



# Northglenn High School Football Boosters



## Meeting Minutes

### Opening

The regular meeting of the Northglenn High School Football Boosters was called to order at 6:14pm on June 28, 2017 in Health Room by Summer Valdez.

### Present

Summer Valdez	Michele Ibanez	Basil Swatzell
Jessica Bottger	Jacque Henke	Dale Sparks
Jim Beemer	Jennifer Kealy	Terri Worley
Coach Matt Dean		

### Open Issues

#### Coach Matt Dean

1. Helmets- Invoice came in for \$8783.45 Dated 5/23/17 it was in the office for a long period without notification Dean/Summer will discuss with M. Oehlert.
  - a. Additional helmet needs Riddell not making revolution lower cost gave a deal/quote for 24 Speed classics \$5991.00 this quote includes delivery
    - i. Push order to late July to see what additional options are available we would like to stick with the speed flex as well as see what our need is for season.
2. Uniforms- Have arrived no invoice yet. Bella at Sportline not invoicing until August. Pictures are on social media we would like to get them on website and at bingo hall.
3. Paid Coaches- Boosters wrote a \$7500 check to the school for coaches it has not cleared the account yet. Once it has cleared the bank Dean can post jobs.
4. Fan Web Store- Dean is going to talk with Sportline and see when we will open as well as find out if we can do custom orders. Likely opening mid July. Will we get kickback? Once details are available Michele will send out an email.
5. Sportline Kickback account status- We used all the kickback funds breakdown Total \$9250 used \$6100 for upperclassman camp shirts \$1850-freshman camp \$500-footballs we have an additional \$800 for under armor only.
6. Summer Team Bonding- Coach Carol did shaved ice on the last day of camp and got 10%-15% back to whoever paid. We would like to do it again possibly Mothers Day!
  - a. We would like to do something we will keep looking possibly camping and or volunteering as a team. Meals for the homeless, Food Bank of the Rockies
7. Additional Needs- Dean provided a quote for shoulder pads and knee pads. @ \$2000.00 not a immediate need however we will need them.
8. Fall roster after fall sign up can we get one?

#### President: Summer Valdez

1. Budget- Finalizing the annual budget will have it to everyone by 7/7/17
  - a. Once approved it will need to be sent to the school district

2. Meeting with Matt Oehlert-
  - a. Accounting –
    - i. What we can and can't do with school accounts
    - ii. Getting our mail in a timely manner
    - iii. Selling old Jerseys for fund raising
    - iv. Thornton Game Concessions can we open one side and they can use their side?
    - v. Fence invoice – has been paid
3. Charms Renewal- We received a renewal invoice.
  - a. Summer Motioned to pay \$365.00
    - i. Michele seconded all were in favor.
      1. Michele will pay out of the general account this week

**Vice President: Jessica**

1. Varsity Meals- Working on it will have a list by 7/11/17 for all dates.
  - a. Michele Send Jessica the Donation letter.
  - b. Team Meals- there are a couple meals done.
  - c. Jessica will pick up gift cards from stores to help with costs.
2. Canopy/Water for Summer Events- We need to be sure to email out water needs for outdoor events and next season we will address purchasing a water horse
  - a. Canopy's- can we get a custom canopy from the company who did them for the stands.
    - i. Michele will get some ideas together
3. Additional Needs-Pictures for Advertising of what we have purchased over the last year.

**Treasurer: Jim Beemer**

1. Financials- Doing great
  - a. Banking mix up caused some issues our new banker is clearing it up and making sure we do not incur any charges or fees.
  - b. Uniform invoice- we will pay down and the school can pay the balance with the uniform budget.
  - c. Audit- We will need to complete an audit and do the 990 filing. Jim will reach out to the accountant that filed it last year.

**Bingo Chair: Jacenta/Jacque Henke**

1. Baseball Sessions- Its helping to get our funds higher. Attendance is better even if we are light on volunteers it is working well.
2. Must Go Recap- Last must go went well looking to have the next one week 3 or 4 7/16 or 7/23
3. Candy/Drink Expenses- ½ price on pizza and we will buy cups for drinks charge for one drink w/ free refills.
  - a. Motion was made to spend no more than \$50.00 per bingo night on pizza and drinks
    - i. Jessica seconded all in favor. Motion passed
4. Attendance Update- It is getting better still need Dean's help
5. Bingo Manager Meeting- July 18<sup>th</sup> 5:30-7:30 at the Hall. Baseball and Football Managers, Cashiers, Booster Members, and anyone who would like to join.
6. Rent increase- Looking at a possible marketing fund to absorb advertising cost instead of raising rent.
7. Additional Needs- New Laws Machines can go up to 54 faces on progressive, double actions and papers. Jessica and Jacque will get together to finalize details before the meeting.
  - a. Double Actions are 3 per sheet
8. Additional register for reservations? Jessica will check with band about a cash registers.

**Secretary: Michele Ibanez**

1. Last Month Meeting Minutes will be emailed and put on website

2. Thank you for sending updates
3. New Action Notes Form will be emailed out the night of meetings to help keep everyone on track.
4. Charms updates- student information sheets will be printed so we can make sure everything is updated
5. Additional Needs- pictures for the website from last season

**Concessions Manager: Dale Sparks**

1. Inventory list Provided good on Napkins, lids. Cups, knives, forks, gloves. Have some condiments will need to stock up before season,
2. Ice- Can we use the ice from the training room? This will save a few hundred dollars this season
3. Concessions at 7 on 7's? Dean will find out if we need concessions. If we do, we will note it in the weekly email. (Michele)
4. Additional Needs- 150 bank is still good.

**Merchandise Manager: Jennifer Kealy**

1. Jessica Lidderdale- Officially resigned-is willing to help as needed
2. Next Order – Custom orders through webstore. Popular items were visors, flags, shirts, poms, stadium seats
  - a. Jim has agreed to give Jennifer the same amount as last seasons spend.
3. New Vendors- Jennifer has a friend who will give good discounts on items she will get some quotes together.
4. Jennifer will bring an egg timer to stay on time.
5. High resolution art work
6. Square didn't work Jennifer will contact Charles to order new squares. We could type it in however swiping would be faster. We also need to get the administrator switched off Charles's name.

**Varsity Representative: Glenda Beamer**

1. Not in attendance

**Junior Varsity Representative: Terry Worley**

1. Mother's Day Gift Update- Terry provided some examples of items we picked a plastic mason jar cup or the plastic tumbler with green glitter decoupage and Norse logo on the other side. She will order 150 and get them started.
  - a. With the inserts chap stick, chocolate, stuff for inside as well
  - b. Summer motioned no to exceed \$200.00 on mother's day gift
    - i. Michele seconded everyone was in favor. Motion passed
  - c. Event is August 19<sup>th</sup>
2. Last year's bottles will be sold at merchandise. Jessica will get them counted

**Freshman Player Representative: Open**

**Special Events: Open**

1. Banquet- Summer is working on getting dates for the church from last year.
2. Donation night- first practice email a list of donation items so families can help provide after game snacks for all level away games.

**Fundraising Chair: Open**

1. Dave and busters parent night? Summer will get more details

**Team Meal Coordinator: Open**

2. Dining dollars' nights- Jessica working on scheduling
3. Gatorade packs Dean will talk with Kristy

**Equipment Manager: Open**

Meetings will be the third Tuesdays of every month.

Meeting was adjourned at 8:45 pm by Summer Valdez. The next general meeting will be at 6:00 on July 25<sup>th</sup> 2017, in Coaches Office.

Minutes submitted by: Michele Ibanez