



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

*Tuesday, 2 November 2021, 6PM
Gig Harbor Golf Club*

I. 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)

II. Meeting called to order by the 2021-2022 President, Alec Klipper at 6PM.

III. OLD BUSINESS

- a. 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.
- b. 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.

c. 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.

d. 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.

IV. NEW BUSINESS

a. 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.

b. 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.

c. 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.

d. 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.

V. 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.

VI. Meeting adjourned at 7:30PM.

VII. 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)