



Stockbridge Athletic Boosters General Meeting

Meeting Minutes | May 11, 2020 | (pg. 1 of 2)

Opening

The General Virtual Meeting of the Stockbridge Athletic Boosters was called to order at 6:07 PM on May 11, 2020.

Attendees

Colleen Satkowiak, Monique Coffman, Ralph Schlaff, Amy Schlaff, Val Rochow, Jaime Knoll, Chris Miller, Jeremy Killinger, and Meghan Kunzelman (Initials will be used throughout).

Approval Minutes

- Approve outstanding General meeting minutes 1/13/20 and 2/10/20 and any additional Special Meeting Minutes 1/27/20, 2/3/20, 2/10/20, and 2/17/20
 - Minutes to be sent out on 5/18/20, responses due by 5/22/20, (date extended on 5/19/20 to 5/26/20 to allow more review time).

Old Business

- Status update of hard copy of liquor license from 2019 draw down:
 - CM has this in his possession will obtain when we can meet up
- Wizards event Tuesday, Mar 24. Submitted down payment 12/10/19; any updates on options:
 - MK shared for next year Wizards will be regionally close (in Michigan) between 3/23/21–4/1/21 to avoid extra travel fees. To coordinate a date she will need to validate against the Spring sports schedule before committing.
 - CS contacted the state for the raffle license and will need to report a new date when the event is rescheduled.
- Tabled: Request for funds form and instructions:
 - CS to send MK the form with instructions, MK to create form.
- Tabled: Cost of goods review/discussion - try to reevaluate process?
 - CM proposed documenting what is purchased and date purchased when he drops stock off each time with receipts.
 - MK asked if have we considered software, CS: Boosters has looked into a square account (training required). MK: iPad to use for sales (square) with concessions. (Would need at least 2 iPads) + debit functionality. CM: raised concern regarding WiFi connection from previous attempts. MK: It should log transaction and sync later? This will need to be researched more.
- Status/feedback on count sheets:
 - Positive response, cash boxes will continue to be stocked with them and be part of the closing process.

Officer Reports

President

- Small Raffle license expired.
- Progress/feedback — proposals to review By-Laws:
 - Small committee review by-laws and/or supply comments to bring to the broader team: MC, RS, CS, JK, and CM.
 - Goal for comments: 5/29/20.
- Draw Down Raffle Financial Statement: Complete and submitted.

Vice President

- Concessions updates (clean out plan, consider requirements for Fall given circumstances):
 - Will need to determine when we can clean out the coolers and freezer. Give some consideration to Fall planning, and any PPE criteria to run concessions safely. (Clear plastic, plexiglass sneeze guards, social distancing, face masks, etc).
 - MK will share guidance received as a district, and share for concessions.
- 50/50 Bowling Payment (paid to bowling alley along with Booster donation):
 - Payment of 50/50 and donation from Boosters was paid to Bowling alley, invoice sent was incorrect so new invoice will be required for MK.
- Touchdown reconciliation:
 - JK has confirmed reconciliation and will write a check.
- PTO babysitting volunteers:

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Stockbridge Athletic Boosters General Meeting

Meeting Minutes | May 11, 2020 | Continued (pg. 2 of 2)

Treasurer

- State of MI taxes for 2016-2018 incomplete for previous business ID - NO UPDATE.
- Need to order checks.
- Financials needed for minutes reports:
 - CS to send to MC.
 - *Financials provided after meeting (5/11/20 @ 8 pm)***

*****February 2020 statement (we did not meet in March).***

• Beginning Balance:	\$16,868.38
Deposits:	\$4,737.61
Interest Paid:	\$1.43
Withdrawals:	\$3,970.28
Ending Balance	\$17,637.14

*****March 2020 statement (we did not meet in April).***

• Beginning Balance:	\$17,637.14
Deposits:	\$19,518.50
Interest Paid:	\$2.75
Withdrawals:	\$4,121.95
Ending Balance	\$33,036.44

Secretary

- **Print/web articles, sponsor thank yous:**
 - Stockbridge Community News web ad run, as well as online article. Print article also run. (Due to expense we did not run a print ad). Sponsors listed in both articles and ad.
- **Sponsor follow-up:**
 - MC: Stockbridge Mason's mailing sponsor check.
 - CS: contacting My Body Shop regarding check.

Historian

- Nothing to report at this time.

New Business

- **Reimbursement Request:**
 - CS to send MK the form with instructions. MK to create form.
- **Draw Down debrief:**
 - Positive feedback, from the venue, activities, food and environment, all great!
 - Comments/Suggestions:
 - Continue meetings for wrap up activities to bring the event to swift close for sponsors, community and sharing information. (COVID-19 quarantine effected this).
 - CS will complete a summary based upon the data she has available to share any insights.
 - Suggest same number of tickets with consistent venue for next year.
 - Consider bigger items rather than baskets next year — also consider local gift certificates (business support).
 - The entryway and bathroom was chilly could we run a space heater to alleviate this issue if heating still a challenge.
 - Must assign someone to photograph ALL winners — baskets, 50/50, big board, first/last board, drawn down (before clean up) for records.
 - Extend time DJ is there.

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Stockbridge Athletic Boosters General Meeting

Meeting Minutes | May 11, 2020 | Continued (pg. 3 of 3)

Roundtable

- VR: Concession funds - at what point does money get distributed into sports accounts?
This is done at the end of the year typically Jun-Aug time frame.
Could we do payments throughout the year? This ends up disproportionate in distribution creating smaller amounts throughout the year getting spread due to football and basketball being the big contributors.
- Bowling self funded (different from the rest of the sports).
- Last year - establish record of payouts.
- CM: We will need to figure out the hot dog cart inspection that was due to be complete in April (will they waive it?).
- Will we have to clean out freezers this year? Confirmation from LB, and MK
- CM: Elections? Discussed soliciting individuals interested in joining or running for a position with the Boosters vote/June? JS stepping back from Treasurer role.
- JK: suggested QuickBooks Online* for assistance with the accounting and check into Shopkeep or Square to tie back into QuickBooks Online. Experience is social distancing has been key, currently required to maintain health form, mark the floors but cannot enforce and shields at the checkouts have been common practices. JK would be willing to help someone with that.
- MK: Considering a night of champions at the 1st football game for this years athletic champions. Will try to accommodate one day for team pictures if we are able to coordinate a meet the team but safe guidelines will be a driving factor.
- RS: agree to invest in POS system and tie it into records for accounting. Department of Health regulations driving safe protocol.
- MC: inquired if there was anything Boosters could be sharing that Meghan is planning or shared. (Athletes, other?)
CS: could we as boosters (everyone make a sign with words could you scroll it through from the boosters).
- Colleen – propose getting communications out on soliciting future members and virtually vote on 5/27.
Seeking nominations will be posted on facebook and Meghan will send a note we provide out.
Pull info from last year and Meghan can include nomination form in email.
- Discuss a day and time for may special meeting.

Meeting Closed at 7 pm

Next virtual special meeting: Wednesday, May 27, 2020 6 pm (Voting of officers).

Next virtual general meeting: Monday, June 8, 2020.

5/18/20 - MC *8/11/20 Amended, **9/14/20 Amended to include missing financials provided by CS.

