



Booster Club Board of Directors
 Meeting Minutes
 Sept 14th, 2022 at 7pm
 Saint Peter High School

Topic	Notes	Action Items
Standing Items		
Call to Order	Time: 7:07am Motion: Heather M. Second: Megan	
Approval of Previous Minutes	Motion: Lisa Second: Megan	
New this Month		
Good News	Check in for \$150 from River's Edge for Golf Hole Sponsorship	
Membership Update (Megan)	<p>Update: Membership update: we currently have 45 members, which is almost as many as we got all last year (low 50s). That said, we have finished all of our appearances and promotions, so we need some new and fresh ideas on getting the word out. Incentive distribution is going very smoothly for the most part, just a few questions about using the Hometown app for passes.</p> <p>Nov. 3 Middle School Conferences- possible new parents to connect with—decided too late.</p> <p>High School Conference night- not a large attendance at conference may not be best for promoting membership.</p> <p>Ideas for promoting Booster Club to increase awareness- social media ideas- pictures of what booster club has funded, image of new walls with members names.</p> <p>Photo collage of booster funded items to post on social media and website. Give people more visuals.</p> <p>Board members discussing the need to continue to educate and inform community about what booster club is and what we do.</p>	<p>Next Steps: Email past members to say, are you interested in doing this again this year?</p> <p>Sept. 30th Homecoming possible another option to do a marketing event</p>
Golf Tournament Recap	50/50 Deposit. \$850, Pat Klubben big winner of the 50/50 Square Transactions: \$7,461.25	Put in notes for next year, be sure to have mulligans for sale and it is an easy way to make a profit.

	<p>Registration directions for taking payment on the iPads and check in sheets for the golf tournament went very smoothly.</p> <p>Plenty of workers and volunteers for tournament.</p> <p>Lots of people registering asking about buying mulligans, which is all profit. In the future we should be selling mulligans.</p> <p>Thank you cards, volunteers times were 10:30-noon. Four athlete volunteers were there at start time 10:30am-noon and completed all the cards by 11am other athletes that may have been planning to come were no longer needed. Be sure to recruit volunteers with strong penmanship. Katie provided a great written example of message and Heather provided an example of how to address an envelope. We learned still need supervision and someone to answer questions as spreadsheet is not clear for all sponsors and help to problem solve. Some cards upside down or not as professional as needed to send to a business. Great to have student volunteers, just some suggestions for improvements.</p>	<p>Athletes writing thank you cards, 4-6 volunteers and 10:30am-11am time frame. Some supervision needed and strong penmanship.</p>
<p>Concession Stand Update</p>	<p>Update: Kim Meyer has been doing a great job managing coverage Old events will be removed on a recurring basis, but a report is being generated so we can keep track of who is volunteering</p> <p>Working on getting the old dates off. Keeping a documentation of who has signed up already. Up to date as of yesterday, 9/13/22.</p> <p>Shea- swimming is not as well attended and cost to pay workers to stock food, not profitable to keep running concessions at swimming.</p> <p>Board discussed swimming concessions and how concessions add to the atmosphere and the event. Corrie is already signed up to volunteer at the concession stand at the next meet and was willing to be there. Discussed just needing one volunteer there instead of two. Lisa is there each meet and volunteered to help by taking a container to and from the event (maybe that would save on labor costs) with concession items to set up for sale as she is there any way for swimming. And figure out the cash box. Katie wrapped up the discussion by</p>	<p>Katie will connect with AD office - New strategy is get list from AD for Booster club to send out email to ALL athlete parents to try and get communication out to all about volunteering in concession stand.</p> <p>Update: List received and "scrubbed" of graduates Email communication drafted to also include membership reminder (KAL)</p> <p>Swimming concessions will only be available for the invite. Non-school employees can not transport. Sign-up genius has been updated.</p>

	<p>stating she would circle back to Shea and tell him about the discussion and ideas and see his thoughts.</p> <p>Shea confirmed that he sent out the concessions email and link to the coaches so the coaches could just copy and paste and have a consistent message going out from the coaches to ALL parents. Unfortunately, as a board we discussed that many of us have not yet received this email. We can't place blame on parents for not volunteering if they have never gotten an email with a link on how to sign up to volunteer.</p> <p>Katie felt suggested trying a new approach with communicating with the parents instead of through the coaches directly from the board. Will connect with Shea on this idea.</p>	
<p>Other Clubs and the Booster Club</p>	<p>Question was raised about supporting other clubs and if the booster club would fund. Last year this came up with the band. And now asking about the cheerleading club. Brought up their sole purpose is to support St. Peter athletics would they be considered different because of this? Or is this getting into a slippery slope of any club that has something to do with a sport should now be supported by the booster club?</p> <p>Below are the sports teams that the booster club currently does fund and they are SAINTS SPORTS WE REPRESENT</p> <ul style="list-style-type: none"> ● Boys Cross Country ● Girls Cross Country ● Football ● Swimming & Diving ● Boys Soccer ● Girls Soccer ● Girls Tennis ● Volleyball ● Boys Basketball ● Girls Basketball ● Gymnastics ● Wrestling ● Baseball ● Boys Golf ● Girls Golf ● Softball ● Boys Tennis ● Boys Track & Field 	<p>Check in with other Booster programs to see how they respond to cheerleading and other club type groups seeking funding.</p> <p>Katie will email area schools based on list that Josh used previously for budgeting comparisons. (KAL)-10/11: no update as of today</p>

	<ul style="list-style-type: none"> ● Girls Track & Field (Please note that the Minnesota River Bulldogs Boys & Girls Hockey programs and the SPSHS Trap Team have their own booster clubs.)	
Booster Board Shirts (Megan)		Table- ideas for booster club to have shirts to identify us and to wear at promotional events, etc.
Reps Attendance	<p>XC and Football: Low attendance The bylaws lay out the process: <i>Section 4.07. Removal. Any individual director may be removed from office, with or without cause, by a majority vote of the directors entitled to vote, except as otherwise provided by the Minnesota Non-Profit Corporation Act.</i></p> <p><i>Motion to remove, Megan Second, Heather Cross Country - not attended, replace with another representative. Katie will talk with Coach Stuewe to find a replacement.</i></p> <p><i>Football – Brian called and spoke with her and unable to attend with schedule, replace with Corrie Odland.</i></p> <p>Six Coach-Appointed Sports Representatives Two-year term: 2021-2022 and 2022-2023</p> <p>Responsibilities Sports Representatives:</p> <ul style="list-style-type: none"> · Attend and represent your team as an active member at Booster Club meetings · Act as the communication link between the Booster Club and the sport you represent · Assist with the recruitment of volunteers for concessions, fundraising, and/or other events <p>Explanation of Sport Representative Responsibilities:</p> <ol style="list-style-type: none"> 1. Booster meetings are held on the second Wednesday of each month from 7-8:30pm in the commons area at the St. Peter High School. A reminder email and agenda is sent prior to each meeting. As a booster sport representative, it is the expectation that you attend these monthly meetings. 	<p>Katie will speak with Coach Stuewe about finding a Boys Cross Country representative</p> <p>Notes- list the sports representatives responsibilities</p>

	<p>2. Serve on a booster club standing committee, such as: Concessions, Communications, Memberships, Budget</p> <p>3. Participate and assist with Annual Fundraising Events:</p> <ul style="list-style-type: none"> ● Golf Tournament- 3rd weekend in August ● Adrenaline Card Fundraiser-End of August-Early September ● Membership Drive-August-December ● Sadie Hawkins-President's weekend ● Booster Bash- end of March/early April <p>4. Communication with your team is key as a representative. You represent our booster club to all the families in your sport. Plan to attend the team's parent meeting and ask the coach for a few minutes to promote the booster club and encourage membership participation. Connect with the coach about how best you can assist with communication about booster club information (email list, remind app, announcements).</p> <p>5. Help recruit parents and students from all team levels of your sport for various fundraising events that support the booster club. Volunteers are needed throughout the year, and you will serve as the point person for communication even if your sport is not in season. Team involvement is a requirement to receive Booster grant money for your team.</p>	
<p>Sadie Hawkins</p>	<p>Do we want to consider moving it to a non-president's weekend?</p> <p>Also, maybe looking at a Fall date. Snow week---Sadie Hawkins, has snow week been locked in.</p>	<p>Yes, Katie will look at finding a new date.</p> <p>Katie plans to find out if Snow Week has already been solidified as that would impact if we could move Sadie Hawkins.</p> <p>Update: Email sent to Dr. Harms. No dates have been confirmed due to</p>

		there being no school on Friday.
AD Report (Shea)	Shea not in attendance.	<p>From Shea: meeting with the Adrenaline card rep tomorrow to finalize numbers and can send out an email update</p> <p>From Shea: Season is well underway. Nothing new to report. Winter sport registration will open mid-October</p> <p>Note for next year—give rep. things in advance to tuck things in with the cards to handout like the</p>
Funding Requests	<p>Any new items: Tennis Skirts (Rothenberger)- no longer needed</p> <p>Volleyball: an email inquiry was received about a potential volleyball funding request. The online form was sent to the coach however, at the time of the meeting no additional information was received.</p> <p>Funding Request process needs a more robust discussion therefore will be added to the October Agenda. The goal will be to levelset the role of the booster board and school approved overnight trips. Katie will pull this forward to the next meeting for a larger conversation and what role the board if/any has in oversight of the trips that have been approved by the school.</p> <p><u>From Sept meeting:</u> Some board shared concerns of of liability and funding overnights for teams. Ideas were shared on Implementing behavior expectation contracts, release of liability forms, information sheets for parents, etc.</p>	<p>As a reminder: Funding Request St. Peter Booster Club Funding requests are desired one week prior to the next Booster meeting and then attend the meeting or send a representative to answer questions and for clarification.</p> <p>Note: Katie followed up with the school. This is covered in the registration process and MN High School league Rules and is <u>not</u> the responsibility of the booster board.</p>
Financial Update (Bob)	<p>Waiting for Golf and Adrenaline Card final information</p> <p>\$150 deposit for River's Edge</p>	Bob will be meeting with Shea in next week.
Walk On Items:	October Fest- looking for individuals to run a bean bag tournament, \$40 to enter, 3-4 people to run it and we would take away 50 % of the profit. Not	Email sent to Cory Ables providn an update on Octoberfest. (KAL)

	<p>sure of the time commitment. Voted, no not this year.</p> <p>Football game concessions, sold out on lots of stuff. Laffy taffy, suggested charging more for it and limiting how many people can buy. Reselling in the stands for a profit because people do not want to wait in the long lines.</p>	<p>Amount of Laffy taffy will be limited and not sold by the box per Kim Meyer and Kim Johnson (KAL).</p>
Old Business		
Booster Store	<p>Items will need to be purchased to restock the store</p> <p>Mention of children's sizes/items</p>	<p>Determine when we need them by</p> <p>Identify the items</p> <p>place the order</p>
Next meeting		
Meeting Adjourned	<p>Time: 8:03</p> <p>Motion: Bonnie</p> <p>Second: Lisa</p>	

Attendance:

Present:

Katie Looft- *President (and Volleyball team representative)*

Bob Kamm- *Treasurer*

Heather Banks- *Secretary*

Sarah Nelson- *Board member at large*

Lisa Walter- *Board member at large*

Bonnie Peterson- *Board member at large*

Megan Ruble- *Girls Golf representative*

Lisa Landsom- *Gymnastics team representative*

Heather Magelee- *Boys Golf team representative*

Corrie Odland- *Football representative*

Brian Odland- *Head Football Coach*

Absent:

Jessalyn Mercado- *Vice President*

Jenni Robb- *Board member at large*

Shea Roehrkasse- *St. Peter Activities Director*

Galen Bly- *Cross Country team representative*