

Mattawan Athletic Boosters Board Meeting Minutes of July 26, 2022 – 6:45 pm

Directors present: Amy Coon, Katie Schneider, Erika Stratton, Amy Doxtater, Sarah Triezenberg, Jacky Cross

Directors absent: none

Agenda

Board positions

- Past President Paulette Pugh resigned from the Board.
- Elections were held for 2022-2023 board positions.
 - Approved Board members for 2022-2023 are as follows:
 - President – Amy Coon
 - Vice President – Katie Schneider
 - Treasurer – Erica Stratton
 - Secretary – Jacky Cross
 - Directors at large – Amy Doxtater (Concessions Committee + retrieves MAB P.O. Box mail, Sarah Triezenberg (Concessions Committee)
- Seeking 1 or 3 additional Board Members as we are currently at 6
- Missy Dahlinger and Bridget Yaeger will continue to serve as Spirit wear Committee co-chairs
- 2022-2023 Meeting dates
 - September 11, 2022
 - December 11, 2022
 - February 12, 2023
 - April 30, 2023

Treasurer's report

- Balance:
 - Available balance - \$73k
 - Outstanding balance for spirit wear, but have credit
- Katie proposed that Quickbooks be used for MAB financials. Board approved.
- Quickbooks online could pull statements from Consumer's, Square, website and the team would just need to categorize. \$15/month for lowest level, otherwise it's \$30/month. Could email receipts to Quickbooks that would load directly into the system for review.
- 2021-2022 financial summary:
 - Raised \$89k from spirit wear, concessions, sponsors, etc.
 - Had \$23k of expenses
 - Distributed \$58k to teams, scholarships, donations
- Acknowledged that Benevity donations are company matches – received one in 2021 from Zoetis employee via Benevity
- Voted and approved pending coach requests:

- MMS cross country - \$3,245 - approved by Paulette previously
- HS singlets – \$3,184 – approved by Board
- Board agreed that MAB calendar would follow the school year calendar. For example, cross-country uniforms are first 22-23 approved team purchases.

Corporate sponsor program

- Increasing sponsorship options and cost this year – running out of room in the gym. Was \$1000 for gold before, and \$500 for blue. Raising to \$1200 for gold, \$600 for blue and adding digital program for \$500.
- For indoor scoring table, Katie created file folder for logos, whomever is running scoreboard, hit it in the app. Nico and Chad will run it. Vector is what they need – Katie sent the verbiage to Amy.

Concession stand

- First time it will need to be open is for volleyball – first game is Sept 7. Amy to sit down with Sarah. She'd like to see if we could get delivery from someone, like Aramark. Have been ordering online from Sam's and took turns to pick it up. Should start stacking up now, particularly for hot pretzels, candy, popcorn oil. Sam's and Gordon's were where MAB shopped previously.
- Concession stands will be stocked up so we don't have to shop for every game. Need a tracking system so are not tracking all the time.
- There is a folder labeled concessions that Sarah can review for inventory past practices.
- Opening and closing are challenging, re: cashbox. Want a booster member to open, give instructions, close with cashbox.
- Fall – Amy C. will be at every volleyball game. Amy D. offered to help with fall also.
- Winter – there are a lot of basketball games. Cheer, wrestling.
- Spring – need to open at 4.
- Ideally, there would be a concessions co-chair.
- Sign-up Genius to continue to be used for volunteer sign-up. Need to have it ready by Aug 15th or 22nd at the latest so it's available before team meetings.
- Discussed that at other schools, people have the option to opt-out of working the concession stand through a financial donation.
- Will require concession volunteers to be high school age or older

Back to school info & volunteers

- Fall sport tryouts are Aug 8-10
- Katie developing talking points for team meetings – telling people what we do, what's in the sponsor letter, parent liaison request, how hotel room booking for tournaments will work, etc., as well as created a QR code that people can scan to volunteer, be added to distribution lists (hard to read writing with physical sign-up). Will include request for volunteers – looking for:
 - Interest in the open director role, provide input, decide what committees you'd want to help on

- Looking for parents of freshmen, sophomores, learning the ropes as rising parents move out
- Amy emailed fall sports sign person today to confirm costs and understand design, will do the same as last year - \$50/sign, 2 for \$75.
- Amy reached out to Tim and Chad to see if they are doing the Wildcat Bash or food trucks, when high school open house / parent night is so can have spirit shop open.
- Spritwear report – provided by Missy and Bridget via email
- Close to signing fall order, prepared to attend several events and promote new gear
- Plan to be at Mattawan market on Aug 3, rocket football games
- Will continue with cash and card options. Amy D. to breakout future cash bank deposits between concessions and spirit wear.

Action items

- Katie to create email addresses for MAB board members now that we own the domain. Format will be firstnamelastnamefirstinitial@mattawanathleticboosters.org. For example, amy.coon@mattawanathleticboosters.org.
- Katie to train Sarah on domain work
- Amy D. to reach out to Chad Y for scoring table invoice, expected ~\$20k
- Erica and Katie to get Quickbooks set up, share log-in information. Erica to begin providing Treasurer's report from Quickbooks in quarterly meetings.
- Katie to review tax form filed for 2021.
- Sarah to investigate non-profit tax forms through her work.
- Erica to register MAB with Benevity, and inform Katie when complete so she can post on social media.
- Katie to create file that would track team requests along with those who support the concession stand for comparison purposes
- Erica to go to Consumer's to remove Paulette from account and provide them Amy and Sarah as having cards / access to the account
- Amy to reach out to Dave's Glass; have a connection who is a graphic designer that might be able to offer services to assist sponsors to create appropriate files for scoring table graphics
- Sarah to update the sponsor email by 7/27. Changes include: change email to a Boosters email, add in hard dollar amount, change Amy's title, update deadline to Aug 5, funding for new uniforms – take out and before the volleyball. Amy to send by Friday 7/29.
- Sarah to get a Sam's membership
- Sarah and Amy D. to meet to discuss concessions in August
- Bring over nachos from spring stand to indoor. Changed prices, need to update signage.
- Need to obtain keys for both stands.
- Amy D. to investigate concession food delivery options – Klosterman, Aramark, etc.
- Sarah to create Sign-up Genius for concessions
- Amy C. to pull team schedules from the website to send to Sarah. Amy C. offered for Sarah to call her when she sets up the sign-up genius.
- Sarah to reach out to Chad to connect and introduce herself.

- Amy C. to find out when team meetings are and inform the team – see who is available and who is comfortable talking to the team.
- Amy C. to send spirit wear report to Katie – attached fall, winter and spring order in too