Logo, icon

Description automatically generated

**GIG HARBOR HIGH SCHOOL SPORT BOOSTERS**

**BOARD MEETING MINUTES**

*Tuesday, 2 November 2021, 6PM*

*Gig Harbor Golf Club*

1. **MEMBERS PRESENT**

Alec Klipper (President)

Kevin Dull (VP)

Melanie Olsen (Treasurer)

Mia Darnell (Secretary)

Marty Paul (Finance/Fundraising Chair)

Christy Stapleton (Communications Chair)

Melissa Heckman (Membership Co-Chair)

Kirsten Moran (Membership Co-Chair)

Candy Nelson (Basketball Fundraising/Concessions Rep)

Jeanette Hall (Coach, Spring Girls Golf)

1. **Meeting called to order by the 2021-2022 President, Alec Klipper at 6PM.**
2. **OLD BUSINESS**
3. President’s Report

* Turnover is still in progress.
* There is now access to the laptop.
* Still no access to the website. Will try to reach Shannon through Jacob.
* Still working on getting Board members access to ParentSquare.

1. Treasurer’s Report

* Bank transition and/or Turnover is not yet completed.
* Secretary of State records have not been updated yet and there is also an issue with boosters having two EINs.
* No access to bank accounts or any statements yet.
* Needs to get-together (in person) with the outgoing Treasurer to resolve transition and turnover issues.

1. Secretary’s Report

* Minutes from the previous brainstorming session presented for approval.
* Board members approved. 2021-2022 President, Alec Klipper, signed the document.
* Creation of a generic email was agreed.

1. Committees

* Communications now has five (5) members; Christy Stapleton (Chair), Mia Darnell, Jennifer McAfee, Chelsea Smith, Heather Stevens.
* Each committee will meet with their members to discuss and execute the Now, Near, Far goals and to report on the next meeting.

1. **NEW BUSINESS**
2. Banking

* Once turnover is completed and we have bank access, we need to order new checks and transition to online banking.
* The board needs to decide on the accounting software to get.

1. Fundraising SOP

* Standard Operating Procedures for team fundraising was put on the table for discussion.
* There is a need to establish and enforce guidelines for the Approval Process.
* A recommendation was made to allow 10 business days for the approval process. No motion was raised, seconded, and voted on.
* 2021-2022 Treasurer, Melanie Olsen, raised the question whether the approval process can be done through email. Everyone agreed, but no motion was raised, seconded, and voted on.

1. Team Accounts

* Team Balances need to be communicated to the coaches before the start of each season.
* There needs to be a timeframe for Team paybacks.

1. Cash and Deposits Handling

* Candy Nelson brought the cash revenues from their last fundraising/concessions event. Since turnover is not complete yet and we don’t have access to the boosters’ bank account, there was confusion as to how to handle the cash-on-hand.
* Several suggestions were put on the table as to how to handle cash-on-hand issues; obtain cash bags from the bank, seal/secure and drop off at Boosters’ drop box at the school, and email the Treasurer with the amount of deposit.

1. **OTHER BUSINESS**

* VP, Kevin Dull, facilitated a strategic planning session where Board Members and Committee Chairs participated in.
* The group mapped up the Now, Near, Far goals and action items for the Sports Boosters as a whole.
* Every participant had the opportunity to share their thoughts, ideas, and suggestions.
* VP took on the task of compiling everybody’s recommendations and categorized them as to who will be doing what.

1. **Meeting adjourned at 7:30PM.**
2. Next meeting is on 7 December 2021, Tuesday, 6PM at Gig Harbor Golf Club.

**Prepared By:** Mia Darnell (2021-2022 Secretary)

**Approved By:** Alec Klipper (2021-2022 President)