



**GIG HARBOR HIGH SCHOOL SPORT BOOSTERS  
BOARD MEETING MINUTES**

*Tuesday, 4 January 2022, 5PM  
Gig Harbor Golf Club*

**I. MEMBERS PRESENT**

Kevin Dull (VP)  
Melanie Olsen (Treasurer)  
Mia Darnell (Secretary)  
Marty Paul (Finance/Fundraising Chair)  
Kirsten Moran (Membership Co-Chair)  
Chelsea Smith (Communications Member/IT)  
Chance Busey (JV Baseball Coach)  
Mike Conan (Baseball Parent Rep)  
Joe Barber (Baseball Parent)  
Jennifer McAfee (Football Rep)

**II. Meeting called to order by the Vice-President, Kevin Dull at 5PM.**

**III. OLD BUSINESS**

**a) SECRETARY REPORT**

December Minutes approved and signed by Kevin Dull, Vice-President.

**b) SQUARE & WEBSITE**

Chelsea Smith is now officially our GHHS Sport Boosters IT person and is in-charge of the website. She will work with Melanie to sign-up for a new square account using our tax ID, instead of an individual's SSN.

An after-meeting discussion took place, and it was planned that Melanie and Chelsea will contact Kevin from square to assist in signing up for a new square account and possibly

building a new website. A recommendation was made to have options to pay through other methods - PayPal, Venmo, etc....

**c) TREASURER'S REPORT**

Treasurer emailed the board her monthly report due to a technical issue with her printer. Report includes the Monthly Cash Summary and Reconciliation of all Funds (See attached).

She is finally at a point where she has an even better grasp of where we are at. Although she is not receiving summary reports from square, she is still able to track through the receipts. Once a week tracking is okay to keep up to date.

**d) SOPs (Standard Operating Procedures)**

Melanie, our Treasurer, finally heard back from our Accountant. She recommended that we make some changes on the way we are operating and or reporting as the accountant gave her some very specific instructions.

She will draft up the SOPs based on the information she was provided.

**e) ACTION PLAN/EXECUTION FOR FISH 50/50**

A question was raised regarding the 50/50. Marty Paul clarified that all it is a half-court shot and not the typical raffle draw where money is collected in exchange of raffle tickets. Donation monies will still be collected though.

We will need 1-2 booster person/s and a parent to go through the crowd and collect "pocket changes". A suggestion was made to involve kids. However, Melanie pointed out that since we are a parent-ran organization, we need to be extra careful in involving kids.

Communications committee will create a sign-up sheet for parent volunteers. Shifts are for Girls' and Boys' basketball JV and V half-times. Due to the potential amount of coordination and volunteers needed, it was decided to only conduct the 50/50 raffle during the Fish Basket on **21 January 2022**.

Chelsea will contact Bob Werner, Athletics Director, for permission. Once we have a go, our Treasurer will obtain our gambling permit.

A temporary Fish Basket committee was formed. Members are Kevin Dull, Marty Paul, Kirsten Moran, Melissa Heckman, Christy Stapleton, and Chelsea Smith. They will meet on **18 January 2022, 5PM** at the Gig Harbor Golf Club to discuss details for the event.

**f) ACTION PLAN/EXECUTION FOR MEMBERSHIP DRIVE**

There is a plan to do a membership drive for basketball home games (C, JV, and V).

Mia, Secretary, will create the sign-up sheet for volunteers and send them to our distribution list.

Communications will reach out to the coaches for permission to set up a table during the games. Due to time constraint, there will be no membership drive on the 5 January home games.

Marty Paul, Finance, recommended that we should have a better hand-off strategy for boosters' items. Hence, we need to request for a storage space at the school. Chelsea, IT, will include this matter in her discussion with the Athletics Director.

**g) ACTION PLAN/EXECUTION FOR BOOSTER PERSON**

A booster person/s will be the liaison to teams. They will be responsible for ensuring regular communication and connection for each team.

Membership team (Kirsten and Melissa) is handling that front for the time being. However, Kirsten recommended having a better communication plan for the spring season.

**h) ACTION PLAN/EXECUTION FOR STUDENT INTERNSHIP**

Student Intern/s will work closely with the Communications team in assisting with social media presence, photography, journaling, and statistics.

Mia (Secretary) and Christy (Communications Chair) will work together to draft an "advertisement" to be sent to the school Principal. Final draft will be sent by Christy.

**i) STREAMLINING ATHLETE/STUDENT/TEAM RECOGNITION**

Christy, (Communications Chair) will need to reach out to the coaches for student/athlete recognition on a weekly basis. Information needs to include accomplishments and reason for standing out.

There needs to be 1-2 student/athletes per team (one girl and one boy). Recognition will be posted on our social media and website.

**IV. New Business**

**a) GENERIC EMAILS**

Mia brought up the generic emails that were passed down to us from the previous board. We need to start using them as they are already live on our website.

Chelsea Smith will resend email access to everyone.

**b) AUCTION**

Auction will take place on **23 April 2022, Saturday**. It will be held at Canterwood. Venue capacity is 220 persons.

Marty will work with Melanie to draft an email to be sent out to the current ticket holders. They will have the option to one, attend the auction; second, donate their purchased tickets to the cause; third; request for refund; and fourth, additional donation to cause. Target date to send out the email is **1 February 2022**.

An Auction committee will be formed and mobilized. Target date for disseminating auction information to the public is **15 February 2022**. The Communication Committee will help in pushing the word out through email blast, website, and social media platforms.

We will focus on quality and not quantity. The plan for now is to have 5 items for silent auction and 10 items for live auction.

We also need to ensure that we are strategic, and each sports program participates and is represented.

To cover for the event's costs, tickets will need to be at least \$65 per person and \$130 for couples.

A naming opportunity to entice businesses to donate was discussed as a possible option to generate more funds to our capital campaign. The goal is to get \$25,000 to improve/update the weight room equipment. This needs to be collaborated with coaches, school admin, district, and the community.

**c) STORAGE**

Melanie and Mia will work together in doing a cleanup and inventory of our boosters' storage.

**V. Questions/Open Discussions**

Baseball representatives raised some questions to the board.

**1) *What's in it for them?***

Chelsea Smith, Communications/IT was able to pitch the website to them and let them know that each sports program has their own page on our website. They can tailor them the way they want and will serve as their platform to advertise their fundraising, events & activities, and team highlights. It will be cross-pollinated to our social media platforms.

**2) *What's in it for an individual to join as a member?***

Mia explained that as a 501C3 organization, we do have operational costs that we need to cover, and our main source of funding is the membership fees. Hence, we need access to the parents in their teams to become members.

**3) *Can we request funding for batting cages and pitching machines?***

Marty Paul explained that boosters only conduct non-sport specific fundraising. We need to be careful, sensitive, and realistic for potential conflict and friction. We may approve

funding for some low visibility and low dollar gears/equipment requests, but it is largely dependent on available funds we have. Our capital campaign proceeds are for assets and facilities used by most, if not all.

Chelsea Smith reiterated that we can, however, help them in promoting any fundraising events.

**4) How are funding/finances handled?**

Melanie explained that when a sports program deposits their funds, they are "earmarked" for that specific team. Although they are all deposited under one account, boosters don't touch that money. We have a general fund to cover operational costs that we generate from membership fees, and we don't take money out from team funds.

Should they have questions on their team's funds and or need a balance statement, she will send it to them.

**VI. Meeting was adjourned at 6:20PM. Next meeting will be on 8 February 2022, Tuesday, 6PM at the Gig Harbor Golf Club.**

**PREPARED BY:** Mia Darnell, Secretary

**APPROVED BY:** Alec Klipper (President)      **DATE:** 8 February 2022