

**Northglenn High School Football Program
Booster Organization**

601 West 100th Place, Northglenn, CO 80260



MONTHLY MEETING MINUTES

DATE: March 21, 2016

TIME: 6:30 pm

LOCATION: Coaches Office

ATTENDANCE:

Jessica Bottger; Jacenta Middaugh; Coach Dean; Jim Beemer, Glenda Beemer; Summer Valdez; Charles Lidderdale and Jessica Lidderdale

President: Jessica Bottger

- The board members provided Jessica with their telephone numbers.
- Revisions to the by-laws were discussed, motions were made and approved to the following revisions:
 - Section 10.2.2- revised to reflect that a 24 hour response is required for email voting.
- Jim Beemer will meet with Jessica outside of a Booster meeting to obtain all the documents she has that are relevant to the Treasurer position.
- The documents school administration requested via email need to be sent no later than Friday March 25, 2016. This should be the last step in determining if the Boosters will remain an outside organization.
- There was discussion regarding Quarterly Statements being sent to the school's Athletic Director. It was determined that it is required that those be sent quarterly in addition to an annual audit being performed in August.
- There was discussion regarding the bank meeting that needs to happen. Jessica will reach out to Shawntel to check her availability for that meeting.
- Jessica will track down/order more "squares" for our acceptance of credit cards during merchandise and concession sales.

Vice President: Charles Lidderdale

- There was a lengthy discussion regarding Charles plans and work on the Parent Integration Meeting. He suggested smaller group stations which will review each section of the program a little more in depth. There were discussions around when would be the best time to hold this meeting would be, May 20, 2016 during OTA's was the date that was decided upon.

Treasurer: Jim Beemer (Jessica Bottger)

- A motion to appoint Jim Beemer as Treasurer and add him to the organization bank accounts was motioned and approved.
- A motion to pay the Band Boosters the outstanding balance we owe them was motioned and approved.
- A motion to purchase 50 Flashlights (Fundraiser) for a total of \$750.00 was motioned and approved.
- Charles motioned that when the Bingo account exceeds \$2,000 and all expenses have been accounted for/paid the excess funds will be submitted to the Northglenn High School debt in addition to our monthly \$500.00 payment. That motioned was approved.
- A motion to pay NGHS \$1,000 as the April 1st payment was motioned and approved.
- \$1,000 credit for the Boys work at the school was applied to the Northglenn High School debt. Bringing the balance to \$16,413.95 (prior to the April 1st payment being made).

Secretary: Summer Valdez

- Summer presented meeting minutes from February Meeting. A motion to grant those minutes was motioned and approved.
- During the meeting Dean provided Summer access to the Booster web page for editing.

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Bingo Chair: Jacenta Middaugh

- Profit from last month's Bingo must go was approximately \$5,000.00.
- Bingo Supplies average about \$500-\$600 per order.
- Jacenta will prepare a budget for bingo expenses to be presented at next month's meeting.
- Jacenta will continue to email Dean with player attendance from bingo.
- There is a need for more player and player parents to help work bingo. Jacenta discussed training a few more responsible kids to cashier.

Merchandise Manager: Jessica Lidderdale

- Jessica is missing a table that was last used at the tailgate. She will reach out to Laura to see if she has it.
- Jessica will prepare a budget for merchandise expenses to be presented at next month's meeting.
- The Red hoodies were a hit last year. She believes that 12 of those run approximately \$340.00
- Jessica will need to notify us what type of beginning bank she will need, prior to the first sale opportunity.

Concessions Manager: Dale Sparks

- Dale again made a request that we order some type of Booster Organization T-Shirt. Jessica Lidderdale said that she would look into those options.
- It was agreed upon that we should look into having concessions at the May 20, 2016 Parent Integration session.
- Dale made a request for a small generator or some type of outdoor plug in to keep food items warm. Charles said that he would look into those options.
- Dale is currently revising the concession price list.
- Dale will prepare a budget for concession expenses to be presented at next month's meeting.
- Dale will need to notify us what type of beginning bank he will need, prior to the first sale opportunity.

Varsity Representative: Glenda Beemer

- Glenda will place the order for 50 flashlights to be sold as an individual fundraiser for the player's summer camp/weight fees. This will be presented at the May 3, 2016 informational meeting.
- Glenda presented a fundraiser opportunity through Fitness 19-Westminster in which the kids sell memberships. A launch date for that fundraiser was not decided on.
- Dean mentioned a bowling fundraiser that had been successful in the past. Summer will look into that opportunity.

Meeting adjourned at 9:00pm

Summer Valdez

Summer Valdez, Booster Secretary