



## **Booster Board Meeting Minutes July 6, 2020 – Brewtus' Clubhouse**

**President Wade Frank called the Mustang Booster Meeting to order at 6:02 pm**

Present (12): Amy Beaton, Jennifer Raan, Ed Krystosek, Mike and Sheri Srnsky, Ali Clemenson, Wade Frank, Michelle Angus, Michelle Wright, Robyn Urlacher, Jeff Bretherton, and Greg Limke.

### **Minutes of the following meetings:**

- June 1, 2020 meeting minutes reviewed. Motion to approve by Jeff Bretherton, second by Ed Krystosek.

### **Financial Report:**

- Michelle Wright reported on Booster financials. Ending balance was \$59,132.11. Michelle has received access to bank accounts and reconciled for year-end 06/30/2020. Annual financial statements are nearly complete. Michelle has confirmed a full financial audit / review by an external party is not required. Reference to the financial review in the Bylaws will be clarified. Tax return will be completed within the next month. Michelle confirmed the ACH for the Concessions Coordinator's salary is automatic payment for 10 months (September – June). Michelle also explained that she corrected a check numbering error that previously occurred when Roundup refunds were generated. Motion to approve by Ali Clemenson, second by Robyn Urlacher.

### **Old Business:**

- Mustang Booster Scholarships – All scholarship recipients have responded with their school information. Michelle will send the checks to the students.
- Annual Financial Audit – (see above in Financial Report)
- Corporate Sponsorship program – The Corporate Sponsorship program was approved at the June 2019 meeting. Any references in minutes after that meeting to changes being considered (i.e. gym sponsorships) were only ideas. No revisions have occurred since June 2019. Questions arose regarding how contract renewals and payments are tracked. Michelle Wright will look for any corporate sponsor contracts and related financial information and provide to Eric Dodds. When possible, an overview of the sponsorship process should be covered for Board Member knowledge.
- Reconcile Membership records with website – Nothing to report. This should occur prior to the Fall Membership drive. Ali will pass along to Chris.
- Roundup donations – There are still items to deliver to Ali Clemenson, so all items can be stored together at the storage unit.
- Counselor Petty Cash fund – Michelle Wright requested a reconciliation of expenses covered by this fund during the 2019-20 school year from Jessica Steiner. When Jessica replies, Michelle will get the remaining money and all expense receipts from her.

- Revisions to Funds Request Form – Amy Beaton completed the three updates to the form. Jennifer Raan will provide the revised form to Chris Clemenson to update on the Booster website. Ideally, a form that can be completed online will be created. Otherwise, a link to the updated form will be added to the Booster website and also on the Activities page of the SHS website.
- Review Bylaws and Guidelines – All Board members received electronic copies of these documents and were asked to review and provide feedback.
- SHS reserved parking spots – Chad Raan removed the three name signs from the reserved parking spots at SHS. One name sign has been missing for over a year. The signs are in the Booster storage unit. If the signs are used for a future fundraiser, following is the contact information for changing the names on the signs and purchasing one additional sign. In the past, changes to the signs have been free.
  - North Star Safety – Marc Rue  
[mrue@northstarsafety.com](mailto:mrue@northstarsafety.com)  
 (701)282-2110
- Roundup refunds – Michelle Wright reported that a few checks have not been cashed. A list was not maintained of the members that asked their Roundup ticket refunds to be donated to the Boosters. She will contact the members with uncashed checks to confirm they received the checks and find out if they are supposed to be donations or not. Ed Krystosek confirmed the two refund checks sent in error (member's \$200 check for Roundup tickets was destroyed, not cashed, by Boosters) were voided.

### **Committee Reports:**

*Spirit:* (Leah Hustad, Sheri Srnsky, Melissa Krystosek)

- Sheri reported that she will be looking through the storage unit for any spirit items to use, then they will make a plan to order as needed for Fall activities.

*Membership:* (Betsy Dodds, Michelle Angus)

- Michelle Angus reported that she will meet with Jill Boehme to learn about Membership processes. A meeting with the Communications Committee members will also be scheduled, to confirm the website is ready for online membership renewals and creating new memberships in August. The blank gift cards for the school store have been ordered. Michelle will notify Alison Chesser, Activities Office that the Boosters will be using activity passes for Membership gifts at some levels.

*Corporate Sponsors:* (Eric Dodds)

- No report.

*Communications/PR:* (Chris Clemenson, Mike Srnsky, Robyn Urlacher)

- Meetings will be scheduled with new Communication Committee members (review committee processes/roles) and also with Membership Committee members (online membership).

### **New Business:**

- Funding requests:
  1. Football (Guardian helmet covers) – Mustang football parent group submitted a request for \$4,928.80 to purchase 120 Guardian Caps. Motion to approve the amount requested by Ed Krystosek, second by Jeff Bretherton.
  2. Dance (UDA summer camp) – Request was rescinded, as camp was cancelled due to Covid-19.
  3. 2019-20 funds possibly not used (Covid, etc.):
    - Post Prom/Post Grad - \$5,000 - Michelle Angus will ask Leslie Wagner if all funds were used for alternate Prom and Grad celebrations, since both events were cancelled.
    - Key Club - \$500 for District Leadership Conference & DCON – Michelle Wright will look for the approved request of funds form and contact the person who made the request.
    - DECA - \$700 for State DECA Conference – Michelle Wright will look for the approved request of funds form and contact the person who made the request.
    - Cheer Team - \$100 for banquet – Michelle Wright will look for the approved request of funds form and contact the person who made the request.

- Election of Board Officers –  
**Vice President** – This position remained open after the last meeting. Ed Krystosek was nominated. Motion by Michelle Wright, second by Sheri Srnsky.
- Board Committee assignments –  
**Communication/PR** – Chris and Ali Clemenson, Mike Srnsky, and Keith and Robyn Urlacher  
**Corporate Sponsors** – Eric Dodds and Jeff Bretherton  
**Membership** – Betsy Dodds, Terry and Michelle Angus and Julie Koppleman  
**Spirit** – Sheri Srnsky, Melissa Krystosek, and Leah Hustad
- Board Member contact list – Contact list was sent in meeting email and printed copy sent around meeting table for any corrections/changes. Jennifer Raan will update and provide to all Board Members and others who regularly attend meetings.
- Raffle permit – Permit expired, Wade Frank will renew prior to Fall school activities.
- 2020-21 Board meeting dates and locations – Discussed meeting dates and locations. September meeting will be changed to second Monday (9/14/20). Jennifer Raan will talk to the Manager at Brewtus' Clubhouse to confirm we can continue meeting there and also ask about closing during winter months. Jennifer will also reserve the multipurpose room at SHS.
- Western State Bank 2019 donation – Western State Bank donates to the Boosters each year based on the number of points scored during regular season home games for football (\$10/point) and basketball (boys and girls - \$2/point). The Boosters received \$4,178 from Western for the 2019-20 school year.
- Review website changes / capabilities – Wade Frank will talk to Chris and get meetings scheduled – one to discuss membership for Fall Membership drive and one to go over website changes/capabilities with all Board Members.
- Fall fundraiser / social – Will discuss at the August meeting, after ND Governor makes announcement (expected July 15<sup>th</sup>) about school re-opening options and activities.

**Other Items:**

- Sheyenne Athletic Director Updates (Greg Limke): Welcome to Greg Limke, Sheyenne's new Athletic Director.
- Concessions: Amy Beaton updated the Concession Coordinator job description/contract document. Motion was made by Ed Krystosek to continue Jerilyn Sellheim's contract, second by Mike Srnsky. Ed will obtain Jerilyn's signature on the contract and provide completed contract to Michelle Wright to file.

Meeting adjourned at 7:27pm. Motion made to adjourn by Ed Krystosek, second by Ali Clemenson.

**Next Meeting Date** – Booster Board meeting August 3, 2020 – 6:00pm – Brewtus' Clubhouse at Osgood