

Mankato West Booster Club

Meeting Minutes September 24, 2018 Mankato West 6:00 pm

1. Meeting Called To Order
 - a. **Meeting Called to order @6:01pm**
 - b. **In Attendance: Lisa Cownie, Steve Isakson, Traci Hays, Brian Fell, Justine Carlson, Beth Fasnacht, Chris Marben**

2. Approval of Last Month's Minutes - Justine Carlson
 - a. **Traci's last name spelled incorrectly; Justine made the changes**
 - b. **Beth made a motion to approve w/change, Traci seconded - minutes passed**

3. Submission and Approval of Last Month's Financial Report – Steve Isakson, Treasurer
 - a. **Steve provided the financial reports; Beth made a motion to approve financials, Traci seconded - Financial report approved**

4. New Business
 - a. **Membership; Google drive spreadsheet, access**
 - i. **All can access and like using the Google drive**
 - b. **10% off merchandise coupon - sample**
 - i. **Instead of doing a coupon it was decided a form letter would be created and the coupon would be added to the bottom**
 - ii. **Lisa will type up the letter and send to Justine; she will add the coupon info and then mail out to all paid members**
 - iii. **10% off entire order not one item**
 - c. **Booster Club Website updates needed - Board of Directors, Officers, Committee Chairs, Become a member page & form, current members, apparel info, upload August minutes(under More then Documents)**
 - i. **Steve made the changes that were needed**
 - ii. **Steve will add me as an admin to website one I join the page**
 - d. **Newsletter**
 - i. **Was decided not to do this so the tab on the website will be removed**
 - e. **Booster Club Facebook - who is admin?**
 - i. **Discussion about who could be in charge of this; Justine will reach out to Dave Thompson and figure it out**

5. Old Business

- a. **Donation Policy; set guidelines / we currently donate to Educare and Pack the Stands**
 - i. **Table discussion until November meeting**

6. Committee updates

- a. **Concessions: Traci reported**
 - i. **Things are going well; volunteers are showing up**
 - ii. **Keeping inventory low**
 - iii. **Jakes Pizza is going over well**
 - iv. **Hatanpa donated 4 boxes of popcorn bags**
 - v. **Outdoor popcorn machine needs a good cleaning; we own it. Kernel Concessions in Jordan is a possible person to contact for a cleaning or possible upgrade - Traci will reach out**
 - vi. **New shelves w/tables coming from Hermel for outside stand**
- b. **Football Concessions: Chris reported**
 - i. **Going well**
 - ii. **Homecoming & MEA weekend last regular season games; will more than likely host a playoff game**
- c. **Scarlet Saver Card: Beth reported**
 - i. **They are starting to come back in; 9/14 was the soft deadline**
 - ii. **Brian will begin contacting coaches**

7. Activities Director - Monthly Report and New Requests; Brian Fell, AD

- a. **Thank you for making the transition go well**
- b. **Report: Submit for Payment/Reimbursement - the following 3 items had been pre-approved and have been purchased**
 - i. **Football uniforms - cost of \$10,000**
 - ii. **West HS Gym Banner Project - cost \$4213.67**
 - iii. **Football Endzone Camera - cost \$2500**
 - iv. **Has the receipts for Steve for above items**
- c. **Report: Submit for Vote - one item request for purchase**
 - i. **Girls Swim/Dive program requesting a standing foam roller rack to hold the foam rollers they use in the weight room; cost of \$300**
 - 1. **Steve made a motion to approve the purchase of the standing foam roller rack at a cost of \$300, Traci seconded - motion passed**

8. Other Business

- a. Early start time to meetings; had some discussion on why and what time could work. Aware this may be difficult for some - will try 5:30 for one month and revisit**

9. Adjournment

- a. Steve made a motion to adjourn the meeting, Traci seconded - meeting adjourned at 6:46pm**

Next Meeting: **Monday, October 29, 2018 @5:30pm**

Respectfully Submitted by Justine Carlson, Mankato West Booster Club Secretary