



## Stockbridge Athletic Boosters General Meeting

### Meeting Minutes | August 10, 2020 | (pg. 1 of 3)

#### Opening

The General Meeting of the Stockbridge Athletic Boosters was called to order at 6:05 PM on August 10, 2020 at Stockbridge Veteran's Park.

#### Attendees

Colleen Satkowiak, Lynn Beauregard, Monique Coffman, Val Rochow, Jaime Knoll (1), Ralph Schlaff, Amy Schlaff, Jeremy Killinger (2), Amy Adkins, and April Hamlett (Initials will be used throughout).

#### Introduction

Round robin of all members.

#### Approval Minutes

- Review outstanding 5/11/20 General meeting minutes with one amendment by JK2 and 5/27/20 Special meeting minutes.
  - RS motioned to approve General minutes with one amendment and Special meeting minutes as is. LB seconded, all in favor, none opposed.
  - 6/8/20 Special and General meeting minutes to be emailed for later approval. (In need of financial data from CS).

#### Old Business

- Camera installations update/s JK2:
  - Installed, gym camera calibrated, can't do football until field is striped.
  - MK: Did say that we did get a discounted rate (free camera with \$2500 installation).
  - We are hoping for confirmation soon.
- Tabled: Status update of hard copy of liquor license from 2019 draw down
- Tabled: Wizards event postponed to 2021
  - they have dates corresponding to nearby regional area/s however MK needs to align with Winter/Spring sports schedule.
- Tabled: Request for funds form and instructions
- Tabled: Cost of goods review/discussion

#### Officer Reports

##### President

- August set dates for raffle — consider protocol that might need to be practiced in order to conduct these:
  - CS: Still do not know what is happening, and we cannot determine specific dates at this time. (We can change dates, but we have to let them know in advance). *Keeping as note for potential future opportunity.*
  - LB: Inquired on cost, CS can pull information and share.
  - AA: do we buy licenses for year? CS: We try to submit all at once as first initial license costs more with the remaining being less.
  - AA: how many raffles do we typically do? CS: Last year we did 14. (These are same day drawings).
- By-law review started (%) Started last week.
  - Just shy of 40% through. We will continue until completed, then will be shared with the rest of the group for proposed language changes if any. Very good discussions so far. Hope to create clear information.
- Researching inventory and POS systems/options
  - CS: has a spread sheet of information.
  - CS: Shopkeep info in-hand — Did full presentation. \$199? \$35, swipe? \$49 chip reader?
  - Square in progress: \$60/month (Swipe hardware is free) chip readers are more. 2.5% + .10¢ (Transaction fees).
  - Do we want to address this during downtime.
  - LB: we would inventory the items we have — and iPad would track?
  - CS: yes, only need two iPads. All points of sale would go through the iPad. Just information for now.
  - VR: Is it a big request to have credit card capability?
  - JK: We will sell more if we take cards. (Please think about this seriously for future discussions and decision).
  - AA: Can we off-set cost by small increase in product cost?
  - Or RS: defer % fee to customer? Give them the option?

Continued...

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## Meeting Minutes | August 10, 2020 | Continued (pg. 2 of 3)

- **Ingham Co. Health Department feedback/input:**
  - CS talked with them today (8/10/20) — indoor/outdoor licenses have been paid for by school. They are waiving the hot dog cart requirement, we have not paid for that. They may roll fees over, and prefer no refunds.
- **Fundraising Event:**
  - Do we want to discuss this or table?  
LB: SAC cannot allow more 60 right now.  
Open to ideas: Move to discussion to New Business.

### Vice President

- **Concessions updates (clean out plan, consider requirements for Fall given circumstances):**  
AS/LB: Cleaned Basketball concessions out, everything expired is gone.
  - Anything else, is boxed back up. (Tortilla chips – LB removed for party).
  - Football concessions: Holding on cleaning until we get the green light.
  - Do we want Mark Daniels (sanitary specialist) to go over protocols with us.
  - JK2: August 20 should have confirmation. Schools should consider closing concession stands, especially with low attendance. JK2: (Only 100 spectators for each team is allowed at this time).  
(No fans allowed inside sports at this time).
  - LB to check with MK about permission to go in Football concessions.
  - LB has two cash boxes still, and does not have the iPads. CS: may have them.
  - LB will need to renew SAMs. (There is a credit, can proceed with this).
- **Touchdown Club reconciliation:**
  - JK has a check for us.
- **PTO babysitting volunteers** – Hold

### Treasurer

- **Previous treasurer planning to close out books for payment to programs then schedule turnover with Valerie**
- **State of MI taxes for 2016-2018 incomplete for previous business ID**
- **Need to order checks** – Looking into online check ordering?
- **CS provided financials from 6/30/20 statement** (see below):

**\*\*June 2020 statement (we did not meet in July).**

Beginning Balance:	\$32,691.15
Deposits:	\$0.00
Interest Paid:	\$2.77
Withdrawals:	\$0.00
Service Charge:	\$0.00
Ending Balance	\$32,693.92

### Secretary

- **Sponsor follow-up (outstanding payments):**
  - **Stockbridge Lodge #130 Mason's** - original check was sent back to them due to not using Stockbridge Athletic Boosters as the addressee name.
    - Check was resent, to include Stockbridge Athletic Boosters.
    - CS: Confirmed the check #510 from the Mason's was received.
  - **My Body Shop** - JK2 confirmed a check was sent to school, and has been placed in the SAB Mailbox in teacher's lounge.
    - JK2 to drop it off to JK1.

### Historian

- **Reviewed August 2019 items:**
  - Invoice for referee items
  - checks to teams. (From concessions)
  - **Team night. CURRENT:** (Will this happen?). JK2: No team night — but yes to photos.  
No set schedule (looking at the week of 8/24/20) IF Football is a go they will be playing 8/27 and 8/28.  
Football schedule? Waiting on 8/20 date.
  - **Pay to Play. CURRENT:** MK usually requests this information. CS: will check with MK  
(Everyone send a list of Kids and what sports they play). For play to play.  
CS: Strongly suggest reviewing information MK sent out (going to a ticketless system).
  - Fall Harvest (Hot dog stand)? Canceled?
  - Back to school night (not beneficial?) **CURRENT:** most likely will not proceed.
  - Letters for coaches for concessions sign-up.

Continued...

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- **Health Questionnaire required for sports (touch free):**
  - Must be submitted to play.
  - JK2: link with your youth and file. (check for email from MK).
  - AA: Parents need to know that this is mandatory.
- **Pixellot:**
  - More info to come on cameras \$70 for 12 month/year to watch through cameras).
- **Fundraising options suggested by JK2:**
  - Sheridan or Tim Narhi Auctions will sell online for you, (for a fee). (See more discussion under "New Business").

### **New Business**

- **Athletics website updates with option for a Booster specific page:**
  - CS will send MK MC's way to give access to site.
- **Reimbursement Request:**
  - CS (will pull together information to get reimbursed for licensing fees, etc.).
- **Other fundraising ideas:**
  - CS: Fundraising Discount Cards — it's been difficult for Stockbridge area, looking for ways to increase business for local businesses. (Bring your ideas).
    - RS has participated in Dexter. (Handled by a company that calls the businesses to sponsor). Kids are supposed to sell them once they are made. Not sure with current circumstances.
  - AS: Idea for water bottles (on COVID team) at school. There are no hall passes for drinks, etc.
    - Bottle refilling stations have been installed throughout the schools.
    - Found a vendor: **Bulletinbottle.com** (BPA free bottles) that we could order and sell? (min. 200 pcs).
  - AA: could we sell merch too? Make sure quality is good, (to avoid cracking, etc.)
  - VR: Amazon Smile – continue to share.
    - MC will continue to post – work on ways to remind amazon users that they do not get charged for this

### **Roundtable**

- **RS: likes the idea of updating the inventory and utilizing an iPad system.**
  - We have very little inventory, and this is the time to do it. Group is leaning towards Square.

**Meeting Closed at 7:18 pm**

**Next general meeting: 6 pm, Monday, September 14, 2020\* in the Teacher's Lounge at Stockbridge Jr/Sr High School. Social distancing, temperature reading, and masks required.**

**September 14, 2020 meeting was postponed due to lack of full quorum being able to attend.**

**Meeting rescheduled for 6pm, Thursday, September 24, 2020 in the Teacher's Lounge at Stockbridge Jr/Sr High School. Social distancing, temperature reading, and masks required.**

9/14/20 MC

