



Stockbridge Athletic Boosters General Meeting

Meeting Minutes | December 9, 2019 | (pg. 1 of 2)

Opening

The General Meeting of the Stockbridge Athletic Boosters was called to order at 6:09 PM on December 9, 2019.

Attendees

Colleen Satkowiak, Lynn Beauregard, Monique Coffman, Jaime Knoll, Mary Beth Hall, Amy Schlaff, Ralph Schlaff and Kary Gee.

Approval Minutes

- CS motioned to approve November 19, 2019 general meeting review and respond by 12/16/19 special meeting minutes pending.

Old Business

- **Draw down updates:** planning for 2/29/20, location **Stockbridge Activity Center** pending liquor license application approval. On School Board agenda 12/9/19 and vote 1/13/20, bond to be secured yet, planning team/s need to be coordinated with assignments.
- **Status update of hard copy of liquor license from 2019 draw down:** still pending.
- **Wizards event Tuesday, 3/24/20:** Need to follow up securing Wizards, motion at special meeting on 10/21/19 to make down payment [Meghan] No confirmation from Megan yet (was 3/31/20) date got bumped to 3/24/20. (No presale tickets for raffle).
LB: How to handle downpayment, CS still waiting on deposit amount from MK.
- Two \$50 checks for both raffle licenses.
- **Request for funds form and instructions:** Hold
- **Cost of goods review/discussion:** LB has pulled info together and Jeremy K. to review it. (Waiting on his response). \$4K in total inventory and how much was used. Would be off the profit.
(LB sent list of how much was used — we need to provide breakdown of costs for Jeremy K. to review, not just products.

Officer Reports

- **President**
 - **Small Raffle license active — need accountability information**
 - Submitted updated dates
 - **Proposals to review By-Laws — postpone following Fall season:**
 - MC shared prepared timeline
(By-Laws do not require reapplication, just need to be submitted). Approval not required, but will cost attorney fees to review and change.
 - KG not even sure if we need to submit to change or update as long as total board approval (question to ask Jeremy).
 - Does it need changing? If so, may need attorney to at least review.
(e.g.: Anyone who comes in can be welcomed by the Boosters and able to vote if in attendance).
 - **Large Raffle license not yet submitted for 2/29/20 due to approval for liquor license which will identify exact location, validating if change of location doesn't change the license number.**
 - **Large Raffle license for 3/24/20 going tomorrow, motion to secure *once date confirmed with MK**
 - **Vice President**
 - **Concessions updates:** VR doing well.
 - JK noted too many updates (have phone #'s plus individuals emails to get confirmations).
 - **Upcoming games and fundraising:**
 - Discussed upcoming JV and Varsity home games.
 - Stephanie Hall donated beautiful items and would like to sell signs for Basketball teams.
 - LB pulled together a Christmas basket.
 - **Banking, Inventory, and Deposits:**
 - Jason did sign at the bank — this was the last required signature for Board bank access. MC not on current list.
 - Can't have anything on the ground (Need checklist of how much to buy) too much Mt. Dew purchased (storage issue).
 - Last two deposits (CS took one, and CM took the last one).*
- *Note Exec. Board Members required for deposit, plus a cosigner. Signature required at the bottom of the deposit slip, and delivered directly to the night deposit box. Deposit slips and envelopes should be included for closing procedures.

Continued...

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- 1.) Two people should be counting at end of shift.
2.) Take a photo of the deposit slip at drop off).
 - *Tracking money in the box, money out of the box (tally sheet).*
- **Touchdown Club reconciliation:** See comments under President's report, LB sent product list to Jeremy two weeks ago.

• Treasurer

- PO Box renewal \$40 for 12 mos complete
- Require a signature at the bank complete

November 30, 2019 statement -

- **AMENDED*** to correct 0.70¢ deposit discrepancy (original deposit amount was provided as \$1887.00).
- **AMENDED**** Amazon Smile donation has been pulled out of statement balance as it was already included in the deposit total.

Beginning Balance:	\$14,430.02
Deposits:	*\$1,887.70
Interest Paid:	\$1.26
Withdrawals:	\$430.35
Service Charge:	\$0.00
Ending Balance	\$15,888.63

****Note, deposit includes Amazon Smile donation in the amount of \$17.70.**

• Secretary

- **Special License Application:** MC contacted Karl Heidrich expressing urgency of approval to apply for license application (due to earlier event date) not allowing time to wait for a January Board approval. He said that he would do what he could to expedite the decision, KG in attendance agreed that this should be possible as well.
- **Boosters photo with Steve Allison:** MC created a large check to be presented to Coach Allison for Track Timing System, photograph will help promote the 2020 Panther Draw Down. MC photographed President and VP with Coach Allison.
- **2020 Draw Down Ticket Art:** Updated ticket artwork was submitted to CS via email on 12/9/19.

• Historian

Will send out open dates for concessions.

New Business

Roundtable

- KG stated it is amazing how well we're put together now!

Next regular meeting: Monday, January 13, 2020, 6 pm in the Stockbridge Jr/Sr High School Teacher's Lounge.

- *Meeting called to close at 6:44 pm, for photo with Coach Steve Allison.*

12/9/19 - MC

9/24/20 - MC: Two Amendments *, ** under Treasurer's Report.