



## **Boosters Board Meeting Minutes December 6, 2021 – Brewtus Clubhouse**

President Ed Krystosek called the Mustang Boosters Meeting to order at 6:00 pm.

Present (9): Ed Krystosek, Tim Breidenbach, Nick Hillman, Michelle Wright, Joy Beeter, Larry Schmit, Melissa Krystosek, Wade Frank and Julie Koppelman.

### **Minutes of the previous meetings:**

- November meeting minutes reviewed. Motion to approve by Melissa Krystosek, second by Nick Hillman. Motion passed.

### **Financial Report:**

- Michelle Wright provided the financial report, cash balance as of 11/30 \$45,115.78. Nick Hillman motion to approve. Melissa Krystosek second. Motion passed.
- Discussion of cash procedures.
  - State meals cash. Boosters pays funds to Fund 60. Students pick up from activities office. Concern by some parents that not all funds are picked up. The athletic department may need to look at solutions. Potential solution of providing funds to the coach to distribute to alleviate students overwhelming the activities office. This should be discussed with Cory – provide check to school and request it be provided to the school. What happens to the funds that are not picked up by the students?
  - End of season banquets. Should we write the checks directly to the coaches to help with the reimbursement issues? The only way for parents to received funds is by obtaining a Purchase Order. Tim Breidenbach motion to pay the banquet amount directly to the coach rather than the Fund 60 account. Second by Nick Hillman, Motion passed. The funds request form will need to be updated.
  - Tennis parents have not received reimbursement for their banquet expenditures. Michelle asked that we request the funds back from Fund 60 and she will reimburse parents.
  - Concessions cash. Alison collects the concessions funds and makes a deposit. The concessions manager is not at the end of every event so she is not able to make that deposit. The coaches are supposed to take a photo of the cash report and send it to Kelly. How can Boosters help relieve the backup and also receive a reconciliation? Boosters received a check at the end of the year for the full year's profits but we don't receive a report detailing the incoming cash, expenses, etc. Concern as to not having appropriate documentation if Boosters were audited. Michelle requested the monthly report of our Fund 60 account and a copy of the deposit slips that are provided to Kelly. Requested that the documentation matches the deposits – is this something the Boosters or Kelly could help with?

### **Old Business:**

None

## Committee Reports:

- **Spirit:** (Sheri Srnsky, Melissa Krystosek, Ashley Hogness) – No report. Tim indicated that hockey is requesting pom poms and noise makers. Funds have been approved previously for additional items if needed. Tim will go to storage and get them items.
- **Membership:** (Michelle Angus and Joy Beeter) – No report.
- **Corporate Sponsorship:** (Larry Schwab) – Larry is working with Michelle to send invoices and find out who hasn't paid for sponsorships. If the funds aren't paid, we may need to look at removing them from signs. There are sponsors who still need to be added to website – Larry will get the information to Nick.
- **Communication:** (Mike Srnsky and Nick Hillman) – Social accounts are kept updated and going well. Working with Larry on getting sponsors promoted.

## New Business:

- **Request of Funds:**
  1. **Volleyball** – Request of \$200.00 for banquet. Tim Breidenbach motion to approve. Nick Hillman second. Motion passed.
  2. **Mustang Media** – Request of \$400.00 for bleachers broadcasting chairs. Ed will ask Cory if they have a Fund 60 account and find out if they have other funds available through fundraising. Melissa Krystosek motion to approve. Tim Breidenbach second. Motion passed. There may be an opportunity for Boosters to advertise. Next year the Boosters would like to know before the year starts what amounts are going to be requested for streaming/broadcasting so we can budget.
  3. Did the dance team sign up for a concessions shift? Julie will email Kelly to confirm.
- **Mustang Roundup:**
  1. Michelle Wright will not be able to assist with the Mustang Roundup due to it being tax season. We will need to make other arrangements for obtaining any needed cash, etc.
  2. Do we want to have Roundup this year? Yes, but perhaps a bit scaled back.
  3. April 8/9 at Doubletree has been confirmed. They are sending Ed a menu and we can decide heavy appetizers vs a full meal. Ed and Tim will review and submit a suggestion. Comments in the past were negative towards the food not being worth the ticket cost.
  4. Committees need to start meeting. Committees should provide a progress report. Julie will send email as a reminder closer to the date.
  5. Discussion of a theme. Feedback was that attendees did not want a theme.
  6. In January, February and March, the committee chairs should meet after the monthly meeting to discuss progress.
  7. Send email to general membership to save the date, solicit donations of silent auction items and also ask for assistance from membership.
  8. Silent auction – idea to purchase football, soccer ball, volleyball and basketball and have the players sign. Tim offered to help with this.

## Other Items:

- Freezer in concessions in broken and maintenance confirmed it was not fixable. Tim has an email from activities – he will reply and see if the school will purchase all or part of a freezer since it's part of the facility and if not, ask for a funding request.
- Cheer signed up for concessions this past Saturday and backed out. Signup is currently going through Alison. Kelly needs communication with the coach/advisor and also should have board contact information so we could help in an emergency.
- Tim and Kelly are going to review prices for the items that are sold and adjust as necessary.
- Board member attendance. What is expected of board members? Ed will email those who aren't able to attend regularly to see if they want to continue and if not, they will be relieved at the end of 2021.
- Discussion of Mustang blankets in time for roundup. Tim would like to order 300 (approx. \$40 per blanket). If there are many extra, they could possibly be sold in the stable. Tim will contact the company for a quote.
- Can a company donate directly to the Boosters and earmark it to a specific activity? We previously discussed this but concerned about this. The activity would need to go through the same process to request the funds from Boosters but cannot guarantee a direct funnel to the activity.

Meeting adjourned at 7:10 pm. Motion made to adjourn by Nick Hillman, second by Melissa Krystosek.

**Next Meeting Date** – Boosters Board Meeting – January 3, 2022 6:30 pm @ Sheyenne Multipurpose Room