie Montag second
- Vote: Approved

e. *Sports program for winter (Marissa and Ryan will work on this)*

- Current record etc.
- Partner with radio station to help with Athlete Spotlight
- Booster Club dollars at work
- Schedule (win/loss record)
- Ryan will coordinate with Lisa Wilkin on when we need to have materials in to her each week

4.) New Items / Discussion

- Board decided that there will not be a meeting in December
- Lannie asked if we can get more hoops that go below 10ft, Reece will talk with facilities and see and we will discuss at later date if not
- Basketball tournament for Feb already has a few registrations, set up so people can via PayPal, dates are Jan 19-20 is girls and Jan 26-27 is boys
- MidAmerican sponsored a recent volleyball game, need an invoice from us and they will donate \$250 to general fund
- Ryan will change the PayPal descriptor (will submit a letter on Booster Club letterhead)
- Ryan asked if North Polk is joining our conference? That is pending, as well as Gilbert.
- Cross country team requesting funding to cover difference for charter bus to district meet \$1,296.75, district funded \$580.35, remaining amount and request is for \$716.40
- Lannie Montag motion to approve
- Ann Heitz second
- Vote: Approved

-Cheer honor squad for hotel fees at UNI, kids have to try out for this opportunity asking for \$497 for three girls to attend for one night, we would like the girls to come and tell us how it went once it's done

Lannie Montag motion to approve

Ann Heitz

Vote: Approved

-Lannie asked it is possible to get coaches' accounts balances when we review their upcoming requests? Reece will see if he can get accurate numbers from coaches.

5.) Meeting Adjourned 8:05pm

Ryan motion to dismiss

Sam second

Meeting Schedule, Every Third Sunday at 6:00PM, Middle School Media Center

<i>August 19, 2018</i>	<i>November 18, 2018</i>	
<i>September 16, 2018</i>	No meeting in December	
<i>October 21, 2018</i>	January 20, 2019	