

Cougar Athletic Boosters
Minutes of General Membership Meeting
Kettle Run High School
Thursday September 9, 2010

- I. **Meeting called to order** at 7:06 p.m. Joe Ryan presiding and Chris Dorsey recording. Motion was made by Anna and seconded to approve the agenda.
Motion approved.
- II. **In Attendance:** Chris Dorsey, Doug Farmer, Paul Frye, Deb Harrover, Dave Leonard, Tammy McGilvery, Linda Hottle, Kim Martin, Anna Monroe, John Rathbone, Joe Ryan
- III. **Approval of Minutes:** Motion was made by Tammy and seconded to approve the minutes. *Motion carried.*
- IV. **Treasurer's Report:** Deb reported that we currently have \$17,853.28 in the checking account. We just received a \$1400 bill from Pepsi and they have not credited us for the 15 cases of sodas we returned last spring. Deb will follow up with them. Concession leads, please make sure all Spitony's receipts are placed in the bank bag as soon as they are received.
- V. **Athletic Director Report:** Paul reported that the Fall Sports season is off to a great start. We have had good crowds. Our first home varsity football game is Friday September 10 and this is also Fauquier Youth Football (FYF) Spirit Night. Expect a large crowd and get extra candy in concessions for the little ones.
Paul will be requesting that each in-season coach provide the name and contact info of a parent representative. The Team Rep will work with the Boosters and the Volunteer Coordinator to staff the concessions. Each team will be assigned a mid-week event to cover. Teams will most likely only have to work once or twice a season. Boosters will be responsible for staffing a lead person who is knowledgeable about opening and closing the stand. This will provide an opportunity for teams to help raise the funds for the uniforms and equipment they receive from the Boosters each year with their team funding requests and the \$20,000 donation to the Athletic Department.
With a Concessions Chair who oversees both stands all year long, a seasonal manager who provides relief to the Chair so he/she does not have to be present at every event, at least six people who know how to open and close (OUR GOAL), and the use of Team Reps and team parents, the Concessions Stand should always be well staffed and well run. Teams will not be assigned to large varsity games such as Friday night football. The Booster board, members, and other volunteers will cover this.
Reminder that concessions should be served until the end of the event. Keep cooking and give away perishable items at the end but don't run out of popcorn or hotdogs. Volleyball is the only event where it is difficult to judge when the event will end.
Paul is still working on getting radios permanently placed in the concession

stands.

Paul will confirm (with Gary at E & E) the details for the Booster commitment to work at Gold Cup on October 16. Please SAVE THE DATE! Essentially full day commitment for adult volunteers to sell Gold Cup merchandise. Boosters will earn a percentage of sales. Potentially between \$500 and \$1200. Need at least 20 volunteers. Tammy, John, Deb, Paul, Doug, Anna, and Dave in the afternoon are available.

VI. President's Report: Joe reviewed a letter from the Officers that had been sent to the Booster Board and active members. The letter outlined the duties, responsibilities, and governance of the Booster Officers, Board, and Committee positions. Each Committee Chair should recruit as many volunteers as needed to meet the responsibilities of the Committee. The Chair is responsible for all members of the Committee and those members should share suggestions or problems with the Chair. The Chair will then communicate with the Officers and if necessary the entire board. Positive and frequent communication is stressed.

Now three years into it, the Boosters need the same effort and enthusiasm as year one to remain successful.

John needs to make sure that Linda's e-mail distribution list is up to date so we are in regular contact with our current members.

A decision was made by the Officers and Paul about contributing complimentary food and beverages from the concession stand to volunteers and other personnel. The following people or groups could receive free concession items: current shift Booster volunteers, coaches and staff working that night (including Paul, Ellen, and Natalie but excluding teachers who are there only as spectators), fire, rescue, and law enforcement personnel on duty at the event, referees and officials, the chain gang or adults in similar official (scoring/officiating) capacity, and the announcer. Students, including student trainers, are not eligible. Any of the above are welcome to pay to contribute to the Booster mission if they desire, but would not have to. Access to the work area in the Concession Stands and Spirit Shop should be limited to volunteers on duty. Tammy will make and laminate a sign for the concession stand work area, "Authorized Personnel Only".

Use the following procedure for securing volunteers: Committee Chairs (Anna, Tammy, John) contact Volunteer Coordinator with their requests for upcoming week. Include date, event, number of volunteers needed with start end times, and any other special needs. Linda sends initial request to membership/e-mail distribution list (or to Team Reps when that falls into place). Volunteers respond to Linda. If there are not enough, Linda sends a second request 3 or 4 days before event. Still not enough 24 hours out, then Linda sends urgent request to Board to fill in.

Need lots of volunteers for Varsity Football and if we get "too" many we can use extras to sell 50/50 or work the Booster Gate.

VI. Vice President's Report: Doug addressed rumor, innuendo, negativity, and lack of communication among and between Booster members /volunteers. Booster volunteers want to have fun, be involved with the school, and feel good about helping. If there are issues, frustrations, or hurt feelings, Committee Chairs need to know and deal with it immediately. Otherwise the Officers and Board should be contacted. The Officers met recently and this contact and communication was very

productive and motivating. The Officers will meet every other month to monitor and help direct the success of the Booster organization.

VII. Committee Reports:

Concessions: Anna reported that Pepsi made a large delivery and we are restocked. Volleyball tournament next Sat. Sept 18. Karla went to Chick-Fil-A about getting breakfast sandwiches for \$1.64. We will do Bar-B-Que from Spitony's and 20 pizzas for the Varsity Football Game.

Anna is still researching hotdog machines so we have one for inside and one for out. They cost approximately \$600+.

We will use the troughs and ice for bigger games. The three coolers do not hold enough cold drinks to keep up with demand for big games.

Anna needs more Discount Tickets in the concession stand to sell. Deb will get more for Anna.

Costco did not have Air Heads so Anna will check at Wal-mart. These are very popular.

Fundraising: Dave has distributed packs of 50 tickets (King & Queen Raffle) to all Board members to sell (tickets \$2 each). Money should be turned into Dave by the Wednesday Sept. 22 if possible. Winnings will be up to \$1000 and will be based on the Virginia DAY lottery Pick 3 on Friday Sept. 24.

Membership: John reported he has received about 25 new applications this week. John or Karla will run a new Membership report and give copies to Ellen, Paul, Joe, and Chris. Chris needs a list to update the website. Paul will put the list in the cashbox for admission gates.

Spirit Shop: Tammy reported that she has been opening for Volleyball but not selling much. She has found volunteers for Friday night Varsity Football. She will pick-up 107 new t-shirts tomorrow. The hoodies are not ready. She will be ordering new hats soon and perhaps green windshirts and PJ bottoms.

Patrons often ask for sport specific items and other than the decals the Boosters have left the sport specific merchandise to the teams to sell so they will have fundraising capabilities. The Boosters agreed to continue this policy.

Last school year the Boosters helped the Marketing students' School Store by providing merchandise for them to sell until they could make enough to place their own orders. The Boosters would like the Marketing students to take over the ordering, pricing, etc of their own items. Tammy will collect our unsold merchandise and make a final payment to Marketing.

Volunteer Coordinator: Linda reported that she has received a request from a mother and her son (high-functioning autistic) to volunteer in the Concession Stand. The Boosters gladly accept this offer. They should, however not be scheduled for a large crowd varsity game. Mid-week games would be best.

Linda is looking forward to getting the list of Team reps from Paul. The more people who are involved the easier the work will be as well as the transitions when families graduate.

Linda received feedback that at one game the concession stand was

unable to break a \$20 so they didn't buy anything. The Concession Committee is aware of that and had a problem getting change that particular night. This shouldn't happen again and Deb says that Paul usually has an extra cash bag if needed.

VIII. Old Business: *Deposit at the Inn at Vint Hill.* Tabled until next month.

XI. New Business: *Funding Request:* Auburn Middle School PTO requests 15 KRHS sweatshirts for Holiday Workshop (students identified in AMS guidance as 'in need'). *Membership voted to provide the sweatshirts at cost.*

Mini football giveaways. Doug will know tomorrow if we have a sponsor. Also, for the first game, the Boosters will build a balloon arch. Meet at 5:30. Doug will bring fishing line and tent stakes.

By-laws amendments. A motion was made by Joe and seconded to vote on the proposed By-law amendments. *Motion carried.* Vote was taken and the following changes were approved:

Add 2.01(f): Proxy voting Proxy voting will be permitted for Officer Elections only. General Members and Board Members who are unable to attend the Annual Meeting for the Election of Officers shall provide their proxy to the Board Member of their choosing. Proxy form must be filed with the Secretary at the commencement of the election meeting. The Election may not take place unless there is a quorum at the meeting.

Amend 3.01(a): The officers shall be elected by a simple majority of proxy and in-person votes at the Annual Business Meeting.

Amend 4.03 Quorum. The presence of at least five (5) Board Members, where at least two (2) of the five members must be elected officers, shall constitute a quorum for any board or general membership meeting and for officer elections. A simple majority is needed for passage of all votes.

XII. Other Business: None

XIII. Announcements: Meetings will be held the second Thursday of each month. The next meeting will be held at KRHS on Thursday October 14 at 7:00 p.m.

XIV. Adjournment: A motion was made by Doug and seconded that the meeting be adjourned. *Motion carried.* Meeting adjourned at 8:40 p.m.